

Staff Memo - 11th March 2020

What are RSG doing?

The infection prevention and control committee, together with management, are meeting daily and closely monitoring HSE and WHO guidelines. We are also liaising with the Disability Dept. and Home Help Dept in Roscommon frequently.

Here are a number of steps we are taking in house to prevent the spread and aid the containment of the virus:

- All activities in RSG have been cancelled until at least the 31st of March.
- Please make an appointment if you HAVE to visit RSG for any reason. All non-essential visits to the RSG campus are discouraged.
- Check your emails/ WhatsApp regularly for updates.
- Hand gels/ timesheets/ gloves/ aprons will be distributed to all community staff members as soon as we receive our delivery. Please keep an eye on emails/ WhatsApp for updates on same.
- Any and all timesheets or office forms should be placed in a sealed envelope and left in RSG Black letter box at RSG gate.
- RSG will only be conducting urgent and essential home visits for the coming weeks.
- We are asking all staff to make RSG aware of any travel plans they may have in the coming weeks.

If you have any questions, please do not hesitate to call the office. We understand that it is a worrying time but please be assured that RSG are doing everything possible to protect our staff and service users.

NO bullying or verbal abuse will be tolerated by any staff member and will be dealt with accordingly by management.

What is Corona Virus?

Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and



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Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19.

What are the symptoms of COVID-19?

It can take up to 14 days for symptoms of coronavirus to appear.

The most common symptoms of coronavirus are:

- a cough - this can be any kind of cough, not just dry
- shortness of breath
- breathing difficulties
- fever (high temperature)

Please remember:

- Not everyone will get the virus
- Many of those that are infected will only experience mild symptoms
- Older persons, those with a compromised immunity, or existing health conditions such as Diabetes, Coronary disease or respiratory problems are most at risk
- There is no vaccine as of yet
- Rigorous hand hygiene is the best way of avoiding the virus

To protect yourself:

- wash your hands frequently with soap and water or use an alcohol-based hand rub if your hands are not visibly dirty
- practice good respiratory hygiene, that is, when coughing and sneezing, cover your mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with alcohol-based hand rub or soap and water
- maintain social distancing, that is, leave at least 1 metre (3 feet) distance between yourself and other people if possible, particularly those who are coughing, sneezing and have a fever
- avoid touching your eyes, nose and mouth – if you touch your eyes, nose or mouth with your contaminated hands, you can transfer the virus from the surface to yourself

What to do if you experience symptoms:

- Call your GP or 999 immediate and await further instruction. **DO NOT** go to your GP's surgery or present to A&E.



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- Depending on their advice, you may need to self-isolate while awaiting test results.

Remember:

Please preform vigilant and proper hand hygiene at all times.

If you feel unwell and are having symptoms like the attached poster describes, please CALL your GP or 999 for further instructions.

Then please call RSG on 086 4425212/ 090 6625852 or Elaine Hanly, Infection Prevention and Control Committee Chairperson on 087 9162612.

Important Numbers

Co Roscommon Disability Support Group Office (office hours)	09066 25852
On call phone – (manned at weekends)	086 4425212
Elaine Hanly – Infection Prevention and Control Chair person	087 9162162 (WhatsApp preferably outside office hours)



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Hand Gel Technique:

Hand Hygiene Technique with Alcohol-Based Formulation

⌚ Duration of the entire procedure: 20-30 seconds

1a 
Apply a palmful of the product in a cupped hand, covering all surfaces;

1b 
Rub hands palm to palm;

2 
Rub hands palm to palm;

3 
Right palm over left dorsum with interlaced fingers and vice versa;

4 
Palm to palm with fingers interlaced;

5 
Backs of fingers to opposing palms with fingers interlocked;

6 
Rotational rubbing of left thumb clasped in right palm and vice versa;

7 
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

8 
Once dry, your hands are safe.



Hand Washing Technique:

Hand Hygiene Technique with Soap and Water

Duration of the entire procedure: 40-60 seconds



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.

