

Hysbysiad Gwasanaethau Ystadau Arbenigol 20/10

29 Ebrill 2020

I'w weithredu gan y canlynol:

Cyfarwyddwyr Lefel y Bwrdd (Ystadau/Cyfleusterau), Byrddau Iechyd ac Ymddiriedolaethau'r GIG

Er gwybodaeth yn unig:

Prif Weithredwyr
Cyfarwyddwyr a Rheolwyr Ystadau a Chyfleusterau

Copi i'r canlynol: Pennaeth Ystadau, Cyfalaf a Chyfleusterau
Adran Iechyd a Gofal Cymdeithasol, Llywodraeth Cymru

Annwyl gydweithiwr,

COVID-19 – Dogfennau Canllaw

Nod yr Hysbysiad Gwasanaethau Ystadau Arbenigol hwn yw rhoi gwybod i sefydliadau'r GIG am y gyfres o ddogfennau canllaw ar ystadau a chyfleusterau a gyhoeddwyd gan NHS Improvement (NHSI) hyd yn hyn ar gyfer ymdrin â chleifion COVID-19:

Rhif y Ddogfen	Maes	Teitl y Ddogfen
1	Glanhau	Cleaning Process COVID 19 within 2 Metres of Patient draft
2	Glanhau	Cleaning Process COVID 19 High Risk Areas V3 draft1
3	Glanhau	Cleaning Process COVID 19 Not within 2 metres of Patient V3 draft
4	Gwasanaethau Porthorion	Portering Process COVID 19 Portering within 2 metre patient draft V2 draft
5	Gwasanaethau Meddal	Portering process COVID 19 high risk areas draft V3 draft
6	Gwasanaethau Porthorion	Portering Process COVID 19 Not within 2 metres of patient draft V3 draft
7	Arlwyo	Catering Process COVID 19 within 2 metres of patient draft V3 draft
8	Gwasanaethau Meddal	Catering Process COVID 19 High Risk Areas Draft V3 draft
9	Arlwyo	Catering Process COVID 19 Not within 2 metres of Patient Draft V3 draft
10	Gwaith Cynnal a Chadw	Estates Maintenance Process COVID 19 within 2 metres of Patient V3 draft
11	Ystadau	Estates Maintenance Process COVID 19 High Risk areas draft V3 draft

Rhif y Ddogfen	Maes	Teitl y Ddogfen
12	Ystadau	Estates Maintenance Process COVID 19 no patient contact 2 metres draft V3 draft
13	Golch	Linen and Laundry Process COVID 19 within 2 metre of patient
14	Golch	Linen and Laundry Process COVID 19 within 2 metre of patient
15	Golch	Linen and laundry Process COVID 19 not within 2 metres
16	Diogelwch	Security process COVID 19 attendance in all areas
17	Iechyd Meddwl	Mental Health General FM guidance linked to SOPs V1
--	Golch	COVID 19 Linen and Laundry Policy Draft
--	Gwasanaethau Meddal	COVID 19 Training documents with links to Videos
--	Gwastraff	CO140 COVID19 Waste Management Guidance SOP published
--	Gwasanaethau Meddal	COVID 19 FM Services guidance document V1 Draft
--	Gwasanaethau Porthorion	COVID 19 Portering and Logistics Policy Draft V1 Draft
--	Gofal Deintyddol a Sylfaenol	COVID19 GP Dental and Primary Care FM guidance V1 Draft

O ran y Weithdrefn Gweithredu Safonol ar reoli gwastraff (eitem olaf yn y tabl), er y cytunwyd ar y ddogfen hon dros dro i'w defnyddio yng Nghymru, dylid nodi'r gwahaniaethau canlynol:

- Defnyddir Cyfoeth Naturiol Cymru (NRW) yn lle cyfeiriadau at Asiantaeth yr Amgylchedd (EA)
- Defnyddir Penderfyniad Rheoleiddiol (RD) yn lle Datganiad o'r Sefyllfa Reoleiddiol (RPS)
- Y pwyntiau cyswllt i GIG Cymru am gyngor pellach yw'r rhai sydd wedi'u rhestru yn y llythyr hwn, ac nid NHS Improvement

Oherwydd y sefyllfa bresennol sy'n datblygu, mae'n bosibl y bydd diweddariadau i'r dogfennau hyn y gellir dod o hyd iddynt ar wefan Public Health England **YMA**.

Bydd Gwasanaethau Ystadau Arbenigol yn parhau i roi'r newyddion diweddaraf i sefydliadau GIG Cymru ar ddatblygiadau yn y dyfodol.

Dylid cyfeirio unrhyw ymholiadau ar gynnwys y llythyr hwn at Christopher Lewis, Uwch Gyngorydd Rheoli'r Amgylchedd a Chyfleusterau ar 029 2090 4096 Christopher.Lewis4@wales.nhs.uk neu Craig Morgan, Ymgynghorydd Rheoli'r Amgylchedd a Chyfleusterau ar 029 2090 4099 Craig.Morgan2@wales.nhs.uk.

Yr eiddoch yn gywir,



NH Davies BSc (Anrh), Dip Proj Man (RICS), MBA, MCI0B, FIHEEM

Cyfarwyddwr Gwasanaethau Ystadau Arbenigol

Gwasanaethau Ystadau Arbenigol PCGC, Trydydd Llawr, Tŷ'r Cwmnïau, Crown Way, Caerdydd, CF14 3UB

Specialist Estates Services Notification 20/10

29 April 2020

For action by:

Board Level Directors (Estates / Facilities), NHS Health Boards and Trusts

For information only:

Chief Executives
Estates/Facilities Directors and Managers

Copy to: Head of Capital Estates and Facilities
Department of Health and Social Care, Welsh Government

Dear Colleague

Covid-19 – Guidance Documents

This SESN is to inform NHS organisations of the suite of estates and facilities guidance documents released by NHSI (NHS Improvement) to date for dealing with Covid-19 patients:

Document Number	Area	Document Title
1	Cleaning	Cleaning Process COVID 19 within 2 Metres of Patient draft
2	Cleaning	Cleaning Process COVID 19 High Risk Areas V3_draft1
3	Cleaning	Cleaning Process COVID 19 Not within 2 metres of Patient V3_draft
4	Portering	Portering Process COVID 19 Portering within 2 metre patient draft V2_draft
5	Soft Services	Portering process COVID 19 high risk areas draft V3_draft
6	Portering	Portering Process COVID 19 Not within 2 metres of patient draft V3_draft
7	Catering	Catering Process COVID 19 within 2 metres of patient draft V3_draft
8	Soft Services	Catering Process COVID 19 High Risk Areas Draft V3_draft
9	Catering	Catering Process COVID 19 Not within 2 metres of Patient Draft V3_draft
10	Maintenance	Estates Maintenance Process COVID 19 within 2 metres of Patient V3_draft
11	Estates	Estates Maintenance Process COVID 19 High Risk areas draft V3_draft
12	Estates	Estates Maintenance Process COVID 19 no patient contact 2 metres draft V3_draft
13	Linen	Linen and Laundry Process COVID 19 within 2 metre of patient

Document Number	Area	Document Title
14	Linen	Linen and Laundry Process COVID 19 within 2 metre of patient
15	Linen	Linen and laundry Process COVID 19 not within 2 metres
16	Security	Security process COVID 19 attendance in all areas
17	Mental Health	Mental Health General FM guidance linked to SOPs V1
--	Linen	COVID 19 Linen and Laundry Policy Draft
--	Soft Services	COVID 19 Training documents with links to Videos
--	Waste	CO140 COVID19 Waste Management Guidance SOP published
--	Soft Services	COVID 19 FM Services guidance document V1 Draft
--	Portering	COVID 19 Portering and Logistics Policy Draft V1 Draft
--	Dental & Primary Care	COVID19 GP Dental and Primary Care FM guidance V1 Draft

As regards the waste management SOP (final item in the table), whilst this document has provisionally been agreed for use in Wales, the following differences should be noted:

- Environment agency (EA) references are to be substituted with Natural Resource Wales (NRW)
- Regulatory position statement (RPS) is to be substituted with Regulatory Decision (RD)
- The points of contact for NHS Wales for further advice are those listed in this letter, and not NHS Improvement

Due to the current developing situation there will potentially be updates to these documents which can be found on the Public Health England Website [HERE](#).

SES will continue to keep NHS Wales organisations updated on future developments.

Any enquiries on the content of this letter should be addressed to Christopher Lewis, Senior Environment and Facilities Management Advisor on 029 2090 4096 Christopher.Lewis4@wales.nhs.uk or Craig Morgan, Environment and Facilities Management Advisor on 029 2090 4099 Craig.Morgan2@wales.nhs.uk.

Yours sincerely,



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Director Specialist Estates Services

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