

Sampford Courtenay Parish Council Local Infectious Disease (Pandemic) Plan

This plan should be read in tandem with the Overarching Community Emergency Plan on the SC Website

As part of the Parish Plan, Sampford Courtenay Parish Council support and encourage community engagement within the policies that aim to support resilience within the parish. This Local Emergency Plan is one example that seeks the support of Parishioners to take precautions to help themselves and their neighbours should there be the threat of serious Pandemic.

This plan complements and supports plans initiated by the NHS, Devon County & West Devon Borough Councils that will give advice to the general public on appropriate actions to take.



Key to this plan is the self resilience and preparedness of parishioners. But in the case of a declared incident the Resilience Co-ordinator for the Parish will implement this plan to support Parishioners during a declared outbreak and help to support the wider community to continue business as usual, heeding the warnings and taking action to contain, delay and minimise the wider spread of the outbreak in the Parish.

Parish Pandemic Plan Implementation

1 Pre Outbreak Activity

- 1.1 The Parish Council will have responsibility to review and update this plan to ensure it is accurate. The SCPC Co-ordinator will ensure that all information and advice provided by NHS England and both Devon County and West Devon Borough Council's is communicated to Parishioners.

Action	Review of the Plan to take place Annually - SCPC Co-ordinator
1.2	Awareness sessions will be arranged on an annual basis for volunteers wishing to support this and other plans including H & S risk assessments. Anyone interested in volunteering please contact the Parish Clerk by emailing ClerkSCPC@gmail.com
1.3	SCPC Co-ordinator will conduct an annual awareness campaign 30Days30Ways as a means of supporting Parishioners to be self prepared. Appendix A also has advice on helping you to prepare ahead of any declared Pandemic.
Action	Parishioners are strongly advised to review the advice on the campaign and adopt the various appropriate actions. View the 2019 campaign here - http://www.sampfordcourtenay-pc.gov.uk/sites/default/files/downloads/2019-10/weekly-resume-30days30-ways-summary-1283427867.pdf
1.4	All Parishioners that believe that they may be more vulnerable to the effects of a pandemic are asked to consider completion of Appendix B - Vulnerable Support
Action	Parishioners are strongly advised to review the form and if advice is required contact the SCPC Co-ordinator. A dedicated Request for assistance form in relation to the Infectious Diseases outbreak event APPENDIX H has been published PLEASE COMPLETE so we can arrange immediate support
2	Action after Pandemic Warning is issued in the Parish
2.1	SCPC will provide suitable advice to enable Parishioners to avoid catching and minimise the spread of the infection.
	See Appendix C for general advice on the prevention of the spread of diseases. Previously related to Coronavirus
2.2	Parish Community Emergency Team will co-ordinate, risk assess and brief volunteers and prepare to support those at risk or who choose to self isolate if required.
2.3	Where a suspected case of infection is identified the Parish Community Emergency Team will confirm activation of this plan and communicate that via Website and Parish social media page. A log at Appendix D will be commenced.
3	During Disruption following declaration of Pandemic Emergency in the Parish
3.1	<p>If the local health protection team (HPT) and doctor have agreed that a parishioner may stay at home while they await results of tests for infection and do not need to be admitted to hospital, they will have agreed to follow these important instructions.</p> <p>https://www.gov.uk/government/publications/wuhan-novel-coronavirus-self-isolation-for-patients-undergoing-testing/advice-sheet-home-isolation</p> <p>Appendix E highlights the actions to take if you are self isolating. Further information on self Isolation is available through the link https://www.gov.uk/government/publications/wuhan-novel-coronavirus-self-isolation-for-patients-undergoing-testing</p>

3.1	Parish Community Emergency Team will maintain regular daily communications with members of the Parish, to provide up to date advice and reassurance using the following means of communication -
	<ul style="list-style-type: none"> Parish Council Website* sampfordcourtenay-pc.gov.uk <p>*(If you sign up on the website for the Parish email service you will receive the information to your email automatically)</p> <ul style="list-style-type: none"> Parish Council Facebook Page
Action	<ul style="list-style-type: none"> Parish Council Noticeboards: Notice Board 1) noticeboard Village Square Notice Board 2) at Bus shelter (New Inn crossroads) Notice Board 3) at Bus shelter (Sampford Station) <p>Consider best and most appropriate way to communicate with all Over 70's and those informing the PC of their self isolation the EMT have circulated a Newsletter providing via Volunteers to give information on how to seek support if required.</p>
3.2	SCPC Co-ordinator will liaise with Volunteer Team Members to allocate areas, brief and co-ordinate activity to achieve the Plan until any threat of the Pandemic has ceased.
	<p>Volunteers will be engaged in supporting parishioners to ensure they have necessary provisions, medication and act as a communication point to provide information and reassurance. As per the official guidance it is not advised that 'good neighbours' carry out personal visits but are encouraged to maintain telephone contact with those in Self Isolation.</p> <p>Any person volunteering to visit and support those Self Isolating due to suspected infection, should be fit and healthy, with no underlying health issues, and not in close personal contact with other vulnerable persons.</p> <p>SCPC Co-ordinator will carry out an appropriate risk assessment for all volunteers prior to and during support visits. Appendix F</p>
Action	<p>All volunteers to complete a questionnaire to risk assess threats and provide a signed record. Appendix G</p>
Action	<p>Parishioners willing to volunteer please contact the Parish Clerk by emailing ClerkSCPC@gmail.com</p>

APPENDIX A

Helping yourselves to be better prepared!

As the winter months approach start to consider the following check list -

Looking after yourself -	
>	Get your flu jab - if you need advice get information from https://www.nhs.uk/live-well/healthy-body/facts-about-flu-and-the-flu-vaccine/
>	Be prepared with essential medication when Pandemic warnings are issued
>	Consider the preparation of a grab bag in case of evacuation in periods of Pandemic and alternatively self sufficiency to remain in self isolation for 14 days. Be prepared to be able to cope for up to 48 hours until support can be initiated to bring food, fuel and if necessary medication.
>	Create a contact list of all the important phone numbers Go to SCPC Resilience Plan page for details of emergency and other useful services. But also let your family and friends have the contact details of the SCPC Co-ordinator.
>	Keeping well informed of current information is one of the best ways to be prepared. Up to date information can always be found via the Devon County Council's website www.devon.gov.uk . You can also follow Public Health England's Facebook page or Twitter feed for the latest updates, information and advice.
>	Detailed guidance from PHE and the NHS includes Frequently Asked Questions .

Preparing in case of the need for Self Isolation	
>	Be prepared to be able to cope for up to 48 hours until support can be initiated to bring food, fuel and if necessary medication.
>	Check your heating – do you have access to fuel to maintain heating your home
>	Be prepared with vital information if you needed to self isolate. Print of the list of useful numbers including neighbours, SCPC, Doctors
>	Freeze a loaf of bread and pint of milk for initial period of self isolation

Up to date information can always be found via the County Council's website www.devon.gov.uk. You can also follow Public Health England's [Facebook page](#) or [Twitter feed](#) for the latest updates, information and advice.

APPENDIX B: VULNERABLE SUPPORT

Residents that might require assistance in an Emergency

Any resident is able to ask if the Parish Council can contact them during an emergency to see if they need any particular assistance. If you feel that you may require assistance in an emergency then please complete the form below and send to Sampford Courtenay Parish Clerk who will hold your details securely and add you to the contact list should an emergency arise.

Name	Location	Contact details
Details held Securely by the Parish Clerk contact on 01837 82285		

Community Coordinators / Area Liaison**

Often a person is not vulnerable until they are affected by an emergency and it may be necessary to send people into an area to door knock, or simply to have a visible presence so that people can ask them for help. If this was required, members of the emergency team or other volunteers would act as Area Liaison and be asked to visit the areas below.

Area to be Covered	Name of Volunteer (leave blank if to be allocated at the time of the emergency)
Honeychurch	
Sampford Courtenay Village	
Sampford Chapple	
Trecott	
Station Road	
The Beeches/B3215	
Corscombe	
Rural SC	

***** NB - Any person volunteering to visit and support those Self Isolating due to suspected infection, should be fit and healthy, with no underlying health issues, and not be in close personal contact with other vulnerable persons. Appropriate risk assessment will be required for all volunteers prior to and during support visits.***

REQUEST FOR ASSISTANCE IN AN EMERGENCY FORM

When an emergency happens you may feel that you would be safer if someone contacted you. They would be able to give you vital information about the emergency, check on your welfare and discuss what course of action is best in your circumstances.

Very often this would be something a local relative may do but where there is no-one able to respond and assist in what might be a time critical manner if we know of your circumstances before the Emergency Management Team can arrange to be that critical friend in the emergency.

Name:

Address:

Contact:

Next of Kin Contact:

Vulnerability: **AGE*** ☐ ELDERLY OR VERY YOUNG CHILDREN

DISABILITY ☐

PLEASE RETURN YOUR FORM TO

SCPC CLERK

Bridge Cottage, Sticklepath, Okehampton, Devon, EX20 2NR.
Mob contact is 07732 174071.

GDPR Compliance statement

I understand personal information collected about me that can identify me, such as my name or where I live, will not be shared beyond the SCPC Resilience Management Team, and the parishioners authorised by SCPC who have volunteered to help during this pandemic

The advice from NHS for anyone in any setting is to follow these main guidelines.

1. If you have been in contact with someone with coronavirus or have returned from an [affected area](#) identified by the Chief Medical Officer as high risk and you are feeling unwell with a cough, difficulty breathing or fever, stay at home and use the [NHS 111 online](#) coronavirus service or call NHS 111.
2. Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use alcohol based hand sanitiser if that's all you have access to.
3. To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue, and throw the tissue away immediately. Then wash your hands or use a hand sanitising gel.
4. Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.

At the current time and based on our understanding of what is known of COVID-19 and other similar respiratory viruses, it is likely that older people and those with chronic medical conditions may be vulnerable to severe diseases.

APPENDIX D - LOG SHEET

It is important to record all information during an emergency. Completing a log sheet is an easy way to ensure information is not lost. It can also help support / justify any decisions made or actions taken.

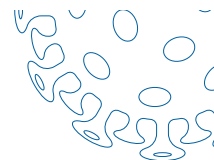
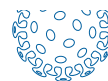
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Public Health
England

Self-isolation

Advice for patients with & without symptoms of infection, who are isolating themselves due to potential exposure to novel coronavirus (COVID-19). These actions will help to protect others inside & outside of your home from infection.



Isolate yourself



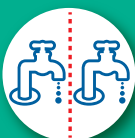
Stay in your home or accommodation, do not go to work, school or other public areas



Separate yourself from others in your home or accommodation



Do not have visitors in your home or accommodation



Use **separate facilities** if sharing, these should be cleaned before use by others



Have food, medication & other supplies **delivered to you**



Try to keep away from your pets. If unavoidable, wash your hands before & after contact

Prevent the spread of infection



Cover coughs & sneezes with a tissue



Place the tissue in a **bin**



Wash your hands with **soap & water**



Use **separate household items** like towels, bedding, toothbrushes, cups & dishes



Wear a mask when you are around others, if you have been told to do so

Wash hands with soap & water:



Before cooking & eating



After using the toilet

Take care of your health & wellbeing

For those with symptoms of infection:



Get plenty of rest until you feel better



Drink enough fluids so that you pass urine regularly



Take paracetamol as advised, to reduce pain & fever

For everyone in self-isolation:



Keep in contact with friends & family by phone, video & online



Carry on hobbies & interests within your home if you are able to



Take regular exercise within your home if able

Seek help if you develop symptoms or existing symptoms get worse (eg difficulty breathing) by calling NHS 111

Your healthcare provider will advise you on whether to remain in self-isolation following a negative test result

In an emergency, call 999 & inform the call handler about your potential exposure to COVID-19

HEALTH AND SAFETY RISK ASSESSMENT

RISK ASSESSMENT PROCESS FOR SAMPFORD COURTENAY VOLUNTEERS

Risk assessments are a statutory requirement under the Management of Health and Safety at Work Regulations 1999. These regulations demand that we assess all risks to the health and safety of Staff or other volunteers who may be affected, arising from activities or environment.

1. OVERVIEW

This risk assessment is for activities carried out by registered volunteer who support the Sampford Courtenay Parish Council Infectious Diseases (Pandemic) Plan.

The primary objective of this risk assessment is to ensure adequate safety for volunteers following implementation by the SCPC Co-ordinator of the Parish Infectious Diseases (Pandemic) Plan however for general safety and information risks are also assessed outside this area.

PERSONS AT RISK:

- The Volunteers
- The public in contact with those visiting self isolated individuals

2. BRIEF DESCRIPTION OF THE ACTIVITIES

A Infectious Diseases (Pandemic) plan has been created to implement action that supports residents throughout the Parish. This plan complements and enhances NHS, Devon County Council's & West Devon Borough Councils to contain, delay and minimise the wider spread of the outbreak in the

3. RISK ASSESSMENT PROCESS

The RA follows the basic process of assessing the "Likelihood of an incident" and 'Impact of the incident occurring" and scores the risk as high, medium or low. The RA then outlines mitigating action to reduce the identified risk. The general principle of managing risk is for Volunteers to undertake dynamic risk assessments prior to undertaking any action, if activity cannot take place safely then don't do it!

4. RISKS & RISK MITIGATION MEASURES

HAZZARDS WHICH COULD RESULT IN HARM	PERSON AT RISK	LIKELIHOOD SCORE (1-5 where 5 is high)	IMPACT SCORE (1-5 where 5 is fatality)	RISK SCORE:	RISK MITIGATION CONTROL MEASURES
Contracting infection	Liaison Volunteer	3	2	6	<ol style="list-style-type: none"> 1) Appropriate questionnaire completed to identify personal risks and ensure fitness to carry out the liaison role 2) A briefing provided on appropriate precautions to take prior to, during and post attending any address of a self Isolated parishioner. 3) Provision of equipment ie face mask/hand Sanitiser to be available to reduce risks of contamination
Spreading the infection	Volunteers Family / Public	3	2	6	<ol style="list-style-type: none"> 1) Appropriate questionnaire completed to identify personal risks and ensure fitness to carry out the liaison role 2) A briefing provided on appropriate precautions to take prior to, during and post attending any address of a self Isolated parishioner. 3) Provision of equipment ie face mask/hand Sanitiser to be available to reduce risks of contamination
Money handling	Volunteers /public	1	3	3	<ol style="list-style-type: none"> 1) Rather than volunteers handling cash from those self isolating when obtaining essential shopping funds will be recompensed through the Parish Clerk and cheque obtained to repay the Emergency Resilience Fund from the parishioner

Mental health and wellbeing	Vulnerable or those in self isolation	3	5	15	<ol style="list-style-type: none"> 1) set up a register of all vulnerable and self isolated parishioners. 2) designate a volunteer to make regular contact by telephone with each vulnerable and self isolated parishioner especially for those without internet access 3) set up wherever possible a conference calling facility that will enable virtual social engagements ie coffee mornings and chats, bingo, quizzes to take place on line
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APPENDIX G: VOLUNTEER RISK MANAGEMENT ASSESSMENT

1	NAME		
2	Address		
3	Contact Details Tel:		
	Mobile:		
	Email:		
4	Have you been abroad or in contact with anyone that has been abroad in the last 14 days?	Yes	No
5	As a volunteer it is important that you are aware of your responsibility for the current plan to delay the spread and transmission of the infectious disease. Whilst supporting parishioners it is important that there is a risk assessment prior to any visit to the location of any person that is vulnerable and would ask that all volunteers confirm details that will reduce any risk		
5.1	Have you had any symptoms of the Virus in the last 7 days if necessary view the current PH advice (https://www.nhs.uk/conditions/coronavirus-covid-19/)	Yes	No
5.2	Are you over 70?	Yes	No
5.3	Do you have a long term condition?	Yes	No
5.4	Are you Pregnant?	Yes	No
5.5	Do you have a weakened immune system?	Yes	No
5.6	Do you live with anyone that has any of the above?	Yes	No
To help us understand what assistance you can provide as part of the plan please answer the following -			
6	Do you have access to a vehicle?	Yes	No
7	Do you have access to a computer?	Yes	No
8	Do you have a Skype or Whatsapp account?	Yes	No
9	Do you have a Facebook Account?	Yes	No
10	Are you following Sampford Courtenay Parish Page?	Yes	No

11	The safety of volunteers and of the Parishioners that they may be in contact with is our greatest concern. Therefore please read the following briefing carefully and sign the declaration below.	
	<ul style="list-style-type: none"> • I understand that if any of the questions above (4 - 5.6) are YES then the support I can give will be limited. <p>I understand it is my responsibility</p> <ul style="list-style-type: none"> • to adhere to advice from Public Health England • to wear disposable protective gloves when collecting and delivering goods • to wash my hands regularly for at least 20 seconds with soap and water especially before and after collecting/delivering items • to maintain the safe distance between myself and the person I am helping • to arrange to leave goods I deliver outside the door or at a place designated by the resident avoiding direct contact • I will stop volunteering immediately if I begin to display any of the symptoms of a virus 	
<p>I have read the above briefing and understand the responsibility I have to adhere to the advice in respect of the risks to myself and the public. I understand that this is the current known advice and as the Pandemic continues to evolve that further and more current advice may be issued and that I agree to abide by that advice in order to manage the risks to myself and others.</p>		
Signature		
Print Name		
Date		
<p>As a further security measure please give details of an individual that is able to verify your details preferably a professional person someone serving on the Parish Council, WDBC, Church Council, or other individual</p>		<p><i>Details</i></p>
<p>Please return the completed form to the Parish Clerk at Sampford Courtenay Parish Council by post to Bridge Cottage, Sticklepath, Okehampton, Devon, EX20 2NR. Mob contact is 07732 174071. Email: clerkscpc@gmail.com</p>		

APPENDIX H: REQUEST FOR SUPPORT

REQUEST FOR ASSISTANCE DURING COVID 19

1	NAME		
2	Address		
3	Contact Details Tel:		
	Mobile:		
	Email:		
	VOLUNTEER CONTACT	Malcolm Harris Bridge Cottage, Sticklepath, Okehampton, Devon, EX20 2NR. Mob contact is 07732 174071.	
4.1	Do you currently have anyone supporting you in your day to day living?	Yes	No
	If yes please give details		
4.2	Are you over 70?	Yes	No
4.3	Do you have a long term condition?	Yes	No
4.4	Are you Pregnant?	Yes	No
4.5	Do you have a weakened immune system?	Yes	No
4.6	Do you live with anyone that has any of the above?	Yes	No
5.1	Do you have access to a computer	Yes	No
5.2	Are you on Facebook?	Yes	No
5.3	Are you following Sampford Courtenay Parish Page?	Yes	No
5.4	Have you checked out the advice on the SPCP Corona Virus Page?	Yes	No
5.5	Are you signed up for our email service?	Yes	No
5.6	If not are you happy for us to sign you up using the email above?	Yes	No
5.7	If the answer for 5.1 is NO how would it be best to contact you?		
6.1	Are you happy to receive contact from a vetted community volunteer?	Yes	No
7.1	Would you be interested in taking part in virtual social activities via video conferencing?	Yes	No

