POLICY

To minimise the risk of infection and spread of COVID-19 in accordance with all government regulations at all McCall sites.

SCOPE

This policy applies to all employee's contractors and stakeholders who attend McCall sites

PROCEDURE

The procedure is frequently updated, however it is noted that due to the rapid changes made by government in relation to COVID19, instructions from your manager in writing may override the procedure.

RISK MANAGEMENT PLAN – COVID19

- 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 (or equivalent) is used to sanitise an area it needs to be applied in a way that makes the area moist.
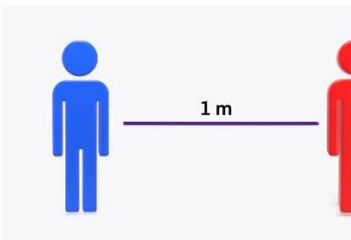
- Practice social distancing where possible. In our sites this currently means keeping everyone from undertaking physical contact with others, particularly hugging and handshaking.

- 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 be permitted to work across houses upto two locations.

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

- 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 permitted, risk assessments to be conducted for each activity by the Team Leader.

- Avoid crowded public spaces or any "hot spots" identified by the government.

- All residents returning from any activity not supported by McCall will be required to complete a Resident COVID Declaration prior to returning. A3.7.1 COVID 19 Returning to SIL Declaration.docx

- A community access log will be maintained at each site to record the location, dates, times and names of individuals who attended. COVID19 Community Access Register.xlsx

- 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 as needed. Note that we have a stockpile at head office that can be accesses by Team Leaders.

- On site training/meetings will recommence. Social distancing and capacity requirements will be enforced.

- Electronic meetings are still an option and advised where and when possible. The meeting room & training room at McCall have been equipped with devices to effectively conduct video conferencing.

- 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 2 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.

- Visitors will be required to complete a COVID Visitor Declaration prior to each visit. A3.7.2 COVID 19 Visitors Declaration.docx

- 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

- 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.

- Administration staff will be returning to the office, however by negotiation with their manager may still work from home if the functions of the role permit.

- 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.

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

BREACH OF POLICY

- Failure to comply with the requirements contained in this policy will lead to disciplinary action, which may include, but is not limited to, termination of an employee's employment or engagement of a contractor's services.