COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available here.

Our COVID Safe Plan

Business name: Central Bayside Community Health Service

location: _Parkdale_____

Contact person: _Caron Hill _____

Contact person phone: __0439423184_____

Date prepared: __6/8/2020_____

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 sanitising stations across all sites* - *automatic hand sanitising stations at entry points for clients* - *clinical rooms and offices have hand sanitiser in them for use* - *regular audits to ensure that soap, paper towels, sanitiser not running out*
Where possible: enhance airflow by opening windows and adjusting air conditioning.	- *ventilation has been increased through the air conditioner system at all CBCHS sites* - *disinfection of air filters*
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.	- *CBCHS provides all clinical staff with PPE, including N95 masks* - *All staff are provided with (level 1) surgical masks on entry and must wear them at all times* - *surgical masks are provided at all contact tracing points and at reception*
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).	- *Training with staff who do not regularly wear PPE has been completed* - *training on wearing N95 masks has been completed* - *Training staff on the importance of hand hygiene across all sites completed* - *MS teams training on wearing and managing masks safely with a demonstration of how to wear it* - *Additional one on one training on the correct use of PPE as requested* - *MS teams training available for staff to look at on SharePoint*

Guidance	Action to mitigate the introduction and spread of COVID-19
Replace high-touch communal items with alternatives.	- *Recommendation of bringing in own cutlery/mugs to staff* - *Wiping down pens between uses, bringing in own stationery*

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	- *All offices have a regular cleaning schedule* - *Alternate between cleaning crews and hired cleaners* - *Wiping down high touch surfaces between use eg. keyboards, monitors, mice, phones and mobile phones, desks etc.* - *Cleaning of doorknobs, handrails, bathrooms etc.* - *Cleaning of main surfaces every half hour to two hours* - *Increase of cleaning surfaces between uses - once before, and once after use* - *Established clinical cleaning processes*
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	- *Audits to ensure areas are well-stocked at all times* - *Centralised store management system to ensure essential items (hand hygiene, disinfectant, PPE) can be ordered when necessary* - *Cleaners provided with cleaning products for disinfecting high use areas*

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	- *Most staff who are able to work from home will be working from home* - *If staff are unable to work from home completely, split rosters are in use to ensure minimal staff are on-site at any time*
Establish a system that ensures staff members are not working across multiple settings/work sites.	- *Contact tracing and staff movement on site has been implemented to reduce risk* - *Requests to minimise movement and limit cross-site movement unless there is an essential reason* - *Signing the contact tracing register if staff are moving around between sites* - *Implementation of protocol for clinical team members to be rostered to single sites*
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	- *Sign in sheet, and temperature checks upon entry* - *Company directives to not work on site when unwell* - *Screening questions being asked upon arrival to site*
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.	- *Signs on doors stating maximum occupancy limits, rooms measured to accommodate those numbers* - *chairs removed from rooms to limit number of people in those rooms* - *staff being moved between offices to limit people in one space* - *Front of house flow model implemented, in flow and out flow* - *Screens and barriers have been implemented in the appropriate areas*
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	- *In waiting rooms, floor markings on the floor so people remained adequately distanced as per guidelines* - *Chairs adequately spaced out with directives to not move chairs closer together* - *removing chairs from rooms to accommodate maximum space occupancy*
Modify the alignment of workstations so that employees do not face one another.	- *desks and office spaces are designed in a way to ensure all staff are facing corners of the room and therefore limiting face to face contact* - *maximum occupancy signs to ensure adherence to 4m2 ruled*
Minimise the build up of employees waiting to enter and exit the workplace.	- *maximise the use of alternate entrances aside from the main entrance* - *alternate working hours so not every staff member is on-site at one time;* - *maximising work from home arrangements*
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	- *signs on doors stating maximum occupancy* - *tables all spaced out to ensure maximum physical distancing* - *removal of chairs in break rooms to promote utilising alternate rooms for breaks* - *Posters as a form of learning regard to physical distancing*

Guidance	Action to mitigate the introduction and spread of COVID-19
Review delivery protocols to limit contact between delivery drivers and staff.	- *most staff begin work before delivery drivers come in, thus limiting the contact between these two groups* - *delivery drivers undergo screening process like other staff upon entry to the facility* - *funnelling of delivery staff to the main entrance, to limit exposure to other staff*
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	- *rosters being reviewed and updated to accommodate work from home arrangements* - *accommodation of alternate work for rostering as well as work from home protocols where possible*
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.	- *Maximum occupancy signs in all waiting areas with adequate spacing for social distancing* - *Zones created for maximum occupancy in waiting areas* - *If too many people inside, asked to wait in car or outside and they will be called in*

Guidance	Action to ensure effective record keeping
Record keeping	
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.	- *Sign in register for contact tracing set up at each entry point* - *Clients booked in to see a provider are tracked in booking systems in case of an outbreak and are able to be contacted* - *Clients asked not to bring additional people with them on-site unless essential* - *development of an excel spreadsheet for contact tracing, updated daily*
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	- *In case of an incident, staff must produce a VHIMS report* - *CBCHS OHS policy for awareness* *eg. refusal to wear a mask, inappropriate hand hygiene, refusal to follow CBCHS protocols*

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	- *a business continuity plan is in place and staff meet weekly to discuss changes and issues as they arise* - *closure and recovery plan in case of positive test* - *pandemic plan in use*
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	- *paper contact tracing records and working to turn this into an electronic format to make the contact tracing process easier* - *work instruction for management of COVID positive case* - *Incident command processes established*
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	- *limiting people's movement through the business* - *deep cleaning from professional cleaners* - *the potential closure of areas depending on the case* - *business continuity response processes initiated*
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	- *Management and communication processes established to manage an employee suspected case* - *if someone appears to be unwell, inform them that they should be working from home and mandate a COVID test before they can return on site*
Prepare to notify workforce and site visitors of a confirmed or suspected case.	- *COVID contact tracing procedure which guides this process* - *if there is a confirmed or suspected case, information from the contact tracing register will be used to notify potential close contacts* - *Communication between staff and employers related to COVID symptoms and illness*
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	- *Incident commander or delegate to notify WorkSafe of a confirmed COVID-19 case*
Confirm that your workplace can safely re-open and workers can return to work.	- *COVID contact tracing process informs this procedure* - *Confirm that the site has been adequately cleaned and sanitised as per regulations for maximum safety*

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

Signed: *cvhill*

Name Caron Hill

Date   6/08/20