

COVIDSafe Plan

May 2023

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

Our COVID Safe Plan

Business name:	Dhelkaya Health
Site location:	Castlemaine and Maldon sites
Contact person:	Sue Race
Contact person phone:	54713401
Date revised:	5/5/2023

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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.	Hand sanitiser stations are located on entry to all buildings and in client areas. Wash basins with adequate supplies located in all clinical areas and staff & visitor amenities.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	Airflow plan in place for adjusting airflow from AHU in Acute and UCC. Documented in COVID Code Yellow HoIMT Procedures. Airflow from Respiratory UCC through to ward restricted by placement of new doors. Using portable filtration units such as HEPA filters can be considered in different areas where applicable.
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.	Both staff and visitors must wear a surgical mask as a minimum requirement at all times while attending clinical areas or any Aged Care facilities of Dhelkaya Health. As will staff in public-facing roles. Other N95 masks are also provided if preferred. PPE is provided to staff relevant to their roles. It is important to note that depending on local factors, staff and visitors may be asked to wear N95 masks in place of surgical masks whilst onsite. This will be communicated to all as and when required. Staff in clinical areas have access to mask fit testing to ensure the masks are suitable to their individual requirements. PPE supplies are via the state central supply.

Guidance	Action to mitigate the introduction and spread of COVID-19
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).	Initial and ongoing training has been undertaken for all staff on PPE donning and doffing and disposal relevant to their role. Staff are referred to the infection control policy and procedures in PROMPT. PPE, donning and doffing are now included in new staff induction, annual training updates and 12 PPE champions from a variety of departments have been trained to educate and oversee PPE usage.
Replace high-touch communal items with alternatives.	High touch cleaning in place where communal items cannot be replaced. Cleaning regime reviewed frequently in accordance with DoH guidelines. Disinfectant wipes widely available for commonly touched surfaces Alcohol wipes available for cleaning of communal technology such as keyboards, portable phones etc.
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	Cleaning regimes increased in all areas. Cleaning regime reviewed frequently in accordance with Department of Health guidelines. High frequency cleaning of touch surfaces in the foyer area due to transition through this area of people coming to many areas of the hospital, including respiratory Urgent Care.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	Cleaning supplies are monitored and ordered as required. All environmental staff are trained in general cleaning, level 2 disinfectant cleaning and associated donning and doffing of PPE.
Physical distancing and limiting workplace attendance	
Ensure that all staff that can and/or must work from home, do work from home.	Workforce plan in place to ensure as many staff as possible can work from home when Public health orders dictate this is required. Procedures readily available on PROMPT for the following: Working from Home Procedure Working from Home Checklist All meetings were held on Microsoft Teams up until February 2022. A limited number of meetings have since returned to face to face but are regularly reviewed in relation to COVID risk and transferred online if necessary.
Visitors to the Health Service	Visitors with symptoms including runny nose, sore throat, cough or fever/chills should stay home and undertake COVID-19 PCR test or RAT test. All visitors will be required to sign-in and self-screen as a minimum prior to entry of all buildings including residential facilities and main building. All visitors are required to be honest and truthful while answering screening questions. All visitors who have COVID-19 or symptoms of COVID-19 or have close contact of someone with COVID-19 should NOT visit Dhelkaya Health. Visitors are strongly recommended to self-isolate for at least 7 days or until symptoms are cleared prior to visiting. Close contacts should not visit Dhelkaya Health during their 7-day isolation period. Barriers and screens in place to separate public from staff members.

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<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>Floor markings external to the building entry. Floor markings in place in the café that is a public access area.</p>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p>Workstations aligned where possible, and moved to create 1.5 metre distance between workers.</p>
<p>Minimise the build-up of workers waiting to enter and exit the workplace.</p>	<p>Separate access provided for staff. No clustering occurring.</p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>Social distancing is discussed at new staff induction, reminders via Dossier meetings where appropriate. Infection control walk arounds remind staff where breaches noted. Café density for seated dining adjusted according to current directives as per Public Health orders.</p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p>Delivery protocols in place in the supply department.</p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p>Where possible distancing is in place.</p>
<p>Record keeping</p>	
<p>Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<p>KRONOS swipe on used for attendance records for staff Visitors and contractors screened at the reception for main hospital, and at entrance to all RACs.</p>

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Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	All staff are aware of the OHS reporting guidelines. WHS Coordinator and Managers provide guidance and advice.
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	Contract tracing procedure in place. Refer PROMPT search COVID*
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	Assessment undertaken. Areas that can be closed or minimally staffed have been identified. Work from home capacity for many administrative staff. Environmental staff trained in level 2 clean should that be required.
Prepare for how you will manage a suspected or confirmed case in a worker during work hours.	Procedures in place in PROMPT search COVID* Testing and furlough guidance available on the COVID 19 site of the intranet.
Prepare to notify workers and site visitors (including close contacts)	Procedures in place in PROMPT search COVID* Notifications conducted according to current public health orders.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	Procedures in place in PROMPT search COVID* Notification of positive cases in staff conducted according to current public health orders.
Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.	Procedures in place in PROMPT search COVID*

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Sue Race

Sue Race CEO