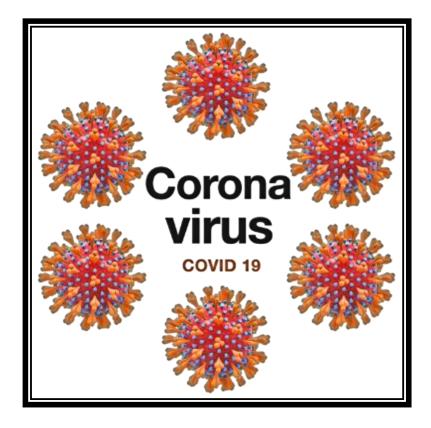




Brothers of Charity Services Ireland National Advocacy Council



Covid 19 Easy Read Documents Version 1: June 2020

Introduction

This document was compiled by the Brothers of Charity Services Ireland National Advocacy Council Facilitators Group in June 2020 to support quick access to the range of easy read material that has been developed and used in the BOCSI to date to support an understanding of Coronavirus COVID 19. As new guidance on the Public Health Emergency becomes available this guidance may be updated further.

The documents included here have been informed by documents from many other organisations including the HSE, HPSC, Trinity College Dublin Centre for Ageing and Intellectual Disability, Muirosa Foundation and John of Gods Services.

If you would like to modify any of the documents included for local use a word version of the document can be e-mailed to you by one of the BOCSI National Advocacy Facilitators. Contact details below.

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What is Coronavirus?



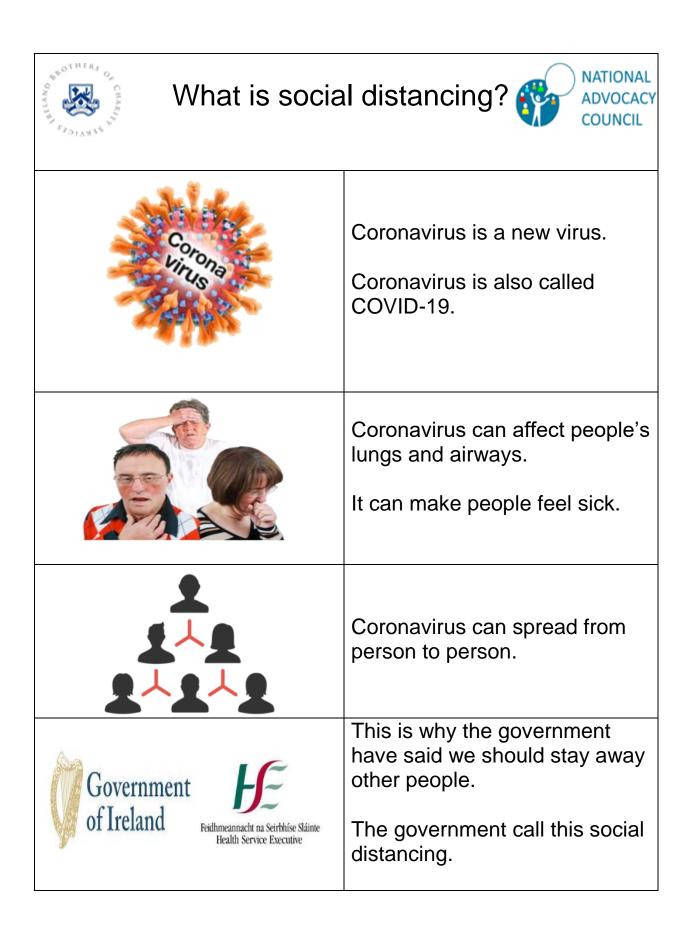
NATIONAL ADVOCACY COUNCIL

Corona virus covid 19	Coronavirus is a new virus. Coronavirus is also called COVID-19.
	Coronavirus can affect people's lungs and airways. It can make people feel sick.
	Coronavirus can spread from person to person.
	People who have Coronavirus might have: A fever
	A cough
	Shortness of breath.

	If you have these symptoms or if you are worried, you should phone your Doctor or ask staff for help.
	Most people who have Coronavirus stay at home to get better.
	Some people have to go to hospital to get better.
	You can help stop the spread of germs by:
20 Seconds	Washing your hands often with soap and water.
	Using hand sanitiser.

	Coughing or sneezing into your elbow.
	Not touching your eyes, nose and mouth.
clean	Cleaning surfaces with disinfectant.
	Staying at least 2 metres away from other people.
<image/>	The HSE and the World Health Organisation have updates on their website. <u>www.gov.ie/health-covid-19</u> <u>www.hse.ie</u>

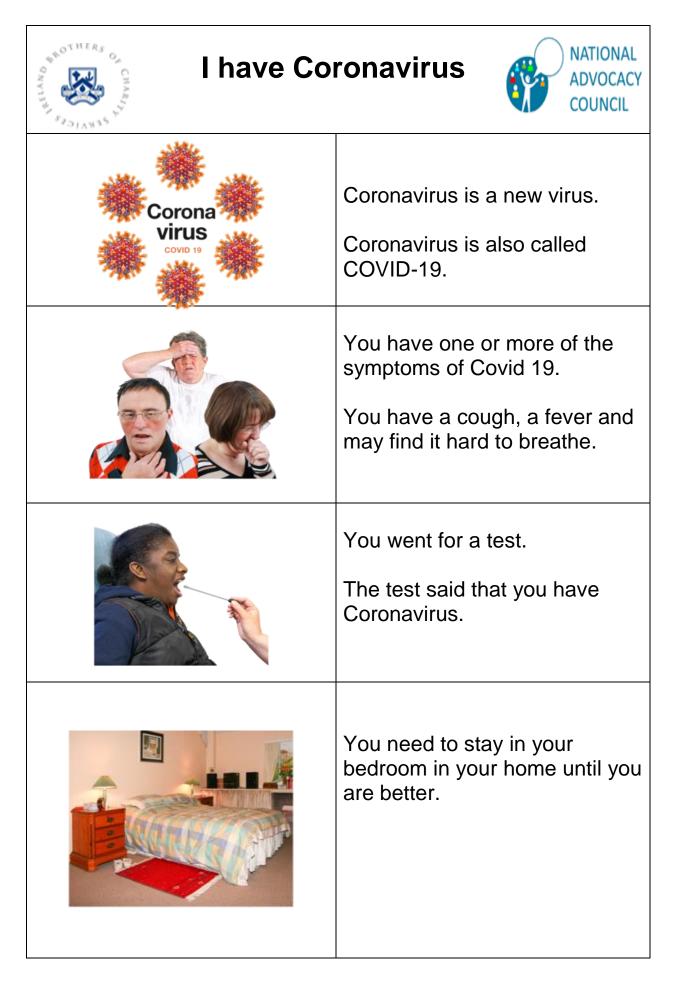
Credit John of Gods SLT Department



We need to stay 2 metres away from other people.
We should not hug, kiss or shake hands for the next few weeks.
We can say hello and wave.
People are staying at home.
People are not visiting other people.

You might not be able to see your friends or family at the moment.
You can make phone calls, send texts and send emails. Staff can help you with this.
You can talk to your family and friends using Skype or FaceTime. Staff can help you with this.
You should not meet up in big groups because Coronavirus could spread to more people.
You can go back to doing your normal things when this is over.

Credit John of Gods SLT Department



	If you find this hard to do. You will be asked to go to another place that is set up like a home with less people until you are better.
CONTRACTOR OF THE SECOND	You need to stay away from other people so they do not get Coronavirus too. You will not be able to see your friends and family for a while.
	You need to use your own bathroom that no one else uses.
	You should clean your hands often.
	You should wear a face mask when staff are in your room.

Staff will help you to get better.
Staff will have to wear masks, googles, gloves and gowns while you are getting better. This is to protect them from getting Coronavirus.
Staff will look different when they are wearing these clothes. That is ok
Staff will clean everywhere that gets touched like door handles and counter tops.
You will see your friends and family when you are better.



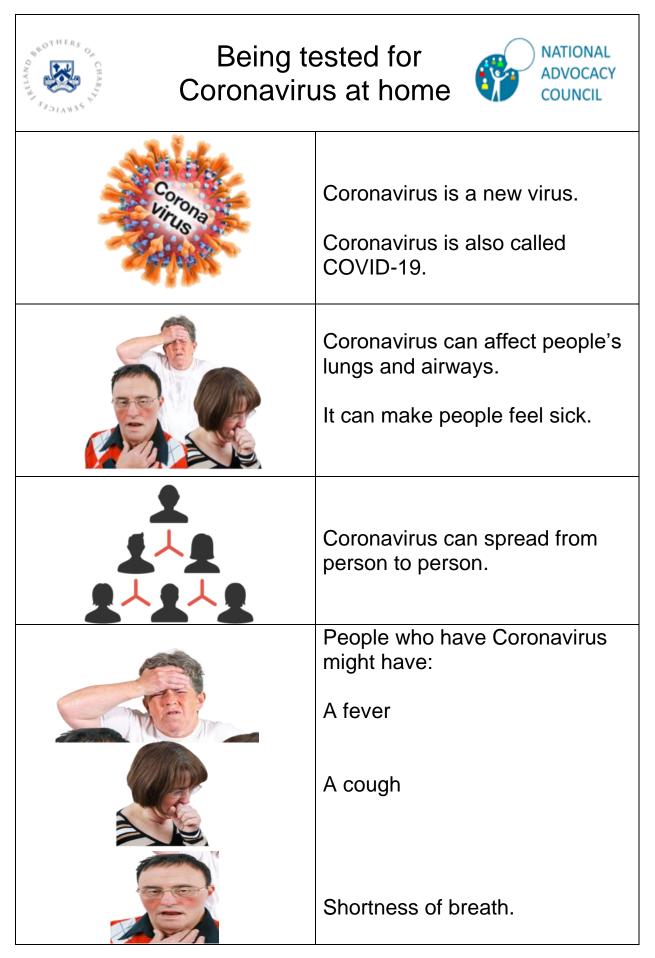




Understanding the Symptoms of the Corona Virus

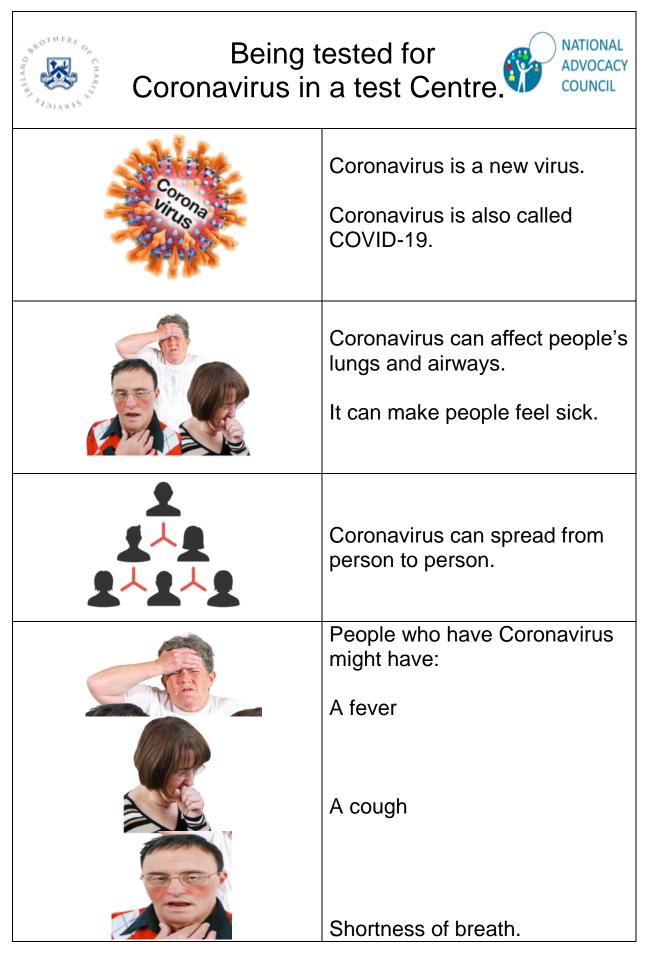
Symptoms	Coronavirus	Cold	Flu
	Corona virus covid 19		
Fever			
Fatigue	Sometimes	Sometimes	
Dry Cough		Sometimes	
Sneezing			

Aches and pains	Sometimes	
Runny Nose	Sometimes	Sometimes
Sore Throat	Sometimes	Sometimes
Diarrhoea		Sometimes For Children
Headaches	Sometimes	
Shortness of breath		



If you have these symptoms or if you are worried, you should phone your Doctor or ask staff for help.
Your Doctor might say you need to be tested for Coronavirus.
The testers will come to your home. They will be wearing goggles, a mask and gloves.
The testers will give you a mask to wear.
The testers will take your temperature with a special thermometer.

They will ask you to open your mouth. They will put something called a swab at the back of your throat.
They will need you to open your mouth wide.
The testers will also swab your nose.
It might feel a little uncomfortable.
It takes about ten minutes.
Your Doctor will let you know the results in a few days' time.



	If you have these symptoms or if you are worried. You should phone your Doctor or ask staff for help.
	Your Doctor might say you need to be tested for Coronavirus.
	You might be tested in a special test centre or you might be tested in my car.
2:07 All Marcade Today Varia Add Thank you for signing up for COVID19 alers that WWW.coronavirus-sd.com/ You subscribed to San Diego Co text updates. You may receive several msgs/wk. Meg 8 data rates manaply. Benly Coco	You will get a text message to tell you to come to the test centre car park.
	You will get in the car and staff will drive you to the car park.

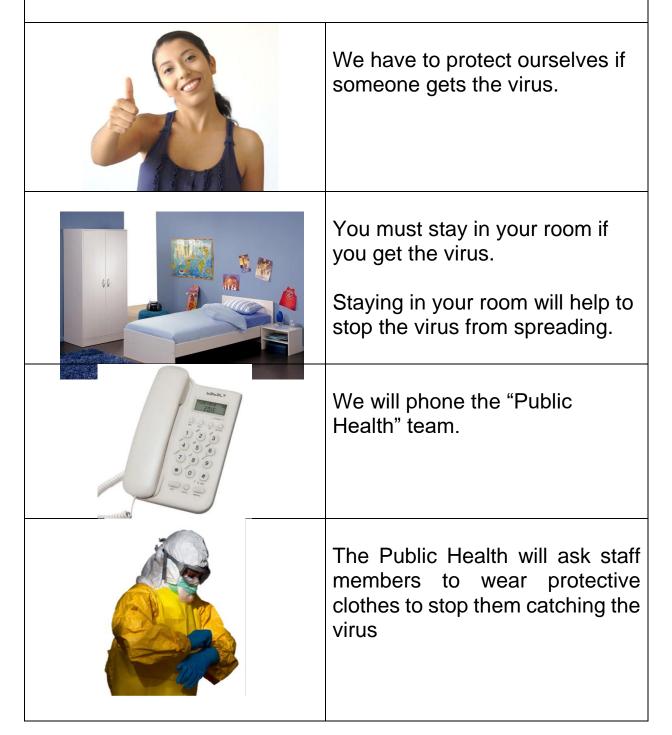
When you arrive at the car park. You will meet the testers. They will be wearing masks and goggles and gloves.
The testers will give you a mask to wear. You might be asked to stay in the car. You might be asked to walk inside the test centre.
The testers will take your temperature with a special thermometer.
They will ask you to open your mouth. They will put something called a swab at the back of your throat. They will need to open your mouth wide.

They will also swab my nose. It might feel a little uncomfortable.
It takes about ten minutes. Then you can go home.
Your Doctor will let you know the results in a few days' time.



What happens if someone in your house gets the virus?





What will this look like?

These clothes may look scary and strange
Staff will be wearing masks, gowns,
gloves
visors
It may be hard to see people's faces properly

Why do staff have to wear them?

The virus spreads through water drops in the air
These water drops come from someone coughing or sneezing
You can catch the virus by breathing in these drops
The protective clothing stops this from happening, it keeps us safe

Information and Consent		
On Coronavirus		
Corona Wirus	Brothers of Charity Services Ireland are testing staff for the virus and some people supported by the services	
	You may be offered a test.	
	The person testing you will be wearing a mask, a gown, gloves and glasses to protect you.	
	You may not be able to see their face but don't worry they are there to help.	
	The tester will ask you to open your mouth wide.	
	They will put something called a swab at the back of your throat.	
	The tester will also swab your nose.	
	It might feel a little uncomfortable.	
	It takes a few minutes to do the test.	
	It will take a couple of days before you get the result of your test.	

	You can decide to say yes to the test or no to the test. If you say yes to the test you can still stop the test at any time.
	If you decide to say yes to the test. The good things about getting the test are:
Corona virus	Doing the test can help to stop the spread of the virus.
	If you do test positive. It can help you get the correct treatment you need to feel better.

It can help protect other people around you from getting it.
If you decide to say no to the test. The things that are not so good are:
You might feel a bit scared seeing people in suits like these.
The test may feel uncomfortable
You will have to wait to get the result





Phases of lifting lockdown in Ireland

Мау 18	Phase 1
5	We can now travel 5Km from home for exercise
Social Distancing	Small groups of 4 people can meet outside but must keep 2 metres from each other.
	Some shops can open. They are garden centres and homeware shops, opticians, and repair shops.
	You can play Tennis or Golf if it is within 5km from your home.
	Beaches, walks and outdoor tourism sites will open and you can visit if you live 5km away from them.

June 8	Phase 2
20	You can now travel 20km from your home
	You can have short home visits in small groups
	There will be an increase in numbers that can go to a funeral
NEWSAGENT Supermarket Phone	Small shops will open for a few shoppers at a time.
Library	Marts and Public libraries will open to a small number of people at a time
	Sports training can start in small groups but no matches.

June 29	Phase 3
20	You can travel 20km from your home
Workplace	Some people can return to work if they can work without being in contact with lots of people.
	More shops , cafés, restaurants and playgrounds will open
OFOOTBALL PERSONAL LIE OUT VOW!	Sporting activities can happen behind closed doors
	People in small numbers can start travelling to towns and cities .
	32





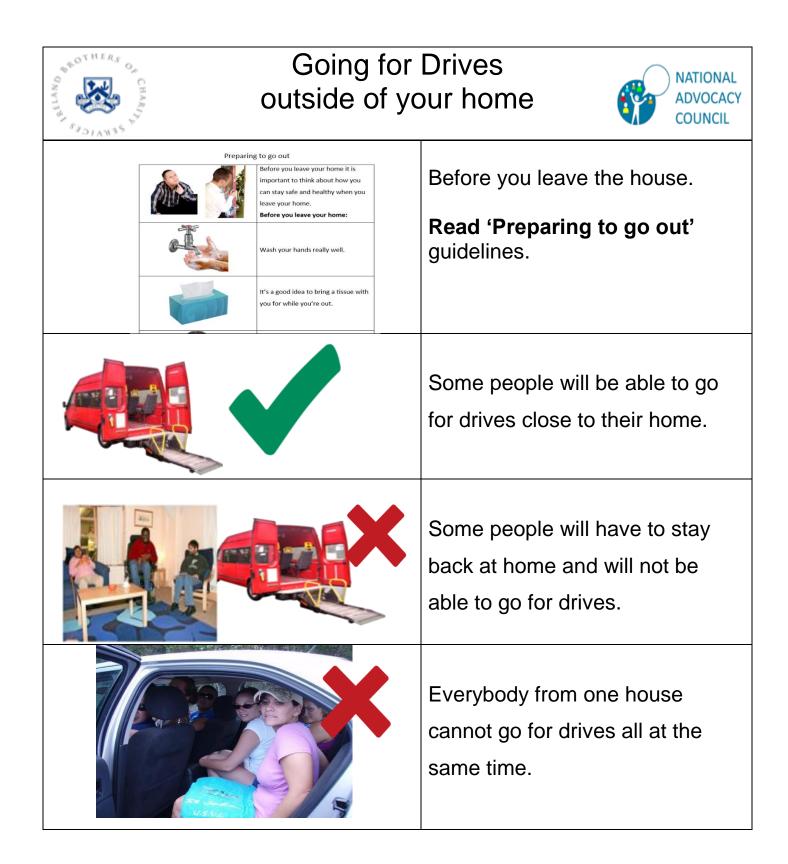
Safe	Clothes
	Staff and people supported by the services will be asked to wear safe clothes at certain times
	Safe clothes will help stop the coronavirus moving from person to person.
	Safe clothes help keep everyone safe from the Coronavirus.
	Safe clothes are: An eye mask.
	A face mask This covers up the persons mouth and nose.

Gloves
An apron
Staff have been asked to wear face masks when supporting people in their home.
Safe clothes may at first be a little bit scary. You can talk to the support staff if you feel scared.
Safe clothes will keep us all safe from the virus.



SAFETY FIRST	This will not seem fair. This might make you feel frustrated
	The Government and Services are doing this to make sure you and the people you live with are safe from coronavirus.
It's Not Forever, Just For Now	This will not be forever! You will be able to go out just not right now.
	Remember it's important to talk to someone if you are feeling upset about these restrictions.

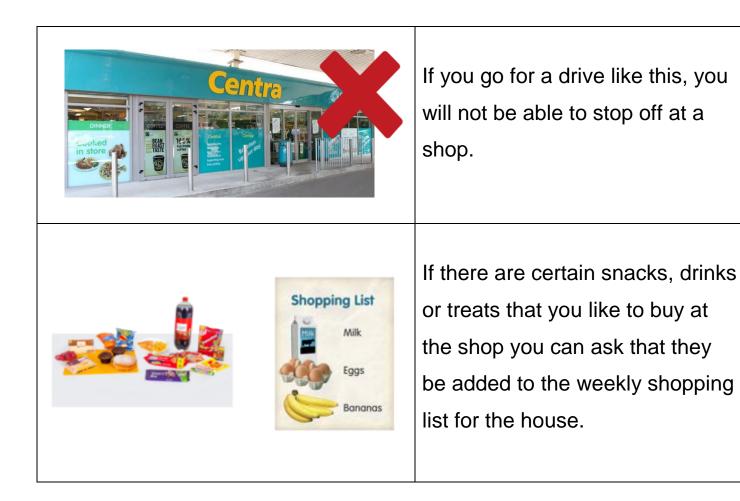
Preparing	to go out
	Before you leave your home think about how you can stay safe and healthy.
	Wash your hands really well.
	Bring a tissue with you.
	Cover your mouth when you cough or sneeze.
2 metres 6 feet	Keep 2 metres away from people
	Do not to touch surfaces while out.





While out for a drive you may be stopped by the Gardaí. Do not worry they are just making sure everyone is being safe.

SAFETY FIRST	Here are some ways we can do drives safely. Through discussing if you can do this safely with your staff you may be able to take part in the following:
	You may be able to go for a short drive to a place where you can get off the bus and go for a short walk safely.
	You may be able to go for a drive but not able to get off bus to go for a walk. This will be a short drive from your home and back with no walk.



Going for walks during Coronavirus Restrictions	
Preparing to go out Image: Second s	Read 'Preparing to go out' guidelines before leaving home to do activities.
SAFETY FIRST	To keep you safe while doing your activities, staff will chat to you about ways to do this.
SKM from Home	You can go for walks outside of your home within the 5km guideline.
SKM from Home	If you need staff support you will have to choose a time that suits both of you.

	To keep you safe we ask that you do not go into the shops for snacks or ice cream.
	To keep you safe we ask that you do not go in for tea or coffee
Shopping List Milk Eggs Bananas	During this time we ask you to add your snacks, drinks or treats to the weekly shopping list for your house.
	Thank you for doing all of the above. It is only for the time of lockdown.





Don't leave your front door open.
Keep your doors locked even when at home.
If you are not expecting visitors its ok not to answer the door.
If you feel worried while home alone call the staff if you can.

What will happen if you get a negative result?	
	You have been tested for Coronavirus
COVID-19 TEST positive negative IgG IgM g	Your test has come back negative
Corona-Virus	Negative means you do not have coronavirus You are safe.
	This is good news
	This means that what you have been doing to stay safe has been working. So make sure you keep up the good work by:

	Washing your hands
	Covering your coughs
2 METRES -	Social distancing from other people 2 metres apart
	Not shaking hands with people
	Not touching your face
	Please make sure to tell staff if you are feeling sick or have a temperature.

What will happen if you get a positive result?	
	You have been tested for Coronavirus
Contra Corona visita Republic Republic	Your test has come back positive. This means that you have Coronavirus.
	Try not to worry. You will get the support that you need.
mon tue wed thu fri sat sun	Most people feel better within about 2 weeks.
	You will have to stay in a room by yourself for 2 weeks. Staff will come in to the room to support you. The room might be your own bedroom at home, or another place or hospital depending on the best place for you.

This might be hard. Staff will support you. You can talk to staff about what would help you pass the time in the room – a TV; Phone or magazines might help.
Staff will wear Special Clothes. This will keep them safe from Coronavirus.
Tell the staff how you are feeling every time they come into the room to support you.

Close	Contact
2 metres 6 feet	You have been identified as a close contact of someone who might have coronavirus
	Close contact means you were less than two metres away from this person for more than 15 minutes
	If you are a close contact. You will need to self-isolate in your bedroom until you are advised that it is safe to leave the room again.
	Staff will bring you meals to your room and anything you need.

If your close contact finds out they have Coronavirus you will be tested for Coronavirus also.
Please make sure to tell staff if you are feeling sick or have a temperature.

Washing your Hands		
	Step 1. Wet your hands and apply Soap.	
	Step 2. Rub your hands together until the Soap becomes foam.	
	Step 3. Clean between your fingers, thumbs and nails.	
20 Seconds	Step 4. Wash hands for at least 20 seconds.	
	Step 5. Rinse hands with warm water.	
\$	Step 6. Dry hands with a clean paper towel.	



Seeking Permission to Test for Coronavirus COVID 19

Information booklet and Permission Document for People Supported by the Services and Staff guidance on how to seek permission.

Information for staff:

The HSE has advised that testing for Coronavirus Covid-19 will be made available for all people living in Residential Care Facilitates.

While we are not in a position to formally assess capacity, all individuals have the right to give or withhold consent to be tested. This booklet is designed to support staff to inform people supported by the services to make a decision about being tested for Coronavirus Covid -19. This booklet has been developed with reference to the HSE National Consent Policy (2019), the Assisted Decision-Making (Capacity) Act 2015 and the Guidance for testing for COVID-19 in Disability Services. In line with the HSE National Consent Policy (2019) Those who provide health and social care services must work on the presumption that *'every adult service user has the capacity to make decisions about their care, and to decide whether to agree to, or refuse, any intervention.'* This is consistent with the guiding principles of the Assisted – Decision Making Act which outline the presumption of capacity, the requirement to provide the necessary information to each person in order to support decision making and the need to respect the right of the relevant person to dignity, bodily integrity, privacy and autonomy.

We have a duty to maximise capacity for the people we support. Best practice and international human rights standards favour "supported decision-making" where possible. This requires that efforts must be made to assist people in reaching their decision and that they are provided with the appropriate tools to maximise their decision-making ability. This booklet will include relevant educational information on testing for Coronavirus Covid-19 to support people to come to an informed decision. The possibility advantages and challenges of being tested will be outlined in order to support people to understand the consequences of their decision.

We must work with the presumption of capacity in mind. The HSE consent policy (2019) acknowledges that there may be some instances where a person lacks decision-making capacity and suggests that adults who lack decision-making capacity must neither be unfairly excluded from the potential benefits of participation. In this case this relates to the potential benefits of Coronavirus Covid-19 testing. Equally, a person cannot be forced to take a test against their will and even where a person does not appear to have decision-making capacity their will and preference must inform the decision to proceed with a test or not.

The HSE consent policy outlines that if we inform people with all relevant information and it is deemed they cannot express a view, cannot make their will and preferences known then it is reasonable for us to make this decision in the individual's best interests bearing their previously expressed will and preference in mind.

Pending the role out of the Decision Support Services for people in line with the Assisted Decision Making there is currently no legislative framework to govern how a decision should be made for those who cannot make a given decision themselves, Irish case law, national and international guidelines suggest that in making decisions for those who lack capacity, the health and social care professional should determine what is in their best interests, which is decided by reference to their values and preferences if known

Good decision making requires a dialogue between parties that recognises and acknowledges the person supported by the services values and preferences as well as the specialist knowledge, experience and judgment of health and social care professionals.

This booklet will guide you through the dialogue/communication that should happen to inform people of what the testing for Coronavirus Covid 19 process entails and help determine if the person can voluntarily give consent or if, in the absence of clarity on the person's view, they need to be supported to reach a decision in their best interest with their will and preference at the fore.

Please give some time to go through this booklet with the person you support to ensure decision's made around being tested for coronavirus is well informed.

Section: Relevant Information for people supported

This section includes all relevant easy read information to support people to understand what coronavirus is, the testing process and outlines the disadvantages and benefits of testing. People should be supported to go through all of this information before a decision is made about testing.

Some individuals may also benefit from preparing for the test by using a desensitisation programme. See Appendix 1 (at the end of this booklet) for a desensitisation programme that may be of benefit to some people.

Corona Vinus	Coronavirus is a germ that makes people sick.
Corona Virus Corona	Coronavirus is also called COVID-19
	The virus can spread from person to person when you are very close.

What is Coronavirus?

Getting Tested for Coronavirus

Corona	Staff and people supported who work or live in a house supported by the Brothers of Charity Services Ireland will be offered a test for Coronavirus. This section will explain the testing process for Coronavirus.
	The test might take place in your home or at a test centre outside of your home.
	The person testing you will be wearing a mask, gloves, glasses and safety clothes to protect you and them. You may not be able to see their face but don't worry they are there to help.

The tester will ask you to open your mouth wide. They will put something called a swab at the back of your throat.
The tester will also swab your nose.
The test will take a few seconds. It might feel a bit sore.
It might take a few days to get the results of your test. You or your staff will get the results over the phone.

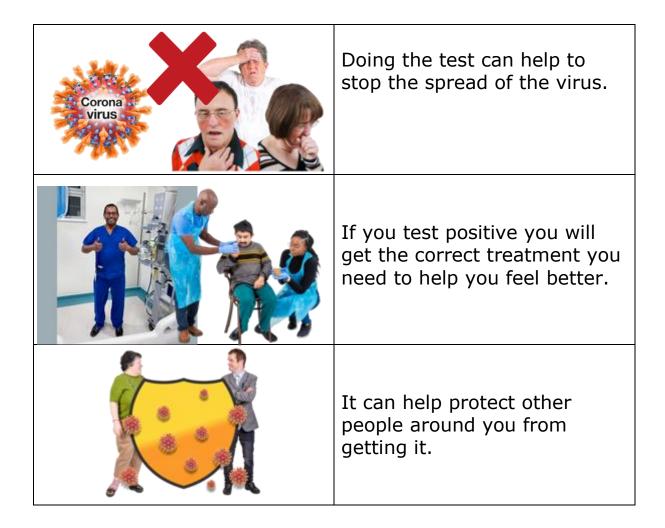


Some hard things about being tested for Coronavirus

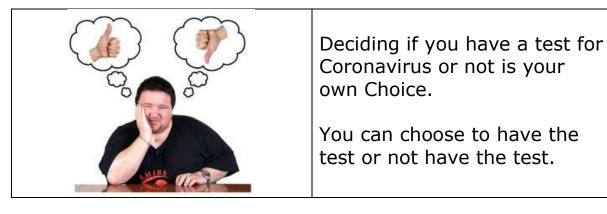
You might feel a bit scared seeing people in suits like
these.
The test may feel uncomfortable
You might be waiting for the results.
You may be unhappy or worried about the result if it is positive.

Good things about being tested for Coronavirus





Testing is your own Choice



Section: Checking for Understanding

In supporting a person to come to a decision about having a test for Coronavirus the person should be supported to:

- Understand the necessary information
- Retain the information long enough to make a decision
- Weigh up the good and bad things in order to make a decision
- Communicate their decision this could be by talking, using sign language, movement, blinking, squeezing a hand, written etc.
- It is best if this information process is supported by a person who knows the person well and understands their communication strategies.

Question	Record Answer here: Please describe rather than providing a yes/ no answer.
Did the person demonstrate an understanding of the information you provided on 'What is Coronavirus'?	
Did the person demonstrate an understanding of the information you provided on the testing process?	
Did the person demonstrate an understanding of some of the hard things about getting tested?	
Did the person demonstrate an understanding of some of the good things about getting tested?	

Section:



Recording Decision

A decision to proceed with testing for Coronavirus Covid-19 or not will be based on

1) The individual's ability to give or withhold permission

2) The individual's ability to express a view

3) In the absence of ability to give or withhold permission or express a view - What is deemed to be in the individual's best interest bearing in mind their known will and preference.

Complete A **or** B **or** C (<u>Not all 3</u>) based on ability of the person to understand information provided and make a decision regarding testing.

Section A

NB: Only complete for people where Section B or C has not been completed.

Complete for people who demonstrated an understanding of the information provided about Coronavirus Covid-19 testing.

If it is evident that the person understands the information in this booklet about being tested for coronavirus, they can choose to give or withhold permission.

Please Note: Seeking permission is not merely getting a form signed. Permission can be verbal (Staff can add name of person below and note that permission is verbal) or by person signing their own name.

	My Name is:
I would like to be tested for Coronavirus Covid 19	Yes No
Record how person communicated their decision (e.g. verbally, gesture, signature etc.).	
Signature of staff member seeking permission: Date:	

If Section A has been completed, you should not complete section B or C

If Section A has not been completed review and complete Section B OR C

Section B

NB: Only complete for people where Section A or C has not been completed.

Complete for people who do not appear to demonstrate an understanding of the information provided about Coronavirus Covid-19 testing but who can indicate their will and preference,

	My Name is:
My Will and Preference is to be tested for Coronavirus Covid 19	Yes No
Record how person communicated their will and preference (e.g. verbally, gesture, signature etc.).	
Signature of staff member seeking permission: Date:	

If Section B has been completed, you should not complete section A or C

If Section A or B has not been completed review and complete C

Section c

NB: Only complete for people where Section A or B is not completed.

Best Interest Decision: 'Best interests' means that we consult with the individual and with the important people in their life. We consider the individual's values and any decisions they may have made in the past. We consider which option would be the least restrictive and which would be the most beneficial. We take account of all this information and we decide if it is in their best interests to proceed with testing.

The HSE National Consent Policy outlines that if we inform people with all relevant information and it is deemed they cannot express a view, cannot make their will and preferences known then it is reasonable for us to make this decision in the individual's best interests.

Complete this section for people who do not appear to understand the information provided about Coronavirus Covid-19 and who do not appear to have expressed their will and preference on testing.

Before making a best interest decision for someone here are some things to consider:

	Yes	No
Have efforts been made to explain the process to the person in their		
preferred communication style(using easy read material above or other)?		
Has the person's circle of support been consulted on what is best for the person in terms of testing?		
Has the person's known values based on previous decisions been considered?		
Overall, is it felt the testing for Coronavirus Covid-19 is in the person's best interest?		
Outline Rational for decision reached:		

Name of Individual:	
Signature of staff member supporting best interest decision:	
Others consulted in reaching decision:	
Date:	
Signature of Manager or Designate:	

Appendix 1(Optional): Desensitisation Programme for COVID-19 Testing

All individuals supported should be provided with information necessary to support them to make a decision regarding COVID-19 testing. Some individuals may also benefit from preparing for the test by using a desensitisation programme. The following Desensitisation Programme may be useful to support some people to prepare for the test, others may find participating in a Desensitisation Programme less helpful and would prefer to just take the test or refuse to take the test. If you are unsure if this programme would be of support to an individual, you can discuss it with the individual and their circle of support.

Resources Required:

Make a kit to include:

- Box to hold items
- Face Mask
- Gloves
- Goggles (if possible)
- Apron
- Cotton buds
- Tissues

Visual aids:

• First / Then and visual of steps

COVID-19 Testing Desensitisation Protocol Steps:

- 1. Ask the Individual to sit down.
- 2. Staff wearing the appropriate PPE will support the resident with the following:
 - Staff ask individual to blow their nose into tissue. (Staff / individual discards tissue into plastic waste bag which will be disposed of as per BOCSI Guidelines for Services for the Prevention and Management of Coronavirus COVID-19).
 - Staff ask individual to lean their head back.
 - Staff ask individual to say "AHHH" / "open mouth".
 - Staff hold cotton bud in front of individual.
 - Staff place cotton bud on lips of individual's open mouth.
 - Staff place cotton bud on bottom of the nostril. (all of these materials are treated as contaminated materials and disposed of as per Guidelines).
 - NB: do not place cotton bud into mouth
- **3.** All PPE worn is disposed of as per the Guidelines.

**To increase individual's tolerance and exposure to protective equipment, staff may need to repeat the above steps a number of times.

How to practice:

- Have a preferred item ready that the individual can have when they have tolerated the step.
- Place a picture of the preferred item on the 'then' section of the first/then visual.
- Start at step 1, when the individual has tolerated the step provide praise and the preferred item.
- If the person is successful after one trial, move on to the next step.
- If the person is unsuccessful tolerating the step, try again.
- You do not need to record, this is just to practice and help the individual's awareness of what to expect when they are due to be tested.

***In the event of testing any visual materials brought to the testing will be contaminated, please put into a plastic waste bag.

COVID-19 Testing Visual Steps:

Please cut out and place on the 'first' section of the first/then visual board:



First / Then Visual Board

First	Then

Developed with reference to Assisted Decision Making (Capacity) Act 2015, HSE National Consent document 2019, Trinity College Dublin Centre for Ageing and Intellectual Disability easy read Information 2020 and Muriosa Foundation Desensitisation Programme.

Videos we recommend watching	
Video Link	Watch "What is Coronavirus" on Vimeo: <u>https://vimeo.com/400520716?ref=em-share</u> Watch "Being Tested for Coronavirus at Home" on Vimeo: <u>https://vimeo.com/400525617?ref=em-v-share</u> Watch "Social Distancing" on Vimeo: <u>https://vimeo.com/400524000?ref=em-share</u>
	Don't forget to <u>Wash your</u> <u>hands</u> That's Life