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|  | Adult Social Care  Salford Royal NHS Foundation Trust,  Stott Lane,  Salford  M6 8HD  Telephone:0161 631 4777  E-mail:social.services@salford.gov.uk |

Dear

**Employing PAs during the COVID-19 period**

We hope that you are keeping safe and well during these difficult times.

This letter is intended for people who use their personal budget to employ PAs. You do not need to read the letter if this is not you.

We wanted to update you on some of the changes and support that we have put in place over the last few months.

## Employing your PAs while they are sick or self-isolating

We will continue to make direct payments to you at the usual value throughout this period. If you receive less care as a result of Covid-19, we will not lower the amount paid to you. This includes any reduction in care because your PAs have been off sick or unable to get to you.

In return for the consistent payments we can provide to you, we would ask that you continue to make payments to your PAs as you usually do, even if they have provided less support to you. This should help to ensure that your care is not disrupted in the longer term and allow you to retain your current arrangements.

We have extended this arrangement to run until **30 September 2020**.

If you need to make alternative arrangements, please contact Adult Social Care on **0161 631 4777** or [**social.services@salford.gov.uk**](mailto:social.services@salford.gov.uk) .

If you have any other issues in relation to your Direct Payments at this time, please contact Penderels by email [**salford@penderelstrust.org.uk**](mailto:salford@penderelstrust.org.uk)**,** telephone**: 0161 743 3592** or by searching the website:**www.penderelstrust.org.uk**

## Employing your own PAs – Personal Protective Equipment (PPE)

As an employer, you will be aware of your responsibility for the health and safety of your staff. We have also provided current guidance at the end of this letter. Please be aware that the guidance is being updated regularly.

You and your PA can also read about staying safe and using PPE correctly at the government’s PPE Hub.

Go to **www.gov.uk** and search for **personal protective equipment hub**, where you will find:

* PPE use for non-aerosol generating procedures
* Illustrated guide for community and social care settings

Go to **www.gov.uk** and search for **how to work safely in domiciliary care** for more information.

If you do not have internet access, we will arrange for you to receive a paper copy of the information.

We can reimburse you for the cost of extra PPE that you are using because of Covid-19. Please keep your receipts and complete the attached form. You can either email the completed form to [**SCO.Covid-19-Finance@srft.nhs.uk**](mailto:SCO.Covid-19-Finance@srft.nhs.uk) or post it to

Matthew Greene, Finance Department  
Turnpike House, 631 Eccles New Road, Salford M50 1SY

Please make sure to include your receipts.

If you are running out of PPE for your PAs and are unable to get more supplies, the council’s infection control team may be able to provide some until you can get more. You can contact them through the adult social care contact team.

Providing you with additional PPE does not change the employment situation of your PA, with you remaining the employer.

## Employing your PAs – testing

If you or your PA believes that they have symptoms of Covid-19, then you should follow the government guidance around isolation. This will also affect any members of your household or your PA’s household. If any member of the household, visitors, staff or staff family members displays symptoms.

**Please contact 0800 952 1000** to notify the council, gain information on referral for testing, and to liaise regarding the results. A call back will be arranged to discuss with public health about suspected case(s).

We can arrange for your PA (or members of their household) to be tested, in order that they can either isolate themselves from you, or come back to work as quickly as possible.

**The test should be within three days of symptoms and must be no more than five days after the person developed symptoms.**

## Health checks for PAs

Salford City Council’s Health Improvement Service are offering free health checks for PAs. Available at either Pendleton or Eccles Gateway, these 20 minutes checks provide your PA with a personalised ‘health MOT’. Members of the Health Improvement Service are on hand to offer further advice and support. The health check are by appointment only by calling 0800 952 1000 and select option 2. Please do pass this information on to your PAs.

## Spirit of Salford Helpline and useful information

Lots of organisations and people in Salford are pulling together to help and have set up a **Spirit of Salford helpline.**

If you have questions or worries about

* Food shopping.
* Getting essential medication.
* Getting fuel (if you are on a pre-paid meter for gas or electric).
* Looking after pets. and how you will manage, please call

0800 952 1000, Monday to Friday 8.30am - 6.00pm or [**www.salford.gov.uk/spiritofsalford**](http://www.salford.gov.uk/spiritofsalford)

## Domestic abuse and keeping safe

Domestic abuse is more than physical violence. It can include, but is not limited to: coercive control and ‘gaslighting’, economic abuse, online abuse, verbal abuse, emotional abuse, sexual abuse.

If you are in immediate danger, call 999 and ask for the police.

If you are in danger and unable to talk on the phone, call 99955. This will transfer your call to the relevant police force who will assist you without you having to speak.

### National Domestic Abuse Helpline

Call for free 24 hours a day on 0808 2000 247.

### Keeping safe

If you’re not sure about an offer of help during these times, ask the person to leave details and talk to someone you trust about it. Don’t give out bank details or PIN numbers. Don’t invite volunteers into your home or offer payment in cash or goods. If the situation feels wrong or it seems too good to be true, stop and think about it.

If you are worried that someone is trying to take advantage call Salford’s Adult Social Care service on 0161 631 4777 or email [worriedaboutanadult@salford.gov.uk](mailto:worriedaboutanadult@salford.gov.uk)

* Adult social care contact team: [social.services@salford.gov.uk](mailto:social.services@salford.gov.uk); 0161 631 4777
* Penderels Trust: www.penderelstrust.org.uk; [salford@penderelstrust.org.uk](mailto:salford@penderelstrust.org.uk); 0161 743 3592
* COVID-19 Testing: covid19.testing@salford.gov.uk; 0161 793 3585
* Skills for Care: [www.skillsforcare.org.uk](http://www.skillsforcare.org.uk) (search for information hub)
* www.gov.uk and search covid social care guidance

Yours sincerely



Cath Gormally

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| **PPE Costs for People Using Direct Payment** | | | | | | | | |  | |
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|  |  | | **Name of Person Completing form:** | |  | | | |  | |
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|  |  | | **Email contact details:** | |  | | | |  | |
|  |  | | **Telephone** | |  | | | |  | |
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| **Payee Name:** | | **Address 1** | | **Address 2** | | **Address 3** | | **Address 4** | | **Postcode** |
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|  | **Bank Account Details** | |  | |  | |  | |  | |
|  | **Sort Code** | |  | |  | |  | |  | |
|  | **Bank Account** | |  | |  | |  | |  | |
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| **Date Purchased** | **Supplier** | | **Type of PPE (E.G. Masks, Gloves, Gowns etc.)** | | **Quantity Purchased (Number of Units)** | | **Total Cost (For all Units)** | | **Invoice Number / Purchase Order Number / Quote Reference** | |
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