**1.0 INTRODUCTION**

This document provides a checklist for Care Homes, helping homes prepare for Winter, the impact of seasonal flu and continuing efforts to guard against the Covic-19 pandemic (including testing and vaccination). This document is for your use only (we’re not collecting responses) and lists key winter preparedness resources published by the NHS / PHE and examples prepared for use across care homes in South West London, including flu and COVID-19 vaccination programmes. We will update this checklist as resources are either added or refreshed.

**2.0 WINTER PREPAREDNESS CHECKLIST**

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| **CHECKLIST QUESTION** | | **YES** | **NO** | **RESOURCE** |
| **Winter Preparedness - Policies and Procedures** | | | | |
| **1** | Have you provided access to key winter guidance (including seasonal Flu and Covid-19), policies, leaflets and posters, throughout the home, including promoting these at staff and resident’s meetings? |  |  | The UK Government’s COVID-19 Winter Plan presents a programme for suppressing the virus, protecting the NHS and the vulnerable, keeping education and the economy going and providing a route back to normality (Nov ’20)  [COVID-19 WINTER PLAN (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/937529/COVID-19_Winter_Plan.pdf) |
| **2** | Do you attend the weekly, South West London Information Sharing Webinars ? Do you receive and cascade the weekly Q&As, prepared following each of these Webinars ? |  |  |

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| **Flu immunisation** | | | | |
| **3** | Are you continuing to promote flu immunisation awareness amongst residents and staff (promoting the benefits of immunisation),using ‘mythbusters’,to respond to any concerns raised ? |  |  | * The annual flu letter describes the national flu immunisation programme outlining groups eligible flu vaccination.   National flu immunisation programme plan - GOV.UK (www.gov.uk)   * With concerns about the uptake of the flu vaccine among residents of South West London, the link below provides a toolkit promoting the importance of people getting vaccinated : <https://www.swlondon.nhs.uk/wandsworth-winter-toolkit-20-21/> * The importance of the staff being immunised against flu :   <https://www.youtube.com/watch?v=_c3oBmASOaU&feature=youtu.be>   * Book your free NHS Flu Vaccination : [Home page - My Vaccinations](https://myvaccinations.co.uk/) |
| **4** | Is staff reluctance to receive flu vaccination now the biggest barrier ? |  |  |
| **5** | Are you using Capacity Tracker to record flu immunisation ? |  |  |
| **6** | Are you taking specific measures to increase the uptake of flu immunisation across your workforce ? |  |  |

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| **Norovirus** | |  |  |  |
| **7** | Norovirus, also called the "winter vomiting bug", is a stomach bug that causes vomiting and diarrhoea. It can be very unpleasant, but usually goes away in about 2 days. |  |  | * Guidance covering symptoms, treatment and information on how Norovirus is spread, can be found at :   Norovirus (vomiting bug) - NHS (www.nhs.uk) |

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| **CHECKLIST QUESTION** | | **YES** | **NO** | **RESOURCE** |
| **Covid-19** | | | | |
| **8** | Do staff and residents have access to key policy and guidance. Do you update this as new guidance becomes available ? |  |  | * **UK Plan for vaccinating all adults by Autumn ‘20**   [UK COVID-19 vaccines delivery plan (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/951284/UK_COVID-19_vaccines_delivery_plan.pdf)   * **Recent and upcoming changes, guidance and support**   Coronavirus (COVID-19): guidance and support - GOV.UK (www.gov.uk)   * **Adult social care: our COVID-19 winter plan 2020 to 2021**   Key elements of national support available for the social care sector for winter 2020 to 2021, as well as the main actions to take for local authorities, NHS organisations, and social care providers, including in the voluntary and community sector (updated 14th Dec ’20)  Adult social care: our COVID-19 winter plan 2020 to 2021 - GOV.UK (www.gov.uk)   * **Visiting care homes during COVID-19**   This guidance has been developed for the purpose of supporting local system leaders, providers, staff, and families to plan and carry out visits that provide meaningful contact as safely as possible (updated 1st Dec ’20)  Visiting care homes during COVID-19 - GOV.UK (www.gov.uk)   * **What to expect after your COVID-19 vaccination**   What to expect after your COVID-19 vaccination - GOV.UK (www.gov.uk)   * **London care homes COVID-19 vaccine FAQs**   [London care home Covid vaccine FAQs - 9-12-20 - v1.pdf](file:///C:\Users\paulh\Downloads\London%20care%20home%20Covid%20vaccine%20FAQs%20-%209-12-20%20-%20v1.pdf)   * **COVID-19 testing**   Get a free NHS test to check if you have coronavirus - GOV.UK (www.gov.uk)   * **Hospital discharge service: policy and operating model**   Health and social care systems, in light of the response to COVID-19  Hospital discharge service: policy and operating model - GOV.UK (www.gov.uk)   * **How to protect care home residents and staff during the coronavirus outbreak.**   Coronavirus (COVID-19): admission and care of people in care homes - GOV.UK (www.gov.uk)   * **Protection for healthcare workers**   [COVID-19 – Protection for healthcare workers (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943120/PHE_11843_Covid-19_healthcare_workers_leaflet.pdf)   * **A guide for adults**   [COVID-19 vaccination - a guide for adults (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943117/PHE_11843_Covid-19_guide_for_adults.pdf) |
| **9** | Are you able to work with families to plan and carry out visits that provide meaningful contact as safely as possible ? |  |  |
| **10** | Do you have access to lateral flow testing ? |  |  |
| **11** | Are you cascading information on the Covid-19 vaccination programme (including updates and FAQs). |  |  |
| **12** | Are you actively encouraging staff to have the Covid-19 vaccine and are you recording vaccinations on Capacity Tracker ? |  |  |
| **13** | Are you able to book Covid-19 vaccinations (staff and residents) ? |  |  |
| **14** | Are / will you be actively encouraging residents to receive Covid-19 vaccination (are residents informed and residents given consent in readiness for vaccination) ? |  |  |
| **15** | Are you taking additional measures to address the wellbeing of residents and staff during this Covid-19 pandemic ? |  |  |

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| **CHECKLIST QUESTION** | | **YES** | **NO** | **RESOURCE** |
| **Infection prevention and control** | | | | |
| **16** | Does a representative of your home attend the weekly, South West London Information Sharing Webinars - which has a focus on IPC ? |  |  | * IPC guidance during a sustained COVID-19 community transmission occurring across the UK.   [COVID-19: infection prevention and control (IPC) - GOV.UK (www.gov.uk)](http://COVID-19:%20infection%20prevention%20and%20control%20(IPC)%20-%20GOV.UK%20(www.gov.uk))   * Adult social care winter plan to curb the spread of COVID-19 infections in care settings over the winter months.   New plan to help protect care homes from coronavirus over winter - GOV.UK (www.gov.uk) |
| **17** | Do you have good access to PPE ? |  |  |
| **18** | Is your home taking additional measures to ensure IPC during this Covid-19 pandemic ? |  |  |
| **19** | Have your workforce received IPC training in the previous 12 months ? |  |  |

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| **Staying mentally well this winter** | | | | |
| **20** | Are we supporting the mental wellbeing of our workforce, during the winter period and this Covid-19 pandemic ? |  |  | * Guidance from **GOV.UK** covering: empowering everyone to look after their wellbeing, support in communities, ensuring services are there for people who need them and support for frontline health and social care workers.   Staying mentally well this winter - GOV.UK (www.gov.uk)   * Covid-19 and wellbeing : coping with loneliness, dealing with change, coping with job uncertainly, mental wellbeing while staying at home   Every Mind Matters | One You (www.nhs.uk) |

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| **Hospital admissions and discharges** | | **YES** | **NO** |
| **21** | Do you have access to Red Bags - do these accompany residents to hospital, containing essential documentation and belongings ? |  |  |
| **22** | Are Red Bags returned with a discharge summary (when the resident is discharged from hospital / A&E) ? |  |  |

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| **Capacity Tracker** | | | |
| **23** | Is your home (or regional office), registered with Capacity Tracker and able to submit the required data (including Covid-19 vaccination reporting) ? |  |  |

**For any queries regarding this checklist, please contact :**

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