

COVIDSafe Plan

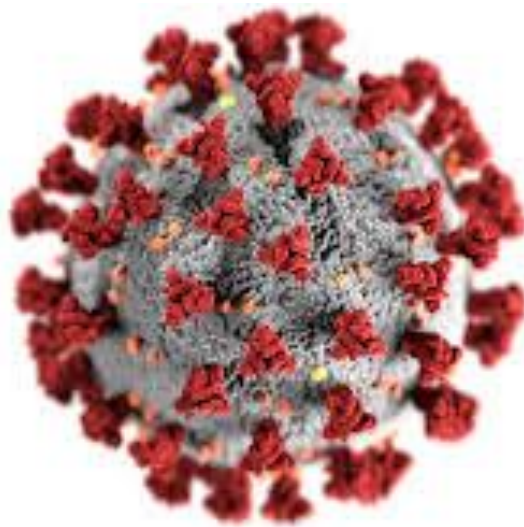
Business name:

**Central Region Independent Support Services Pty
Ltd**

Plan completed by:


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coronavirus.vic.gov.au






Practice physical distancing

Requirements and recommendations	Action
<p> You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces.</p> <ul style="list-style-type: none"> • Shared work areas are only accessible to workers, and should only include workers in the density quotient. • Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis. • Further information can be found at coronavirus.vic.gov.au 	<p>Community based workers are to maintain 1.5 social distancing where possible. No office available to the public, workers are not required to be in the office.</p>
<p>Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by:</p> <ul style="list-style-type: none"> • Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace <p>You may also consider:</p> <ul style="list-style-type: none"> • Minimising the build-up of people waiting to enter and exit the workplace. • Using floor markings to provide minimum physical distancing guides. • Reviewing delivery protocols to limit contact between delivery drivers and workers. 	<p>Workplace is in the community in participants homes, therefore density signage N/A.</p> <p>In the bus maintain social distancing if possible and face masks to be worn, unless exempt.</p>
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> • Informing workers to follow current public health directions when carpooling. This can be found at coronavirus.vic.gov.au 	<p>All new workers will undertake the COVID safe modules prior to commencement, they will also be mandated to attend the PPE/hand hygiene and Infection Control in house training.</p> <p>Educate workers on strategies and work practice changes to maintain physical distancing.</p> <p>Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions.</p> <p>Reinforcing the importance of not attending work if unwell.</p> <p>Ensuring appropriate information on the use of face masks and PPE.</p>
<p>You may be required to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions.</p>	<p>Community based working arrangements. All consultations with new clients to be attended in the participants home</p>




Wear a face mask

Requirements and recommendations	Action
<p> You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks</p>	<ul style="list-style-type: none"> • Identifying face masks and PPE required for the workplace and describe when and how they need to be worn. PPE Education available to all staff <p>Monitoring use of face coverings in all workers, unless a lawful exception applies.</p> <p>Face masks must be worn:</p> <ul style="list-style-type: none"> ○ on public transport, in commercial passenger vehicles such as taxis and ride share vehicles, and in tour vehicles ○ Disability service workers are no longer required to wear eye protection when providing support to people who do not currently have or are suspected of having coronavirus (COVID-19). ○ Personal protective equipment (PPE) such as gloves, gown and protective eye wear should be used when providing hands-on contact care if there is a risk of splash or exposure to blood or body fluids. ○ Disability service staff, contractors and volunteers in Victoria must wear a surgical mask when interacting with clients indoors or outdoors. ○ by visitors to a hospital ○ by visitors at a care facility (while indoors) ○ on flights to and from Victoria ○ at airports ○ if you are a diagnosed person, or a close contact of someone diagnosed with COVID-19, when leaving your home or accommodation for a permitted reason, such as to seek medical care or to get tested ○ while awaiting the results of a COVID-19 test when leaving your home or accommodation for a permitted reason, such as to seek medical care (except as part of a surveillance or other asymptomatic testing program) ○ while experiencing any symptoms of COVID-19.
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.</p>	<p>PPE training to be conducted for all staff annually. PPE including face masks are to be made available to all workers. A kit containing the following PPE will be provided:</p> <ul style="list-style-type: none"> ○ Face Masks ○ Gloves ○ Aprons ○ Foot covers ○ Goggles ○ Hand Sanitizer <p>No reusable masks to be worn, only disposable masks</p>



Practice good hygiene




Requirements and recommendations	Action
<p> You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • Clean high-touch surfaces with appropriate cleaning products, including detergent and disinfectant. • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so. • Clean between shifts. 	<p>All staff will be provided with hand sanitizer and PPE kit labelled with their name.</p> <p>Bus touch points will be cleaned and wiped down after each participant using antibacterial/disinfectant wipes, recommended for COVID cleaning.</p> <p>Identify high touch surfaces in the office and clean frequently</p> <p>Encourage staff to clean their high touch areas in their vehicles after each client</p> <p>Director will monitor supplies of cleaning products and regularly restock</p>
You should display a cleaning log in shared spaces.	N/A
You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.	Hand sanitizer will be supplied to all workers in their kit and also available in the bus

If your industry is subject to additional industry obligations, you may also be required to:

Ensure all areas where workers are working are cleaned at least daily.	Community based work in participants houses.
Adhere to additional hygiene training requirements.	All staff will require to undertake hand hygiene, PPE and infection Control training by CRISS Pty Ltd.



Keep records and act quickly if workers become unwell

Requirements and recommendations	Action
 You must support workers to get tested and stay home even if they only have mild symptoms.	All workers will be encouraged to undertake a COVID test if they present with symptoms and remain in isolation until negative result obtained.
 You must develop a business contingency plan to manage any outbreaks. This includes: <ul style="list-style-type: none"> • Having a plan to respond to a worker being notified they are a positive case or a close contact while at work. • Having a plan in place to clean the worksite (or part) in the event of a positive case. • Having a plan to contact the Department of Health and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts • Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace. • Having a plan in the event that you have been instructed to close by the Department of Health. • Having a plan to re-open your workplace once agreed by Department of Health and notify workers they can return to work. 	Emergency Management and Recovery Plan has been developed Contact the Department of Health and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts Complete the Worker Risk Assessment and email to Department Complete the Employer Notification Form and email to the Department Complete the confirmed case checklist and email to the Department Deep clean all areas identified from footstep tracing Ensure contact tracing/roster is complete Notify WorkSafe Victoria on 13 23 60 if an identified positive worker of COVID-19 at our workplace. Call of staff and close contacts about a positive case in the workplace.
 You must keep records of all people who enter the workplace for longer than 15 minutes for contact tracing. Electronic record keeping using the free Victorian Government QR Service or a Victorian Government API (Application Programming Interface) linked digital system is mandatory for some businesses. See https://www.coronavirus.vic.gov.au/qr-codes-and-digital-record-keeping-contact-tracing for more information.	Complete the workplace attendance register for all staff who enter the office Rosters will monitor contract tracing in the community If staff member is unwell, temperature check will take place Ask workers to complete a health questionnaire before starting their shift. Provide information on protocols for collecting and storing information.



Avoid interactions in enclosed spaces

Requirements and recommendations	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none"> • Enabling working in outdoor environments. • Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms. • Enhancing airflow by opening windows and doors. • Optimising fresh air flow in air conditioning systems. 	<p>Staff to be mindful of times spent inside with close contact participants, personal care time to be given as required and staff to be mindful of times.</p>

If your industry is subject to additional industry obligations, you may also be required to:

<p>Ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate.</p>	<p>All staff to complete the "staff Coronavirus (COVID 19) Health Questionnaire" prior to commencement of their shift and notify the director if they answer "yes" to any questions</p>
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Create workforce bubbles

Requirements and recommendations	Action
<p>You should consider keeping groups of workers rostered on the same shifts at a single worksite and avoid any overlap of workers during shift changes where it is practical to do so.</p>	<p>Rosters will be monitored regularly and where possible the same workers will be assigned the same participants</p>

If your industry is subject to additional industry obligations, you may also be required to:

<p>Limit or cease the number of workers working across multiple work sites where reasonably practical.</p>	<p>The Disability sector requires workers to work across multiple community clients houses which is unavoidable. Therefore, good Infection Control practices and strategies are important to comply with. Where possible the roster will minimise contact and reduce contact times if applicable</p>
<p>Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.</p>	<p>Staff database registers anyone who is working across multiple (2 or more) health related facilities. Induction Checklist asks this question</p>