

COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available [here](#).

Our COVID Safe Plan

Business name: The Bays Healthcare

Site location: Mornington

Contact person: Director of Clinical Services

Contact person phone: 5975 2009

Date prepared: 7/8/2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</p>	<ul style="list-style-type: none"> • Hand sanitiser and gloves are mounted on the outside wall of patient rooms. This allows staff to sanitise on the way into each room and on the way out. • Other wall mounted hand sanitisers can also be found distributed throughout the organisation, with multiple units in high traffic areas. • Paper towels have been located in each of the common toilets and wash basins. • Multiple hand wash stations throughout the organisation, where not practical sanitiser stations.
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p>External windows unable to be opened due to effect on HVAC system.</p> <p>HVAC system inspection occurred in theatre spaces on 2/8/2020 to review exchange rates. Action being undertaken as result of inspection.</p> <p>Air conditioning system reviewed by Maintenance department to ensure appropriate function to standards.</p>
<p>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</p>	<ul style="list-style-type: none"> • All staff are provided with a disposable face mask on presentation for each shift, replaced every 4 hours or when soiled. . • N95 masks are available and utilised as per DHHS PPE recommendations • Visors and any additional PPE needs have been allocated to each staff - as required (PPE tailored as per PPE tier guidelines and pt cohort) • Information on mask care provided regularly to all staff via practical sessions, online platforms and hard copy information

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p>The Bays has online education packages for clinical and non-clinical staff:</p> <ul style="list-style-type: none"> • Infection control • Hand Hygiene • Chemical Training <p>All staff are also advised to undertake the:</p> <ul style="list-style-type: none"> • DHHS IC Training Package <p>Practical sessions for donning and doffing of PPE and handwashing is undertaken by Educators and Infection Control Coordinator.</p>
<p>Replace high-touch communal items with alternatives.</p>	<p>All communal periodicals have been removed from circulation, ie; magazines All reusable service wear – has been replaced with disposables, ie; cutlery, cups Disposable takeaway cups only in canteen Disposable/single use items/individually wrapped items in use where possible</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> • Two part cleaning – disinfectant / detergent – encompassed in all ES daily practices. • Dedicated Covid Response cleaners; 2x daily – all areas frequented touch surfaces ensures 4x complete sweeps of . This includes all door handles, hand rails, key pads and horizontal surfaces in patient/ visitor/staff areas. • Use of steam / foggers to provide saturation disinfection (in addition as required)
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • A six week supply is being maintained as an imprest. • Stocks are replenished minimum weekly and as required. • Stock levels are managed daily by the Environmental Services Team Leader, Supply Team and overseen by the Support Services, Supply and Procurement Manager.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p>All staff were moved offsite during the first round of restrictions and have remained offsite. Movement of office spaces have occurred to limit number of personnel working together.</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • Movement of staff between the Aged Care and Dialysis site at Hastings were restricted to essential staff only. • Limiting of movement for acute were possible however predominantly messaging has been about ensuring appropriate use of PPE, donning and doffing and self reporting of potential breaches if required.
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<ul style="list-style-type: none"> • All staff, visitors and contractors are restricted to two entries at the Hospital. Both entrances are staffed and require identification swipe cards to access. • A staffed screening station is set up at both entries. Staff are temperature screened, provided with endorsed PPE, are asked Covid Screening questions and sign an attestation. • Following successful clearance; an ID (staff/visitor) sticker is provided. • Communication has been provided frequently to staff via staff bulletin along with oversight by Dept Managers
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> • Communal work areas; offices, utility rooms, staff rooms signed with the maximum number of staff who can be present in one area. • Signs reinforcing social distancing are replicated throughout the Hospital. • Movement of office spaces have occurred to limit number of personnel working together. • Sneeze guards installed in areas where potential breaches could have occurred or in high volume areas • Additional staff tea rooms have been established to reduce the number of staff in communal dining areas
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> • Line marking indicating appropriate distance; entryways, Café visually marked
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> • .Nil areas where this occurs therefore modifications not required
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<p>Line marking indicating appropriate distance; entryways visually marked.</p> <p>Two entrances available reduces congestion along with overall reduction of personnel onsite due to visitor and surgery restrictions</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> • Staggered breaks and start times • Communication of DHHS guidelines relating to social distancing in health care settings via staff bulletin • Signage placed on all tearooms identifying area as high risk
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> • All goods and resident deliveries are left in the zoned loading dock. • All suppliers / contractors have received regular communications from Hospital advising of process. All contractors screened as per staff / visitor procedure. • Staff transfer products from this drop off zone to needed location; observing appropriate use of PPE and handwashing after each distribution.
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p>Periods of cross over of staff limited where possible and where clinically appropriate Staggered start times in place where operationally practical Removal of group handover at change of shift</p>
<p>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule.</p>	<p>Signage placed in all communal areas, both internal and external, stating number of people permitted</p>

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<ul style="list-style-type: none"> • All visitors to site tracked via attestation register or QR code reader • All contractors are tracked via log in and induction register • Staff tracked through swipe card system and Time in attendance system along with attestation (register or QR reader)
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> • HR Manager and CEO provide support for OH&S reporting via the Incident reporting process and/or WHS committee structure.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ul style="list-style-type: none"> • An action plan is available showing all items which have been instigated since the COVID virus was identified. • A 24 hour and Outbreak management plan has been developed • Reviewed options by specialty for contingency of location or contingency for workforce
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> • Registers and databases will be available and freely provided in the event of an outbreak. • Rosters clearly identify staff and the area in which they worked each shift along with the time in attendance system. • Various staff have completed the contract tracing online education program provided by John Hopkins University
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p>This will be dependent upon the area of the hospital with suspected or confirmed patients or potential exposure. Internal cleaning staff will be deployed to commence any environmental cleaning required</p> <p>Various contingency plans for various parts of the business are documented via the departmental pandemic plans</p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p>On notification that an employee is COVID+, they would be:</p> <ul style="list-style-type: none"> • Immediately sent home • Staff member added to register for follow up • Advised to self-isolate immediately • Staff member advised to contact the COVID hotline • The Bays to contact the DHHS and worksafe to notify of positive HCW • Staff member directed by COVID team for process of isolation/swabs • Staff member requiring GP clearance to ready to return to work if symptom free (or as directed).
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> • Draft communications and letters for residents/families/patients/visitors and staff have been drafted in preparation for notification of a COVID+ case.
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>COVID 19 folders are in place at each of the nurses stations which provide clear direction to staff on the initial notification and actions as a result of a positive case.</p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p>If COVID was confirmed in the workplace, staff could return to work once:</p> <ul style="list-style-type: none"> • Directed by DHHS or Outbreak Management team and has a clearance from the GP • Areas reopened was cleaning was satisfied as per DHHS requirements

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed _____

Name _____

Date _____