

Briefing document for PAs.

This is a fantastic email that Esther has sent to all her PAs, setting out ways to keep her (and them) safe. She is happy for others to use or adapt it to their own circumstances.

Please note: These measures are personal suggestions, not based on any medical advice, so we cannot be sure how effective they might be in preventing infection.

You could also ask PAs to sign to confirm that they have read the document and will adopt it in full.

To my lovely girls!

As I'm sure you are aware every day is moving quickly with the Coronavirus. Many of you may have seen Boris Johnson's press conference yesterday telling us all to brace ourselves and that many loved ones will be lost. Well with such a positive outlook (!) I thought it was probably wise to write some guidance, as this will be for many weeks ahead and we all have to look after each other!

If you have a temperature OR cough OR generally feel unwell

- Please let me know asap - even if you feel unwell after you have been on a shift with me and not due in for some days, as we will need to do even more thorough deep clean and it will give me more time to try to get cover. You will be paid sick pay if you can't come in.

Day to Day Support

Those of you who have been in recently will know we have changed our daily routine quite considerably to try and remove as many threats as possible to me! I'm sorry if it makes you feel like plague victims! But this is a process I am following with you all and it literally is a matter of life and death that you stick with the regime. So as hopefully a helpful reminder here are the key points:

- When you first come into the house - yes you know it - wash your hands! - with soap and water for at least 20 seconds.
- Once you have washed your hands, use the dilute bleach in the spray in the bathroom and kitchen roll, to disinfect all door handles and light switches and toilet flush. Also disinfect your phone.
- Then put on a mask before getting me out of bed and try not to touch the mask once it is in position (please see the link below and points 9 and 10 about masks and handwashing)
- I'm afraid from now on I will be asking people not to wear jewellery on their hands and wrists other than a simple band (it is only temporary!) but it is following the guidance on handwashing.

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/wuhan-novel-coronavirus-wn-cov-infection-prevention-and-control-guidance#PPE>

- Once I am up and dressed you can remove the mask and please dispose of it (hopefully I have more ordered!) then please wash your hands again
- Please ensure when you are preparing any drinks or food for me you have washed your hands immediately before doing so
- Also if you are unloading the dishwasher, getting me a cup, plate, straw etc, you wash your hands immediately before touching them
- When making my bed, or getting it ready for me at bed time and handling my pillows etc please make sure you have washed your hands, please also wear a mask (this should be easy when you are getting me up and getting me to bed as you will already have one on!)
- At this stage I haven't decided whether I need to ask you to wear a mask when dishing up food - I think we will review that as time goes on - but it is likely we will do this too.
- We will be using a dilute mix of bleach and water to disinfect all main areas and door handles etc as I am not sure how effective anti bac spray or wipes are. Please see the link below as to why this is being recommended.

<https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>

Shopping and Outside the House

- As of today we have decided to change our shopping habits and will only be doing online shopping (I know how will I cope without Lid!!) We have decided this will minimise the risk if you guys are not coming into contact going into supermarkets unnecessarily. I realise you may well be doing your own shopping still in supermarkets but the least you have to go in and out when with me probably the better. We will ask delivery people to leave the shopping at the door rather than coming in. We will then disinfect any packaging we can.
- If you do have to run any errands for me please ensure you have both alcohol hand gel and anti bac wipes, provided by me. Use the hand gel throughout your "mission" particularly after you have touched a keypad for payment and or any door handles. Please also wipe down the steering wheel, gear stick and handbrake with anti bac.

Odds and Sods throughout the day

- Once a day wipe down the hoist and my shower chair with the dilute bleach mix (labelled bleach and vinegar caution)
- Frequently wipe down the sides of the kitchen, the draining board and sink with the more dilute bleach mix
- After retrieving washing from basket and putting a wash on wash your hands

On walks with [the dog]

- Try not to talk to anyone or let them stroke him - difficult I know with such a celebrity!
- After the second walk of the day wipe his harness and lead with an anti bac wipe

End of Day

- Put any tea towels that have been used during the day in the wash basket.

Gloves or Handwashing

- We may need to review whether it would be better to use disposable gloves rather than you keep washing your hands - particularly if your hands get very dry or if it gets to the point we need to be even more vigilant.

And Smile

- In the past we have always needed to keep our sense of humour and I'm sure this will be necessary now! X has created a much more humorous version of these notes on our chalk board so I hope that will make you chuckle!