

Introduction

I would like to start with a huge thank you to all staff. As an organisation I think that we are doing well managing the health and wellbeing of everyone.

Thank You

The following document has been modified to include the latest information. To make it easy we have highlighted the changes from the previous communication in **RED**

If anyone has any concerns or questions please do not hesitate to email your Team Leader or me directly.

McCall Gardens COVID – 19 infectious disease management plan:



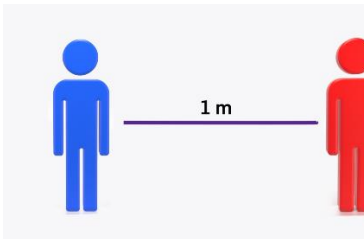
- On entry to any McCall property you will be required to wash your hands with soap/water or hand sanitiser.
- Hand washing to continue on a regular basis whilst on site.
- At the end of each day staff are to sanitise (wash / wipe down with disinfectant) all high traffic areas within the site, paying particular attention to door handles, table tops, remote controls, microwave pads, kettles, tap handles, fridge handles, computer mice, telephones, change tables etc. Staff are the experts in their site and will know which furniture and fittings are commonly used by participants and staff.
- Participants will need to be supported with training in handwashing, covering their mouth and nose when they cough or sneeze and keeping their distance from other participants and staff where possible (social distancing).



- Sign-in pens are to be wiped with disinfectant between uses. (Have multiple pens on-hand and wipe them down with disinfectant following their use.)



- Vans are to be sanitised before and after use by wiping down door and entry handles, seats and windows with disinfectant. If Glen 20 is used to sanitise an area it needs to be applied in a way that makes the area moist.



- Practice social distancing where possible. In our sites this currently means keeping everyone from undertaking physical contact with others, particularly hugging and handshaking.
- All areas are to clearly identify the amount of persons per area using the 4sqm requirement. Tools have been provided calculate the number of persons and signage developed to display.
- Staff will not be permitted to work across houses. Rosters will be adjusted to ensure that you do not work in more than one site.



- The highest hygiene standards are to continue when providing personal care, including the wearing and disposing of gloves, eye protection and mask.

Coronavirus - Covid 19

Tuesday 28 April 2020



- When entering a site you must have your temperature taken prior to commencing a shift or visiting. No access will be given to anyone who has a temperature over 37.5



- Community access for participants will be limited. Non-essential outings are to be rescheduled.
- No public events or activities for participants until further notice.
- From Friday 1 May Community Activities will continue , however 2 participants + 1 support staff are now allowed to attend. All activities must be risk assessed and approved by the Team Leader.



- There are a number of "on line" activities that have been developed and available for use. These programs can be accessed via <S:\Common\COVID19>



- Staff will be required to sanitise their workstations before and after use, this includes wiping down your keyboard, mouse, phone or other office equipment that you use.



- Hospital grade cleaning products will be distributed for use in all sites on a regular basis.

Coronavirus - Covid 19

Tuesday 28 April 2020



- McCall will reschedule all meetings to a later date or arrange the meeting to proceed with video conferencing. This will include meetings between head office and group homes.
- All team meetings will be postponed. Staff communication will be via email or video conferencing. McCall has set all Team Leaders, Board Members and Administration staff up with the ability to access Zoom.



- We will continue to monitor stock levels. Team Leaders will be responsible to advise if critical items are low.
- Administration has sourced a limited stockpile of PPE for emergencies.



- Visitors are permitted to the home. A visitor must ring prior to visiting and only 1 visitor per house at any one time. The visitor must comply with all the requirements above. It is suggested that the visit take place in isolation with the particular residents and outdoor areas to be utilised as often as possible.



- All staff are strongly encourage to obtain their Flu Vaccination. All staff have been emailed a link to make an appointment at a local pharmacy. It is noted that from 1 May 2020 Aged Care staff, residents and visitors to site must have the vaccination. This might be something that is introduced to the disability sector in the coming weeks.



- All staff are strongly encouraged to download and use the COVID SAFE app.
- Any residents with the capacity to download are also encouraged to do so.

Coronavirus - Covid 19

Tuesday 28 April 2020



- Administration staff have the capacity to work from home and have been rostered accordingly.



- A range of processes between the house and head office have been streamlined to minimise the contact between staff. Many of these processes will continue after COVID as they have greatly improved efficiencies.



- All homes have been provided with a device to enable participants to stay in touch with family and friends.
- All staff must facilitate virtual catch ups with family, friends and other houses.
- If you are not confident please contact your Team Leader who has been provided with the training resources.



- As part of our risk management framework for COVID 19, it has been identified that secondary employment presents a potential risk. On review of government statistics it is evident that Aged Care presents a high risk of transmission. It has been confirmed that staff employed in aged care can not also work at McCall during the COVID pandemic.
- This risk will be monitored, reviewed and controlled as more information is available.



Coronavirus - Covid 19

Tuesday 28 April 2020

Useful Resources:

We will continue to monitor the key government websites for updates, however, if you require any further advice or information, please see below links:

- Australian Government Department of Health: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- NSW Health: <https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx>
- NZ Ministry of Health: <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>
- WHO: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Take Care

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We hope everyone remains safe and healthy!