

3.4 Provider records

Appendix

During the COVID-19 outbreak there may be the need to keep additional records as part of outbreak management.

A central record of all confirmed cases of COVID-19 that affect any member of staff or service user is held. This record does not contain personal details about the individual (unless for a member of staff). Records are kept of individual cases of children/families who are self-isolating due to symptoms. In all cases the principles of data protection are maintained.

The Manager, who is working from home, will have access to provider records and the principles of data protection will be maintained.

Dated: 17th June, 2020.