

Annex A: template contingency plan

(Insert person's name here): My COVID 19 Contingency Plan for my care

Contingency planning is a key part of any personalised care and support planning process and it is likely that you will already have covered this in your personalised care and support plan. However, in this difficult period there is a greater chance that any paid or unpaid care arrangements you have in place could break down due to sickness or self-isolation and it is important that you, and your carers, are prepared for this eventuality.

Here is a list of things which may become applicable. Not all of these will apply to you, but it is important that you think about each one and either discount it as not applicable to your situation or make a plan, with your care coordinator if possible, to manage it. There may be other things you identify that you feel need to be addressed. Keep this supplementary plan with your current personalised care and support plan, if you have one, so that you can easily refer to it.

This template contains prompts to help you think about how best to complete the detail for your care and support needs. These prompts are only suggestions, you may have other questions that you will also need to think about.

The essential things that I need to have support with on a daily basis

List the things included in your personalised care and support plan. This will help people coming into your home see what care and support you need. For example:

1. Support with all personal care
2. Help with eating and drinking
3. Help with medications
4. Anything else that your paid care workers or unpaid carers usually support you with

Fill in this table with your contingency plans

Care and support	What I will do if this happens
My paid care workers are sick or not able to attend due to them self-isolating	<p>How many paid care workers do you have?</p> <p>If more than one, can they cover for each other or do they perform specific tasks for you?</p> <p>Can other paid care workers or unpaid carers help?</p>
My unpaid carers are sick or self-isolating	<p>Is there anyone else you could approach as a back-up?</p> <p>Can any paid care workers provide additional support?</p> <p>Is any additional funding needed in your budget for this?</p>
Both my paid care workers and unpaid carers are sick at the same time	<p>Which organisation or organisations could you contact to help support you?</p> <p>Does your plan already have back-up arrangements?</p> <p>If you use an agency do they have a back-up plan and if they do, what is it?</p>
I have specialist healthcare tasks that are usually carried out by my paid care workers or unpaid carers, who may not be available	<p>List the tasks you specifically need help with, for example tracheostomy care, continence care, medications etc.</p> <p>Which organisation or organisations could you contact to help support you?</p>
My care needs change as a result of becoming infected with COVID-19	<p>Contact NHS 111 for support</p> <p>How will your paid care workers or unpaid carers know if your breathing has changed and will they know how to respond and when to seek emergency support?</p>
My paid care worker becomes unwell while working on a shift with me	<p>Can you ask unpaid carers or friends to provide support at short notice?</p> <p>How will your rota need to be adjusted to cover for the paid care worker who is unwell?</p>

Care and support	What I will do if this happens
	What additional personal protective equipment (PPE) may be required by someone new coming into your house?

What can be done to help with the following?

Task	What can be done to help
Getting routine prescription and medication supplies, including reserve supplies and rescue medication	<p>Will your paid care workers or unpaid carers be able to get these for you in the usual way?</p> <p>If not, what can you put in place instead?</p> <p>Do any of your paid care workers or unpaid carers need to take on new responsibilities to manage this for you?</p> <p>Can volunteers help and how can you find out more about this?</p>
Repair of specialist equipment, for example hoists, electric wheelchairs	<p>Make a list of all your equipment, who is responsible for repairs and how to contact them</p> <p>Find out if your suppliers can provide emergency repairs and how you will make arrangements with them</p>
Supplies / consumables - ensuring regular supplies are maintained and any additional supplies are accessible in a timely way, for example gloves, aprons, paper towels, vent circuits, suction catheters, incontinence pads	<p>Make a list of your supplies and where they are kept, in case new paid care workers are coming into your home</p> <p>Do you have sufficient supplies of your regular consumables?</p> <p>Do you know who to contact in case your regular supplies are unavailable?</p> <p>Do you know who to contact if you need additional supplies to keep your carers safe in case you become infected with COVID-19?</p>
Arrangements for shielding, for example food and essentials	<p>Who could help with this?</p> <p>Can volunteers help and how can you find out more about this?</p>

Task	What can be done to help
Plans for routine or follow-up appointments and tests, for example regular blood tests	<p>What routine appointments have been made that now may not happen or that you might need to cancel and reschedule?</p> <p>Do you need to talk about these with your doctor or nurse?</p>

Who can I contact in an emergency?

Name	Their relationship to me	Contact details