**ST. ATTRACTA’S RESIDENCE**

**COVID 19 RESPONSE PLAN**

**Please note this is a local document to St. Attracta’s Residence and should be used in conjunction with the HPSC and HSE guidance**

**Reference Documents:**

**Guidance on transfer of residents from acute setting to residential care setting**

**HSE Infection control guidance**

**HSE Risk assessment of patients**

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**Part A – Covid Management Plan**

1. **Introduction**

COVID-19 brings unique challenges to the delivery of care and services to residents in nursing homes. In line with our commitment to deliver high quality and safe care to residents, and to promote staff wellbeing and safety, St. Attracta’s Residence has developed a COVID-19 Preparedness Plan. The plan is a practical guide to ensuring all key areas are reviewed in advance and to outline actions that will be taken should a resident of the nursing home have a confirmed diagnosis of COVID-19.

This plan is based on the best available evidence and guidance from national bodies, and practical considerations. The outbreak of COVID-19 is an unprecedented situation, and there are gaps in the evidence base for the management of some situations which will occur. The overwhelming focus of this plan is on safety for all at the Nursing Home. We will continue to deliver the highest quality of care and service to our residents and their families, treating them with dignity, respect and compassion in line with our mission. We will also continue to work with our staff to support and protect them as they undertake the vital roles of providing direct care and support services to our residents.

1. **Immediate Actions in Event we Suspect a Resident Has any Covid Symptoms during the night**

### If a resident presents with a HIGH TEMPERATURE above 38.0, a fever, chills or symptoms of respiratory tract infection which includes cough CONTACT ALISON DAY OR NIGHT 083 401 5668 (if you call at night and you cannot get through on the mobile due to poor signal only then call my house phone on 93 82542)

### Carry out an assessment for ‘risk’ of coronavirus is to be made by the nurse in charge in discussion with Alison

(Risk Assessment to follow the HSE COVID 19 risk assessment flow chart.)

* Immediately isolate the resident (if they are not already in a single room)
* If the unwell resident suspected of Covid 19 is in a shared room remove the healthy resident to a single room BUT also treat the resident who was sharing as a potential carrier due to the close proximity of them in the room. If the other resident develops symptoms cohort the 2 residents back together.
* Identify key staff immediately to care for these residents.
* Key staff to wear FULL PPE gloves, aprons and masks at all points of contact with resident.
* Primary stock of PPE located in Physio room.
* Staff attending to the resident must be kept to an absolute minimum, no housekeeping or catering staff ONLY 1 NURSE & 1 CARER.

1. **Day 1 Plan on Confirmed Covid 19 Case**

|  |
| --- |
| **Task** |
| Room isolation plan to be engaged immediately – see isolation room plan. |
| All residents who can be safely cared for in their rooms to remain there.  Nurse in charge to allocate staff to ensure room checks frequent and that fluids & nutrition maintained. |
| Meals to be taken in bedrooms where possible. Communal dining to be spaced out as broadly as possible. |
| Cohort any residents with symptoms (See room plan) |
| Kitchen to implement their system of disinfecting all crockery, trays etc. which are used by residents in the affected areas. |
| Staff who need to be informed on basis of health concerns should be and stood down from duty. |
| Provide tissues for all residents and bin near bed/chair to dispose of them in |
| Assign key staff on shift to care for symptomatic/affected residents. These staff will not care for other residents and will wear PPE at all time when attending each affected resident. |
| Inform all residents of the case. Inform again re symptoms/concerns and to notify staff if feeling unwell. |
| Housekeeping, laundry, catering, administration staff not to enter into the residents rooms. |
| Halt all Group Activities |
| Family of any affected resident to be informed |
| Notify key contacts including public health and HIQA |
| Resident belongings of those residents who are moved from their rooms in the initial stages to be boxed and put into store with their name on it. This will minimise contamination. |

1. **Isolation Area Room Plan**

* St. Attracta’s Residence has 70 registered bds. We currently have 67 residents. The house is comprised of 17 shared/twin rooms and 36 single rooms. All bedrooms have as a minimum en suite toilet facilities. The bedrooms are listed with the en suite specifics below.
* If a resident in a shared room has a temperature they must be isolated. Move out the ‘healthy’ resident to another single room. If none available move into physio room.
* Sunflower Suite is the area of the house identified for isolation.
* **The entrance doors to the isolation suite will be locked immediately once isolated residents are in-situ.**
* Initiate a full clear out of personal belongings of residents who need to be moved immediately into boxes.
* The initial plan (this will be depend on number of residents whom we are concerned about) will require moving residents from bedrooms SF2, SF3, SF4 & SF5.
* Relevant resident care plans to be moved to the Nurse office in Sunflower.
* Only minimum furniture/belongings to be kept in any isolation room/area. Clear out as much as possible out of the area.
* Signage will be put in place. No movement of any staff into/out of the Suite via the main house.
* Only staff who are assigned to work in the suite will come in there and enter via the Sunflower suite kitchen doors.
* Get Sunflower garden access secured by maintenance so that garden cannot be accessed from top of Clew Bay Suite.

|  |  |  |
| --- | --- | --- |
| **Name** | **Room Number** | **Alternative Room in event of Change** |
| Christina Keegan | SF 5 | Move resident P Stenson from room 18 into Physio room and move Christina into 18 |
| Mary Doherty | SF4 | Move resident P Stenson from room 18 into Physio and move Mary into 18 |
|  |  |  |
| Margaret Killilea | SF2 | Move to 45 and A Tigue moves to 48 |
| Bridie McCann | SF2 | Move to 45 and A Tigue moves to 48 |
|  |  |  |
| Maureen Cassidy | SF3 | Daffodil Room |
|  |  |  |
| Activity room, visitor room and first sitting room to be used for resident beds if required. |  |  |
|  |  |  |

**Room Notes:**

* Physio room is empty with a bed in it.
* Daffodil room is empty with a bed in it.
* Room 18 has a male sharing bed in event we need to relocate an asymptomatic non Covid risk resident.
* Room 30 has a female sharing bed in event we need to relocate an asymptomatic non Covid risk resident.



1. **Contingency Planning for Resident Care in Event of an Outbreak and Staff Shortages**

|  |  |  |
| --- | --- | --- |
| **Current Numbers** | **Daytime** | **Night- time** |
| **Resident Number** | **67** | **67** |
|  |  |  |
| **HCA** | **11** | **3** |
| **Nurses** | **4** | **2** |
|  |  |  |
| **If Covid Outbreak (Planned)** |  |  |
| **HCA** | **13** | **4** |
| **Nurses** | **4** | **2** |
|  |  |  |
| **Minimum Staff Levels Possible** |  |  |
| **HCA** | **8** | **3** |
| **Nurses** | **2** | **2** |

All plans will depend on resident numbers affected and staffing availability the intention of St. Attracta’s is to ensure all residents are provided with basic care of nutrition, fluids, pain relief, repositioning, pain management and continence needs met.

In the event that the team numbers are depleted:

* Contact any known contacts who may be able to assist. A list is maintained in the Covid 19 folder online of ex staff who can be contacted. R:\alison\Covid 19\Staff Related\Corona virus Staff log/Ex Pat Staff.
* Inform Crisis management team contact in HSE of issue and request assistance.
* Implement basic care management program as follows:
* All residents who can be safely cared for in bed or in their room to remain in situ.
* Focus will be on basic care of fluids/nutrition/continence needs/medication/falls prevention.
* Experienced staff will provide direction to ensure drinks allocated to all and meals brought.
* Schedule of toileting to be overseen and managed by one staff member to ensure bowel and continence care managed.
* One nurse may be required to do all medications for entire house. In this event and in the interest of timeliness the nurse may be assisted by a staff member.
* Consider for any resident who is a high falls risk if they have a family member (volunteer) who might be able to come and sit with them. If this was agreed they would need to meet all standard requirements e.g. PPE/Temp/hand hygiene etc.

1. **Staff Testing and Isolating**

All staff are clearly informed of their escalation path if they have any concerns about changes to their health baselines and know to ring the nursing home/DON/GM.

In the event that any staff member has any symptoms (regardless how minor) they are requested to contact their GP and request a test immediately.

Until such time as a result is obtained they must isolate.

Immediate contact tracing is then carried out in house on any residents/staff whom they were in contact with for the 48 hours prior to their symptoms. Public health is notified.

For confirmed cases, close contact, casual contact and general concerns we refer to the HPSC website and the updated Occupational health advice on healthcare worker management. We will seek advice where appropriate from Public health/HSE/HIQA.

A HSE helpline has been established for staff to refer queries to. The contact number is **1850 420420**

In the event that any staff member is off work due to a Covid related concern they will be contacted frequently by one of the senior managers to check in and see if they are ok, if they need anything and to offer support.

1. **Isolation Area Staffing**

* Staff must avoid bringing personal items, including mobile phones into isolation or cohort areas
* No jewellery (apart from wedding band if required) and hair must be well tied back.
* All staff have been trained on PPE use in advance and will be refreshed at they come onto shift with the outgoing team until everyone is comfortable with the practice.
* The roster will contain a plan so that it is clear which staff are on isolation/Sunflower duty and who is not.
* Staff will be given information on measures/precautions they can take to avoid them bringing the virus home/externally if they are working in the isolation unit.

1. **Handover**

* Handover will take place from the outgoing isolation team to the incoming isolation team purely on the isolated residents.
* Similarly the rest of house handover will not include information on the isolated residents.

1. **Activities**

* Activities staff on duty will be re-assigned to other duties including room checks, fluids, 1:1 spirituality, and family phone calls and communications.
* Activity staff are not to enter into any resident’s room where a resident is being isolated.
* Activity staff to ensure mass is streamed daily.

1. **Sluicing facilities**

If residents are isolated in the Sunflower suite they will not have access to Sluice facilities therefore all Sluicing will need to be done in the bathrooms in the Sunflower.

1. **Waste Management**

All general waste including used tissues and all cleaning waste should be placed in a plastic rubbish bag. The bag should be tied when it is almost full and then place it into a second bin bag and tied. Once the bag has been tied securely it should be left in the large bin provided at the back garden – this will be for dirty and recycling waste.

Clinical waste should be left in a yellow bag beside the bin. The bags should be left for three days (72 hours) before collection by the waste company.

Arrangements are in place with SRCL for more frequent (twice monthly) collection of yellow bags.

1. **Laundry**

* All towels, clothing or other laundry used in the direct care of residents with suspected and confirmed COVID-19 should be managed as ‘infectious’ linen.
* Laundry is assembled for daily collection by a member of the laundry team who will collect it from the back door of the Sunflower Suite and bring it to the laundry. The dirty laundry does not travel inside the house.
* Linen must be handled, transported and processed in a manner that prevents exposure to the skin and mucous membranes of staff, contamination of their clothing and the environment
* The staff member who is taking care of the laundry coming from the isolation unit wears mask, apron, gloves and goggles while putting dirty laundry into machines.
* All linen should be handled inside the resident room/cohort area. A laundry skip/trolley should be available as close as possible to the point-of-use for linen deposit, for example immediately outside the cohort area/isolation room.
* When handling linen, the HCW should not:
  + rinse, shake or sort linen on removal from beds/trolleys;
  + place used/infectious linen on the floor or any other surfaces (e.g., a bedside locker/table top);
  + handle used/infectious linen once bagged;
  + overfill laundry receptacles;
  + or place inappropriate items in the laundry receptacle (e.g., used equipment/needles)
* When managing infectious linen, the HCW should: Place linen directly into a water-soluble/alginate bag and secure; Place the alginate/water-soluble bag into the appropriately-coloured linen bag (as per local policy).
* Laundry should be washed using the hottest temperature that the fabric can withstand and standard laundry detergent.
* Laundry should be dried in a dryer on a hot setting.
* Sheets that come from the Sunflower suite to be laundered in house for as long as possible. They do not require pressing but should be returned once cleaned to the SF suite for next use. This will minimise the transport externally of any contaminated bedding.
* In the event for whatever reason we are unable to do our laundry in house our emergency back up company is Noel Roache, Laundry Company, Westport, 087-676 1715.

1. **Housekeeping**

* Upon initiation of the isolation plan a set of cleaning equipment and chemicals to be brought to Sunflower suite store room and kept there.
* All housekeeping in the ‘infected area’ will be completed by the assigned HCA’s/nurses. No housekeeping staff to enter this area.
* Housekeeping log to be maintained to ensure there is a frequent decontamination of the entire area. This applies to night shift and day shift.
  + All surfaces in resident room/zone should be cleaned and disinfected twice daily and when contaminated. These include bedrails, bedside tables, light switches, remote controllers, commodes, doorknobs, sinks, surfaces and equipment close to the resident e.g. walking frames, sticks. Handrails and table tops in facility communal areas, and nurses station counter tops
  + The resident rooms, cohort areas and clinical rooms must be cleaned and disinfected at least daily & a cleaning schedule should be completed to confirm this
* For the rest of the house - Ensure excellent hygiene of all high touch areas for staff and residents throughout housekeeping shift 6am – 4pm and then duties covered by other allocated healthcare staff.
* Communal bathrooms cleaned at least twice daily and once at night.
* Disposable cleaning cloths and disposable mops ordered for use in isolation areas.
* For any resident who is in isolation the room will be cleaned by the carer who is providing care whilst wearing PPE in the room.
* Following any confirmed cases of Covid 19 the room will follow a ‘terminal cleaning schedule’ which is available at: R:\alison\Covid 19\Cleaning

1. **End of Life Care**

Guidance has been issued to nursing homes on appropriate steps to take and all guidance will be adhered to.

Local undertaker Dermot Horkan has been contacted to confirm he has availability of body bags. This check was advised by HSE. He knows St. Attracta’s well and is familiar with requirements in event of a Covid death. He is contactable on 087-2868702.

1. **Catering**

* All catering deliveries will come as normal from the main kitchen and be delivered to the door of the Sunflower suite where it will be left on a trolley inside the door for staff inside the suite to collect. This includes staff and residents refreshments.
* There will be no contact between kitchen staff and care/nursing staff in the Sunflower.
* All items once used will be cleaned initially or washed off in the sinks in the Sunflower suite and then left outside the back door of the suite where a plastic bin with a lid containing Milton will be located. The kitchen staff will come periodically throughout the day and empty /switch the container and bring away the dirty dishes.
* Details of backup plan for kitchen contained at number 18.
* Two local trained chefs contacted and will assist in event we have no trained kitchen staff available. They are Susan Duffy -087-9617293 and Anthony Kelly – 087-2305755.
* Pallas foods have supply of readymade meals which can be ordered.
* Residents who require modified diets will have the meal/menu preparation checked by a senior nurse if it is not regular staff who are preparing the food.
* In process of hiring general assistants who will be trained to assist with basic kitchen duties, cleaning, dish washing etc.

1. **Administration**

* Phone call and external contacts we anticipate will be a busy role in the event of an outbreak. It is planned that one staff member will be dedicated to phone calls. We are planning that this person will get a good oversight in the morning of which residents are ok and of no concern. These family calls will be managed as best as possible by the phone staff member as opposed to speaking with a nurse if not necessary. The phone person can also bring a handset to the resident and ensure it is cleaned before and after use.
* Accounts are completed weekly. A basic plan is in place to ensure staff are paid in the event the account manager is incapacitated.
* In the event of an outbreak it is planned that administration staff will have minimal contact on the floor with residents and staff. They should also adhere to the uniform guidance and change their clothes on arrival and before departure.

1. **Resident Transfers In/Out of Home**

All transfers in/out of St. Attractas will follow all HSE guidance before being sanctioned.

Any resident returning from hospital or the community will be required to isolate for 14 days for safety reasons.

1. **Equipment**

Any equipment which is used in the isolated area will not be removed from the area without being fully decontaminated, washed down/ if possible it is preferred that it would be left for 3 days after being cleaned before being used in the clean area of the house. This would apply to wheelchairs, hoists, commodes, nursing monitors etc.

1. **Preparation list in event external crisis management support required**

The following lists the key elements required if we have to bring in external support to manage the crisis. All of this information is readily available however would need to be gathered for any external support authority:

* Provide an overview of service including floor plan
* Number of beds, single rooms, multiple occupancy rooms
* Number of residents in the home
* Number and location of other residents
* Numbers of residents who are COVID positive, suspected and numbers awaiting swab results, numbers of deaths (COVID and non COVID)
* Overall staff allocation to the home
* Numbers of staff who are COVID positive, suspected and numbers awaiting swab results
* Names of residents with ACP and DNAR decisions
* Number of staff who have completed IPC related training and pronouncement of death
* Identified GP for each resident and their contact details
* Copy of risk register

**Part B – Contingency Planning Based on Covid Free**

1. **Key Contacts**

|  |  |
| --- | --- |
| **Name and Position of Contact** | **Number/Email** |
| HIQA – Catherine Sweeney | 085-803 0835 / [csweeney@hiqa.ie](mailto:csweeney@hiqa.ie) |
| HIQA Hub | 1800 220 000 or by email at [DCIPCsupport@hiqa.ie](mailto:DCIPCsupport@hiqa.ie) |
| Public Health | Dr Ann Marie O Malley  091 775200  [Public.health@hse.ie](mailto:Public.health@hse.ie)  Phdoc.west@hse.ie |
| HSE - Crisis Team Contact for the west | Elaine Prendergast - [social.carecho2@hse.ie](mailto:social.carecho2@hse.ie) |
| PPE | [PPE.CHO2PrivateNH@hse.ie](mailto:PPE.CHO2PrivateNH@hse.ie) |
| HSE Oxygen Support | [bernie.austin@hse.ie](mailto:bernie.austin@hse.ie)  086 3816700 |
| HSE Infection control  /  training and education | [shannon.glynn@hse.ie](mailto:shannon.glynn@hse.ie) 0872847528  [siobhan.jordan@hse.ie](mailto:siobhan.jordan@hse.ie)) 0871189556 |
| Nursing Homes Ireland | [info@nhi.ie](mailto:info@nhi.ie)  Tadhg Daly - CEO |

1. **Notifications**

There are a number of notifications that are required by HIQA and one by Public health. Below is a list of the notifications. **How to log onto the HIQA portal is as follows:**

* Log onto: <https://portal.hiqa.ie/User/Login?ReturnUrl=%2f>
* Username is trina@stattractas.com
* Password is Gingertt35\*

|  |  |  |  |
| --- | --- | --- | --- |
| **Notification Reference** | **Name** | **Frequency /Timeline** | **How to submit** |
| Daily Line Listing to Public Health | All previous ones saved and template located at:  R:\alison\Covid 19\Line listing data for public health | **Daily** | Email to  [phdoc.west@hse.ie](mailto:phdoc.west@hse.ie);  public.health@hse.ie |
| NF02A | Suspected or confirmed incidence of Covid-19 in the designated centre | Within 3 working days and updated **daily** where applicable | Portal |
|  |  |  |  |
| NF01 | The unexpected death of any resident, including the death of any resident following transfer to hospital from the designated centre | Within 3 working days of the incident | Portal |
| NF02 | Outbreak of any notifiable disease as identified and published by the Health Protection Surveillance Centre | Within 3 working days of the incident | Portal |
| NF03 | Serious injury† to a resident that requires immediate medical and/or hospital treatment | Within 3 working days of the incident | Portal |
| NF05 | Any unexplained absence of a resident from the designated centre | Within 3 working days of the incident | Portal |
| NF06 | Allegation, suspected or confirmed, of abuse to a resident | Within 3 working days of the incident | Portal |
| NF07 | Any allegation of misconduct by the registered provider or by staff | Within 3 working days of the incident | Portal |
| NF08 | Staff member is the subject of review by a professional body | Within 3 working days of the incident | Portal |
| NF09 | Any fire, any loss of power, heating or water, and any incident where an unplanned evacuation of the centre took place | Within 3 working days of the incident | Portal |
| NF39 | Restraint  Fire Alarm  Theft/burglary  Injury to a resident  Deaths | Quarterly Notification | Portal |

1. **ST. ATTRACTA’S EMERGENCY PLANNING TEAM COVID-19Terms of Reference**

**Purpose of Team**

* To formulate plans in preparation for an outbreak of Covid 19 in St. Attractas.
* To ensure clear communication across all departments internally and with all stakeholders including staff, residents, families, visitors, suppliers etc.

**Frequency of Meeting:**

* The team will meet weekly initially commencing Friday, 27th March 2020 AT 12pm.
* Hereafter meetings will take place weekly on Tuesdays at 12pm.
* In the event of an outbreak of Covid 19 in the house the team will meet twice daily with first meeting at 930am.
* It is expected meetings will take place (at a responsible social distance) in the training room and any staff who are not physically in the building will be phoned on their mobile to conference in.

**Team Members as follows and their duties**

* Alison Moore – Covid 19 Coordinator (oversee all actions, ensure all plans undertaken, monitor updates, manage communications, data collection, maintain chronology of events, staffing oversight including training, rostering, absence mangt. )
* Trina Donohue – Deputy Coordinator
* Kathleen Donohue – Oversight and general governance of measures being taken.
* Martin Donohue – Building management, financial operations and business continuity oversight
* Doreen Divilly – Responsible for maintaining supplies of key products – PPE, infection control products, gloves etc. and keeping team updated on stock levels. Provide up to date contact information for external communications with families.
* Aine Roache – Management of ongoing resident nutrition and forward planning for catering service in event of outbreak. Deputy will be Eileen in event Aine is unavailable.
* Lizy Joshy – Coordination of all resident care to maintain continuity of care for non Covid 19 and confirmed Covid 19 resident. Monitor key supplies including medication stocks, Oxygen, equipment.
* Margaret Hardesty - Coordination of all resident care to maintain continuity of care for non Covid 19 and confirmed Covid 19 resident. Monitor key supplies including medication stocks, Oxygen, equipment.
* Michelle O’ Dowd – Ensure clear communication amongst the care team and clarity of message. Feedback to the team any issues from the floor. Deputy will be another shift leader in event Michelle is unavailable.
* Olga Lurka - Ensure clear communication amongst the housekeeping team and clarity of message. Ensure robust housekeeping schedule maintained and good infection control practices in place. Inform Doreen of relevant stock levels weekly. Deputy will be Rebecca in event Olga is unavailable.

1. **Staff Screening, Allocations, Absence Management, Contingency Planning**

* Staff attending work have twice per shift temperature checks.
* Staff confirm at start of shift with nurse in charge that they are feeling well with no baseline changes.
* Disinfectant mat at staff door for staff to wipe feet on arrival and departure.
* Staff briefed weekly at meetings and more often as required. Communications book updated daily and staff read it when coming on shift.
* Staff notices posted throughout the house.
* Staff aware of immediate steps to take in event they notice any change in their own health baseline.
* Any staff member who is absent for any reason is kept in contact with via one of senior managers.
  1. **Staff Contingency Planning**
* Hired two new staff at beginning of April 2020.
* Recruitment adverts placed on indeed.ie and Ireland.com but no recent suitable applicants.
* Liaising with a number of recruitment agencies re staff
* Contacted a number of previous staff who worked in nursing home to see if required would they be willing to help out. One returned so far.
  + Have extended list of staff who left over past number of years whom we may try in event we have an outbreak.
* Volunteers reviewed and considered but not suitable to assist due to age/health concerns.
* Advert placed for additional on call staff with local radio station.
* Contacted personnel links given by Ireland on call. No reply so far.
* New position created of General Assistant to provide assistance with basic cleaning, assisting at meals, giving drinks and fluids and catering duties.
* Have contacted HSE and HIQA as part of planning to ask what plan is in place for support in event of an outbreak.
* Avail of HSE redeployment of home support workers if required.
* Part time students available for full time hours since exams/lock down.

* 1. **On Call**

The DON & GM are currently and have been on call since early march 24X7 for any clinical/managerial support. The DON has been contacted on a number of occasions out of hours for clinical advice and this arrangement is working so far. This will be reviewed during May 2020 to plan for longer term on call arrangement.

* 1. **Deputising**
* In event DON absent
  + The General Manager (GM) will undertake overseeing duties.
  + The GM will liaise with Public Health and HIQA and other relevant authorities as required.
  + Further delegation for all clinical duties will be assigned to the CNMs. As one CNM is immune compromised they will work from the DON office in her absence for communication with external stakeholders.
* In the event GM absent:
  + The DON will undertake all oversight including rostering, staff levels, communications, suppliers etc.
  + This will be done in coordination with the Office Manager.
* In the absence of both the DON and GM CNM Lizy Joshy will assumes responsibility for overall governance and clinical oversight. Martin Donohue Junior (Director) available for management oversight if needed.
* In the absence of Lizy Joshy her colleague Margaret Hardesty will step up as deputy overseer.
* Phone support will continue barring either managers being incapacitated.
* Remote access set up so that emails/documents can be accessed from home.
* Owner Kathleen Donohue, Martin Donohue senior available for continuous phone support
* A Covid 19 folder containing key information including the nursing home isolation plan, key contacts etc. is located in the nurses office and the nursing team are aware of its location and contents.
  1. **Staffing Plan in event of Covid Outbreak**
* We will assign where possible extra staff for night and day duty.
* Staff will clearly know at the start of their shift where they are working.
* Staff that are working with Covid resident (suspected or confirmed) will be given handover from the Covid team purely relevant for the residents they are working with.
* Staff will be minimised and allocated as much as possible to the same residents in the Covid area.
  1. **Support**
* Mental health awareness notices issued.
* Rostering is kept balanced as much as possible with reasonable time off to rest.
* Staff have open communication lines to DON & GM.
* Support offered daily with staff through verbal check in’s.
* Staff who are off work sick are kept in contact with by a senior manager who offers support.

1. **St. Attractas Residence Covid 19 Communication Plan**

**Purpose of Plan**

The purpose of this plan is to ensure there is a structured approach to all communications which take place. The objective is to ensure all staff, residents, families and key stakeholders have a clear picture of all developments and are kept updated frequently on what is taking place in St. Attracta’s.

**Responsibilities:**

* All messaging will be drafted and approved by Alison Moore and Trina Donohue.
* If further inputs are required e.g. for a very sensitive message inputs will be sought from the EPT.

**Key Points:**

* It is important that messages are clear and concise.
* Messages will follow an agreed frequency format using the tools available and as appropriate for each group.
* Ensure chronology of events is kept up to date to monitor all communications and ensure frequent timely communications.

**Preparation Pre Outbreak**

**Immediate Actions**

* Draw up Covid 19 Policy – what is it, controls, signs, symptoms, prevention etc.
* Protection and safety precautions being implemented by the facility – communicate to residents/staff/families
* Draft notification for residents in event of Suspected case of Covid 19
* Draft notification for staff in event of Suspected case of Covid 19
* Draft notification for families/visitors in event of Suspected case of Covid 19
* Draft notification for residents in event of outbreak
* Draft notification for staff in event of outbreak
* Draft communication for families/NOK of non Covid 19 cases in event of outbreak
* Draft communication for families/NOK of Covid 19 cases in event of outbreak
  1. **Key Stakeholders**

|  |  |  |
| --- | --- | --- |
| **Group** | **Communication Tools Available** | **Frequency of Formal Communication** |
| Residents | * Face to face briefings * Notices around NH * Staff engagement * Newsletter | Weekly at min. |
| Staff | * Face to face briefings * All briefings minutes and minutes issued * Notices around NH * Text/email communication as required * Shift handover | Weekly at min. and more frequent as required |
| Families/Visitors | * Skype * Facetime for residents and families * Email/post formal letters * Phone as required * Website kept up to date | Weekly at min. |
| Public Health | * Phone | In event of suspected/confirmed case |
| GPs | * Phone | Daily as required and in event of suspected case |
| HIQA | * Email * Phone | In event of suspected/confirmed case |
| Local Hospitals | * Phone | In event of suspected/confirmed case |
| Media | No media enquiries to be responded to by any staff member apart from GM/DON at any time. | Only DON/GM to handle any queries |

1. **Risk Management**

The risk register has been updated with a specific section on various Covid 19 related risks. This is located at: R:\HR Related\Health & Safety\Risk Mangt.

We do our best to ensure this is updated on a daily basis as new risks are evident. Every individual scenario that is presented to the team is risk assessed and if suitable this is added into the risk register.

The Risk Management policy if St. Attracta’s has also been updated to include Covid 19.

***Infection Prevention & Control***

All advice which is received and read on a daily basis from HSE, Public health, HIQA and HPSC is reviewed and incorporated into our practice and policy where applicable. The relevant policies have been updated and specific folders containing Covid information have been created. Staff have attended additional training in PPE, Hand hygiene, infection control and have attended frequent staff briefings with updates.

***Prevention***

Resident & staff monitoring of temperatures twice daily is in place and records are maintained in the nurses office.

1. **Policies Updating**

The following policies are currently being updated to reflect the Covid 19 pandemic and each will contain specific advice. The revised policies are located on the staff access portal on [www.stattractas.com](http://www.stattractas.com) and in the hard copy folder located in the nurse’s office.

* CE005 - Infection prevention & Control
* CE010 – Cleaning Policy
* CE012 – Uniform & Dress Code
* GM013 – Risk Management Policy
* HR001 - Staff Recruitment, Selection & Appointment
* HR006 – Staff Education & training
* HS033 – End of Life Care
* QL006 - Resident Resuscitation Status and Management
* RR001 – Resident Communication

1. **Recruitment of New staff.**

* Interviews to be done by phone from 2nd April. Face to face meeting to take place if suitable.
* Two weeks from date of interview for all staff must pass before coming into work.
* Two references and Garda clearance to be sought.
* Screening form to be completed before staff come onto roster.

1. **Advance Care Planning**

All resident end of life care plans are being revised currently. Conversations are underway between residents/family members as appropriate and the DON to review the resuscitation status and wishes in the event of an end of life situation.

1. **PPE**

* PPE of goggles, visors, gowns, gloves, face masks, hand gel, wipes stored in store room in Physio room.
* Spare stock of sheets ordered and stored in Sunflower Suite
* Training provided for all staff on donning and doffing.
* Room prepared in Sunflower suite with chair, bin, mirror, alcohol gel, signage for those donning and doffing PPE.
* ***Guidance issued on 2nd April from HSE - Current recommendations for the use of Personal Protective Equipment (PPE) in the management of suspected or confirmed COVID-19***

1. **Oxygen**

* Currently 16 small container, 26 large – all full. Have 5 concentrators in use and 2 spare.
* The procedure for obtaining more oxygen to be clarified and available.
* Decontamination of oxygen cylinders guidance available from HIQA and BOC if required.

1. **Fire /Emergency preparation**

* In the event that the isolation plan is put into effect it may mean more residents are accommodated in the area known as the Sunflower suite rooms.
* It is intended that while the main fire doors will be closed entering the Sunflower suite they will not be locked.
* An extra staff member will be assigned at night to assist with the residents in their area.
* In the event of an emergency the staff who are working in the area will evacuate the residents externally via any of the external fire doors as quickly as possible.
* If possible they should evacuate externally to the garden.
* The emergency procedures will be engaged as normal.
* Garden doors will remain on part guard as normal during the day time.

1. **Primary Preventative Measures Currently in Place**

* Twice Daily monitoring of all residents
* Twice daily monitoring of all staff on shift
* Ensure excellent hand hygiene for all staff and residents.
* Rigorous cleaning schedules across all areas
* Register of contact of 15 mins or greater between staff and residents being maintained for tracing purposes.
* Staff to change out of their work wear before leaving the facility and must only put on their uniform on arrival into the home. New tunics being obtained for all care/nursing staff to ensure no difficulty posed by requirement to clean uniform after every shift. This policy has been communicated to all staff clearly through communication book, notices and handovers.
* Staff to adhere to the bare below the elbow policy
* Staff notification request issued to see what staff will continue to come to work in event of case in home.

1. **Pharmacy**

Our local pharmacy O’ Donnells is in regular contact with us. A weekly call (at a min.) takes place with the DON and Ian Johnson Pharmacist to discuss any areas of concern, supply chain issues etc.

A review of anticipatory medicine needs has taken place with some additional orders placed.

1. **Visitor Management**

There are currently full visiting restrictions in place.

In the event that we have any resident who is seriously ill or at end of life we will make allowances for family however with some guidance in place.

**For a non Covid resident**

* Visits would be one person per day
* They must wash their hands on arrival and before departure
* The visitor must confirm to a senior nurse that they are feeling well.
* Temperature will be taken on arrival.
* The visit must be planned and the visitor will be brought to the resident’s room through the nearest entrance/exit door.
* Minimal contact with staff and social distancing measures to be employed.
* PPE of face mask and gloves will be provided.

**In addition to the above measures if a resident is suspected/confirmed with Covid:**

* The visitor will be required to wear full PPE for the duration of the visit. As there is an international PPE shortage if any families have their own access to PPE we encourage them to bring it in.
* Minimal physical contact will be encouraged. We discourage kissing/cuddling or facial touching.

1. **Training**

* Non-essential training is on hold at present. Only mandatory and essential training is going ahead.
* Induction training for new staff took place on 2nd April a condensed basis whilst maintaining social distancing guidance.
* Hand hygiene training has been rolled out to all staff.
* Training on putting on and taking off PPE has been rolled out to all staff.
* Fire training is being obtained which can be delivered via video.
* Refresher training on oxygen is planned.
* Nurses training on pronouncement of death is planned.
* Manual handling training will go ahead with reduced numbers and employing HSE risk assessment guidance.
* Infection control training and cleaning guidance is ongoing on a daily basis with advice on general cleaning, hand hygiene, cough etiquette, resident symptoms etc.
* Senior management have attended a number of online webinars
* To date 3 senior nurses have attended the online HCI governance webinar with more scheduled to attend w/c 20th April 2020.

No construction work is underway and maintenance personnel are only permitted into the house for emergency maintenance. In the event any maintenance person enters the house the following is required:

* They must complete full hand washing upon entering the house.
* They must get their temperature checked by the senior nurse before going into the body of the nursing home.
* They must report to a senior manager/nurse and confirm they are feeling 100% well, fit and healthy with no possible symptoms of Coronavirus.
* They must also confirm they have not been in physical contact in the past 14 days with any person who has any symptoms or in any way may have Coronavirus.

1. **Staff Uniforms**

* Staff must avoid bringing personal items, including mobile phones into isolation or cohort areas
* Uniforms should be laundered daily and separately from other household linen; in a load not more than half the machine capacity at the maximum temperature the fabric can tolerate then ironed or tumble dried

1. **General Environment Considerations**

Residents observation charts, medication prescription and administration records (drug kardex) and healthcare records should not be taken into the room to limit the risk of contamination.

1. **IT Systems**

* DON and GM can access emails remotely on their phone.
* Zenotec is out IT support company who are working remotely and no issues with support to date. Any issues are logged via [helpdesk@zenotec.ie](mailto:helpdesk@zenotec.ie)

1. **DETAILED KITCHEN EMERGENCY ACTION PLAN**

**When starting the shift in the kitchen in the morning the following must be done first always**

**Turn on the kitchen fans these are located one inside the main kitchen door a red button on a silver background.**

**The other two are on the wall beside the cooker near the side door, a large white switch and a red switch.**

**Turn on the main bainmarie, this is done by turning the dial near the wall (there are two one on top of the other. You will be using the top dial. Set this to 80c.**

**Turn on the two medium Bain marie set the temperature to 80-90c.**

**Monday**

**Deliveries/Orders**

**DELIVERIES**

Curlys fruit and veg, NCF Milk and Cream, Costello and McDermott Frozen foods, Claremorris Eggs

Orders, Pallas Foods. Order form attached tele 06920200 A/C Number ATTR02

**BREAKFAST**

Porridge white bowl in porridge bin x 2 with cold milk.

Ready brek 1 box into hot milk

1 small pot of porridge made with skim milk.

All the above to be separated between 2 medium Bain Marie.

2 pkts Rashers, 3 pkts Sausages, 8 boiled eggs

All bran with hot water

Hot milk

As above between 2 Bain Marie.

**Lunch**

Soup 1 large saucepan (enough for 4 large jugs)

Milk pudding

OPTIONS Semolina 2.5lbs into large saucepan boiling milk, Custard 1.5lbs into large saucepan boiling milk, Rice pudding 1kg into cold milk in bain-marie saucepan.

**Veg**

9kg bag of peeled potatoes

3x3kg bags of sliced carrots (25 mins steam)

2x2kg bags of frozen green beans (13 mins steam)

1 plastic Bain Marie container of each to be pureed and divided ¼/ ¾ respectfully between the sunflower and dining room.

25 chicken breasts (7 to be pureed and 1 to be pulsed for Sandra) steam for 25 mins

The remaining chicken to be sliced and divided as before 1/4/3/4 between the two Bain Marie.

Chops

Chops to be layered into two large deep trays and covered with a loose gravy and seasoned.

Cover with foil and braise for 1.5-2 hours @170c.

Puree 6 chops and place another 6 into the sunflower Bain Marie.

Make gravy enough to fill two medium jugs

1large stainless steel jug a

1 silver jug with lid for the sunflower.

**Evening tea**

Selection of sandwiches (2 brown loafs 2 white loafs)

Divide the sandwiches onto 4 trays 1 for the sunflower 3 for the dining room.

**Puree**

Choose from the attached list.

**Tuesday**

**Deliveries/Orders**

**DELIVERIES**

B and B foods Meat and Dairy, Pallas Foods Dry Goods,

Orders

Curlys fruit and veg tele 091753064

**BREAKFAST**

Porridge white bowl in porridge bin x 2 with cold milk.

Ready brek 1 box into hot milk

1 small pot of porridge made with skim milk.

All the above to be separated between 2 medium Bain Marie.

2 pkts Rashers

3 pkts Sausages

8 boiled eggs

All bran with hot water

Hot milk

As above between 2 Bain Marie.

**Lunch**

Soup 1 large saucepan (enough for 4 large jugs)

Milk pudding

OPTIONS Semolina 2.2lbs into large saucepan boiling milk

Custard 1.2lbs into large saucepan boiling milk

Rice pudding 1kg into cold milk in bain-marie saucepan.

**Veg**

9kg bag of peeled potatoes

3x3kg bags of sliced carrots (25 mins steam)

1 x large bag chopped Cabbage cook in the remaining water from the bacon

1 plastic Bain Marie container of each to be pureed and divided ¼/ ¾ respectfully between the sunflower and dining room.

25 chicken breasts (7 to be pureed and 1 to be pulsed for Sandra) steam for 25 mins

The remaining chicken to be sliced and divided as before 1/4/3/4 between the two Bain Marie.

Loin of bacon

Chop the loin of bacon into 2. Place into a large saucepan cover with cold water bring to the boil lower heat and simmer for 2 hours. When cooked boil the cabbage in the bacon water

Puree 8 slices and place another 8 slices into the sunflower Bain Marie.

Make gravy enough to fill two medium jugs

1large stainless steel jug a

1 silver jug with lid for the sunflower.

**Evening tea**

Selection of sandwiches (2 brown loafs 2 white loafs)

Divide the sandwiches onto 4 trays 1 for the sunflower 3 for the dining room.

**Puree**

Choose from the attached list.

**Wednesday**

**Deliveries/Orders**

**DELIVERIES**

Curlys fruit and veg, NCF

Orders

**BREAKFAST**

Porridge white bowl in porridge bin x 2 with cold milk.

Ready brek 1 box into hot milk

1 small pot of porridge made with skim milk.

All the above to be separated between 2 medium Bain Marie.

2 pkts Rashers, 3 pkts Sausages, 8 boiled eggs

All bran with hot water

Hot milk

As above between 2 Bain Marie.

**Lunch**

Soup 1 large saucepan (enough for 4 large jugs)

Milk pudding

OPTIONS Semolina 2.5lbs into large saucepan boiling milk, Custard 1.5lbs into large saucepan boiling milk, Rice pudding 1kg into cold milk in bain-marie saucepan.

**Veg**

9kg bag of peeled potatoes

3x3kg bags of sliced carrots (25 mins steam)

1 x large box broccoli (15 mins steam)

1 plastic Bain Marie container of each to be pureed and divided ¼/ ¾ respectfully between the sunflower and dining room.

25 chicken breasts (7 to be pureed and 1 to be pulsed for Sandra) steam for 25 mins

The remaining chicken to be sliced and divided as before 1/4/3/4 between the two Bain Marie.

Leg of lamb

Place the two lamb legs into a deep tray .season. Cover with foil cook @175c for 3 hours approx. uncover and brown.

Puree 8 slices and place another 8 slices into the sunflower Bain Marie.

Make gravy enough to fill two medium jugs

1large stainless steel jug a

1 silver jug with lid for the sunflower.

**Evening tea**

Selection of sandwiches (2 brown loafs 2 white loafs)

Divide the sandwiches onto 4 trays 1 for the sunflower 3 for the dining room.

**Puree**

Choose from the attached list.

**Thursday**

**Deliveries/Orders**

**DELIVERIES**

**Orders -** Curlys fruit and veg

**BREAKFAST**

Porridge white bowl in porridge bin x 2 with cold milk.

Ready brek 1 box into hot milk

1 small pot of porridge made with skim milk.

All the above to be separated between 2 medium Bain Marie.

2 pkts Rashers, 3 pkts Sausages, 8 boiled eggs

All bran with hot water

Hot milk

As above between 2 Bain Marie.

**Lunch**

Soup 1 large saucepan (enough for 4 large jugs)

Milk pudding

OPTIONS Semolina 2.5lbs into large saucepan boiling milk

Custard 1.5lbs into large saucepan boiling milk

Rice pudding 1kg into cold milk in bain-marie saucepan.

**Veg**

9kg bag of peeled potatoes

3x3kg bags of sliced carrots (25 mins steam)

2x bags baton swede (25 mins steam)

1 plastic Bain Marie container of each to be pureed and divided ¼/ ¾ respectfully between the sunflower and dining room.

25 chicken breasts (7 to be pureed and 1 to be pulsed for Sandra) steam for 25 mins

The remaining chicken to be sliced and divided as before 1/4/3/4 between the two Bain Marie.

Beef stew

Place stewing beef into lge pot add garlic thyme Worchester sauce and beef bouillon top with water bring to the boil reduce heat to a simmer after 1 hour add stewing veg leave for as long as possible.

Puree I large plastic container

1 large plastic container for the sunflower

Make gravy enough to fill two medium jugs

1large stainless steel jug a

1 silver jug with lid for the sunflower.

**Evening tea**

Selection of sandwiches (2 brown loafs 2 white loafs)

Divide the sandwiches onto 4 trays 1 for the sunflower 3 for the dining room.

**Puree**

Choose from the attached list.

**Friday**

**Deliveries/Orders**

**DELIVERIES - C**urlys fruit and veg, B and B foods , NCF

**Orders**

**BREAKFAST**

Porridge white bowl in porridge bin x 2 with cold milk.

Ready brek 1 box into hot milk

1 small pot of porridge made with skim milk.

All the above to be separated between 2 medium Bain Marie.

2 pkts Rashers, 3 pkts Sausages, 8 boiled eggs

All bran with hot water

Hot milk

As above between 2 Bain Marie.

**Lunch**

Soup 1 large saucepan (enough for 4 large jugs)

Milk pudding

OPTIONS Semolina 2.5lbs into large saucepan boiling milk

Custard 1.5lbs into large saucepan boiling milk

Rice pudding 1kg into cold milk in bain-marie saucepan.

Veg

9kg bag of peeled potatoes

3x3kg bags of sliced carrots (25 mins steam)

2x bags peas (15 mins steam)

1 plastic Bain Marie container of each to be pureed and divided ¼/ ¾ respectfully between the sunflower and dining room.

25 chicken breasts (7 to be pureed and 1 to be pulsed for Sandra) steam for 25 mins

The remaining chicken to be sliced and divided as before 1/4/3/4 between the two Bain Marie.

Battered cod

20 portion from the freezer onto a lined tray bake @200c for 20 mins

Take 8 natural cod fillets form the freezer and steam for 20 mins puree and divide between each Bain Marie

Make gravy enough to fill two medium jugs

1large stainless steel jug a

1 silver jug with lid for the sunflower.

**Evening tea**

Selection of sandwiches (2 brown loafs 2 white loafs)

Divide the sandwiches onto 4 trays 1 for the sunflower 3 for the dining room.

**Puree**

Choose from the attached list

**Saturday**

**Deliveries/Orders**

**DELIVERIES**

**Orders**

**BREAKFAST**

Porridge white bowl in porridge bin x 2 with cold milk.

Ready brek 1 box into hot milk

1 small pot of porridge made with skim milk.

All the above to be separated between 2 medium Bain Marie.

2 pkts Rashers, 3 pkts Sausages, 8 boiled eggs,

All bran with hot water

Hot milk

As above between 2 Bain Marie.

**Lunch**

Soup 1 large saucepan (enough for 4 large jugs)

Milk pudding

OPTIONS Semolina 2.5lbs into large saucepan boiling milk

Custard 1.5lbs into large saucepan boiling milk

Rice pudding 1kg into cold milk in bain-marie saucepan.

Veg

9kg bag of peeled potatoes

3x3kg bags of sliced carrots (25 mins steam)

2x bags peas (15 mins steam)

1 plastic Bain Marie container of each to be pureed and divided ¼/ ¾ respectfully between the sunflower and dining room.

25 chicken breasts (7 to be pureed and 1 to be pulsed for Sandra) steam for 25 mins

The remaining chicken to be sliced and divided as before 1/4/3/4 between the two Bain Marie.

Chop the bacon ribs into small portions. Place into a large saucepan cover with cold water bring to the boil lower heat and simmer for 2 hours. When cooked boil the cabbage in the bacon water

Puree 8 slices and place another 10 sheets into the sunflower Bain Marie.

Make gravy enough to fill two medium jugs

1large stainless steel jug a

1 silver jug with lid for the sunflower.

**Evening tea**

Selection of sandwiches (2 brown loafs 2 white loafs)

Divide the sandwiches onto 4 trays 1 for the sunflower 3 for the dining room.

**Puree**

Choose from the attached list

**Sunday**

**BREAKFAST**

Porridge white bowl in porridge bin x 2 with cold milk.

Ready brek 1 box into hot milk

1 small pot of porridge made with skim milk.

All the above to be separated between 2 medium Bain Marie.

2 pkts Rashers, 3 pkts Sausages, 8 boiled eggs

All bran with hot water

Hot milk

As above between 2 Bain Marie.

**Lunch**

Soup 1 large saucepan (enough for 4 large jugs)

Milk pudding

OPTIONS Semolina 2.5lbs into large saucepan boiling milk

Custard 1.5lbs into large saucepan boiling milk

Rice pudding 1kg into cold milk in bain-marie saucepan.

**Veg**

9kg bag of peeled potatoes

3x3kg bags of sliced carrots (25 mins steam)

1 x large box broccoli (15 mins steam)

1 plastic Bain Marie container of each to be pureed and divided ¼/ ¾ respectfully between the sunflower and dining room.

25 chicken breasts (7 to be pureed and 1 to be pulsed for Sandra) steam for 25 mins

The remaining chicken to be sliced and divided as before 1/4/3/4 between the two Bain Marie.

Loin of pork

Place the loin into a deep tray .season. Cover with foil cook @175c for 3 hours approx. uncover and brown.

Puree 8 slices and place another 8 slices into the sunflower Bain Marie.

Make gravy enough to fill two medium jugs

1large stainless steel jug a

1 silver jug with lid for the sunflower.

**Evening tea**

Choose from the attached list

**Puree Options**

Scrambled egg and Beans

Sausage and Mushrooms

Pasta bake and peas

Sweet and sour Chicken and Potatoes

Beef Bolognaise and Pasta

Chicken Fajitas Cheesy Potatoes

Chicken Curry and Rice

**Evening tea Options**

Selection of sandwiches

Rashers sausage and fried egg

Chicken Goujon and salad

Selection of salads

Sausage beans and chips

Sausage Rolls beans and chips

**Monday**

Soup of the day

Roast chicken gravy sauce

Braised chops

Milk pudding

Jelly and ice cream

Fresh fruit salad

**Tuesday**

Soup of the day

Roast chicken gravy sauce

Loin of bacon and cabbage

Milk pudding

Jelly and ice cream

Fresh fruit salad

**Wednesday**

Soup of the day

Roast chicken gravy sauce

Roast Leg of Lamb

Milk pudding

Jelly and ice cream

Fresh fruit salad

**Thursday**

Soup of the day

Roast chicken gravy sauce

Beef Stew

Milk pudding

Jelly and ice cream

Fresh fruit salad

**Friday**

Soup of the day

Roast chicken gravy sauce

Battered cod

Milk pudding

Jelly and ice cream

fresh fruit salad

**Saturday**

Soup of the day

Roast chicken gravy sauce

Bacon ribs and cabbage

Milk pudding

Jelly and ice cream

fresh fruit salad

**Sunday**

Soup of the day

Roast chicken gravy sauce

Roast loin of pork

Milk pudding

Jelly and ice cream

fresh fruit salad

**Orders**

**Monday**

**Pallas foods**, 069 20200 order form attached a/c code ATTR02 order by the codes beside the products not the product name.

**Claremorris Eggs**. Albert will call to the kitchen order one box of eggs

**NCF** Clive will call to the kitchen he knows what to leave you just need to tell him what you have in the fridge and he will top it off.

**Curlys** fruit and veg 091 753064

**Tuesday**

**B and B foods**, Pat will call to the door for the Order if you are not sure about something, he knows the order.

**Wednesday**

**NCF** As Before

**Thursday**

**Friday**

**B and B** foods as before

**NCF** as before

**Costello And McDermott** Noel will call you on friday morning for the order

**Curlys**

**Saturday\_--------**

**Sunday-------**

**B and B foods**

Chicken breasts 7 tubs/ 3 1/2 cases needed per week

Bacon Ribs 7kg on a Friday

1 Pork loin on a Friday

1 Bacon loin on a Friday

Rashers 6 on Tuesday and Friday

Sausages 2 cases Tuesday and Friday

Black and white pudding 4 of each Tuesday

Ham keep at least 8 in stock

Cheese 1 block grated

1 bag grated cheese in stock at all times

1 Turkey Crown in stock at all times

Connaught gold spreadable

Foil wrapped solid butter

Diet yogurt 3 cases in stock at all times

Full fat yogurts 3 cases in stock at all times.

**Curlys fruit and vegetables**

**091 753064**

**Below is this stock list foe the kitchen use this to organise your orders for each day while keeping in mind the menus for the coming days**

Potatoes x1 daily

Carrots x 3 daily

Cabbage x weekly

Swede 1x 5kg 1x 2kg weekly

Broccoli x2 boxs weekly

Bananas 1 box always in stock

Mushrooms 2 chips in stock

Celery 3 always in stock

Leeks 1 bag weekly

Black grapes 1 box

Baby Spinach

Tomatos 1 box in stock

Baby leaves 1 box in stock

Spanish onions 1 bag in stock

Red Onions 2 bags in stock

Cucumber 4 in stock

Scallions 6 in stock

Iceberg lettuce 2 in stock

Mixed peppers 2kg bag in stock

Coleslaw 2 bags dry mix in stock

Stew mix 2 bags per week

Easi peelers 2kg bag in stock

Pears 1kg bag in stock

Apples 2kg in stock

Plums 2kg in stock

Kiwis 1 kg in stock

Cantelope melon 2 in stock

Watermelon 2 in stock

Strawberry 2 punnets

Lemons x 10 in stock

**In stock means keep the amount in the stores to this number ordering what you need to keep the correct levels.**

**Costello and McDermott**

**The stock named below should be kept at this amount as a minimum.**

5 cases of vanilla ice cream

4 bags of broccoli

4 bags of cauliflower

4 bags of peas

4 bags of green beans

5 bags of chicken Kiev’s

6 bags chicken goujons

2 boxes of salmon fillets

2 boxes battered cod

1 box clear ice natural cod

2 bags frozen raspberries

2 bags frozen blueberries

**These are options for evening tea as back up.**

**Optional extras**

Baked potatoes

Chicken bites

Fish fingers

Hash browns

Onion rings

**Pallas foods order sheet**

**Account Number Attr02**

**Full fat cream cheese ch1186**

**Medowland margarine dy382**

**Baked beans o141**

**Fresh yeast fu160**

**Dark chocolate ct123**

**Milk chocolate ct122**

**Vanilla flavour t430**

**Sweet chilli sauce or531**

**Santa Maria parsley hb209**

**Cranberry juice ju112**

**Flahavans jumbo oat flakes 490710**

**Ready Brek 490923**

**Chivers jelly z322007**

**Semolina z323007**

**Custard powder mix z329009**

**White Chocolate ct121**

**Odlums cream z353507**

**Odlums s/r flour z353517**

**McDonnell’s curry powder z417501**

**Knorr beef bouillon z414442**

**Knorr chicken bouillon z414445**

**Knorr fish bouillon z414437**

**Knorr veg bouillon z414440**

**Knorr roast gravy z414335**

**Hellmann’s mayo 10ltr 490044**

**Chivers strawberry jam z333907**

**Brakes 1100 teabags 89237**

**Gem raisins z423011**

**Gem currants z423013**

**Schwartz mixed herbs z494003**

**Schwartz parsley z494004**

**Schwartz thyme z494011**

**Schwartz garlic puree z65**

**Saxa table salt z495328**

**Schwartz blackened Cajun z494009**

**Granulated sugar 25kg 490706**

**Icing sugar 3kg z313004**

**Caster sugar 3kg z313002**

**Canderal bucket sg181**

**Canderal sticks 23611**

**Diabetic marmalade z477**

**Pudding rice rc123**

**Battered cod fingers fs179z**

**Battered chicken chunks c402z**

**Peas processed z464604**

**Kellogg’s all bran z211035**

**sugar free jelly z324201**

**Rice long grain rc108**

**Thai red curry or503**

**Coconut cream or500**

**Prunes fr828**

**Pasta fusilli PA425**

**Honey z229007**

**Maxwell house z937303**

**Napkins pd4054**

**Tray Papers pd6519**

**Mash potato vg140**

**Sm bacon bc103**

**Prune Juice z919003**

**Stir fry vp711**

**Chorizo cubes cm607**

**Assorted biscuits 26332**

**Danish pastry 4828**

**Diet Coke z916007**

**Bolognaise sauce 89718**

**Assorted jams jm407**

**Decaff coffee z935011**

**Sparkling water z918702**

**Chemical account**

**a/c number attr02a**

**Regain ( Kitchen for floor) E10263**

**Suma Chlor(Milton) 119179**

**Washing up liquid 119028**

**Maxx Magic (cleaners for floor) E10222**

**Ecolab solid hero E10046**

**Ecolab clear dry HDP E10023**