

QPHL COVID-19 ESCALATION PLAN

This plan has been developed with the focus on the safety of our employees – “Our commitment to you” whilst still making sure we fulfil our vital role to the NHS “Where patients come first”

Readiness level	Threshold	Measures
3 - Evidence of infection spreading locally Government – Delay phase	Sustained regional community transmission from untraceable sources multiple examples in Wiltshire Swindon BathNES Bristol S.Glos Somerset (East Somerset) Consider neighbouring counties Moved here 18th March	<ul style="list-style-type: none"> Signs <u>outside</u> building reminding everyone arriving that if they are displaying any symptoms or have been in contact with anyone who has been to a high risk area or tested positive for COVID 19 they should NOT enter the premises, they should go home and complete the NHS 111 assessment Cancel or convert all non-essential inbound¹ visitors making use of calls/video conferencing where practical Convert all non-essential external² visits to a call/video conference Enact measures to limit internal contact. Consider necessity of movements between buildings (i.e. not just because coffee is better), use of VC for internal meets, Rotate key staff, etc. N.B. Operational activities not restricted. Staff who are able to work fully from home to do so if they have not been ear-marked to be redeployed No limit on annual leave allowance that can be carried over into next year, and staff who were planning to take annual leave are encouraged to cancel it No further annual leave bookings will be approved within a 2-month rolling window
4 - Evidence of infection in QPHL Government – Delay phase	<p>QPHL employee who has attended work in the last fortnight tests positive</p> <p>or</p> <p>Visitor who attended QPHL in the last fortnight tests positive and sustained contact with QPHL staff</p> <p>or</p> <p>A significant number of staff with potential symptoms within QPHL</p>	<ul style="list-style-type: none"> Instigate restriction in passage between company buildings for all but essential movement. This should include the introduction of “external zoned” areas for the movement of manufactured products between Bath ASU and Pharmaxo Consider cancelling all currently booked annual leave Extremely vulnerable employees (as confirmed by receipt of letter from UK Gov) will be redeployed to roles that they can realistically be trained for and done from home. This may involve displacing employees currently in those roles. Employees who are at an ‘increased risk of severe illness’ according to previous Gov guidance on social distancing (link) will where possible be prioritised to work from home in their current roles if they can be done fully and effectively. Staff who think they may be in this category should discuss their condition with HR. All other employees who have been displaced by an “extremely vulnerable” employee will be retrained into another operational role in Bath ASU/Pharmaxo core services. Face to face meetings to happen only where necessary – Teams or phone calls should be the default meeting option for all staff Cafes to be reserved for staff without a desk, all staff in cafes need to observe social distancing principles. If weather is fine then consider taking your break outside. Staff with desks to eat lunch at their desks/cars NOT in cafes.
5 - Evidence of infection spreading within QPHL Government – Delay or Mitigate phase	Widespread staff illness affects operational ability to meet patient / NHS demand.	<ul style="list-style-type: none"> All staff redeployed to operational roles where required Cancel currently booked annual leave