

COVID Safe plan

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

Our COVID Safe Plan

Business name: Kilmore District Health
 Site location: Kilmore
 Contact person: Jennifer Gilham
 Contact person phone: 0410 063 343
 Date prepared: 08/10/2021

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>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.</p>	<p><i>Hand Sanitiser stations are situated at the entrance of every building at UCC, Dianella, Caladenia and Outpatients.</i></p> <p><i>Hand sanitiser is available in all clinical spaces. Hand soap and paper towel available at every clinical basin and in all toilets throughout the organisation.</i></p> <p><i>Mandatory requirement for KDH staff to complete hand hygiene competency. Compliance >90%.</i></p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p><i>Specific air flow and air handing in high risk areas, such as Theatre Services and the UCC is maintained to minimise risk.</i></p> <p><i>Refer to:</i></p> <ul style="list-style-type: none"> - COVID 19 Clinical deterioration and cardiac arrest procedure; - COVID pregnancy, labour and post-partum guideline; - Isolating of air-conditioning in main hospital procedure.
<p>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.</p>	<p><i>All staff and visitors into the organisation are provided a surgical mask to wear at all times.</i></p> <p><i>All staff are required and have appropriate PPE available as per the DHHS guidelines, according to the conventional use of PPE guide.</i></p> <p><i>KDH procedure PPE Guidelines in addition to DH Guidance notes & roadmap</i></p> <p><i>All administrative and clinical staff with direct patient contact: are Mask fit tested, wear a minimum of level 2 surgical face mask and eye protection/ face shield</i></p> <p><i>All staff must wear a medical grade mask onsite</i></p> <p><i>Daily review of PPE stock levels are monitored and reported in Supply</i></p> <p><i>PPE stations have been established to ensure all staff have access to what is required. This is restocked frequently and as required. PPE stores are secured and monitored and managed by a designated person.</i></p>

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).	<p>All staff have been provided education with the correct type and use of PPE as well as the donning and doffing. An educational video is available to all staff on our intranet page.</p> <p>All clinical staff are fit tested – records available</p> <p>Both aged care facilities have received PPE training provided by Monash Health</p>
Replace high-touch communal items with alternatives.	<p>Clinell wipes for all benchtop/desk wipe down in both clinical and non-clinical Areas. Clinell wipes for all communal patient equipment</p> <p>Directive not to share communal food</p> <p>Pool cars cleaned and clinell wipe of steering wheel, dashboard and high touch areas within cars</p> <p>All PPE single use & staff issued with own faceshield/eye protection</p> <p>Staff strongly advised not to car pool & if car pooling masks to be worn if not from same household</p> <p>Single serve sachets (tea, coffee, sugar, sauce) disposable cutlery for singular use are provided. Provision of individual face shields for clinical staff.</p> <p>The has been an increased provision of outdoor seating and tables to facilitate open air dining spaces</p>

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).	<p>Environmental services staff clean and disinfect touch surfaces at a minimum twice a day.</p> <p>Environmental staff shifts have been increased in length and number to ensure disinfecting is happening twice daily. Additional shifts have been added to cover high risks areas such as UCC, swab clinic and vaccination clinic..</p>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	Stores are regularly monitored by Environmental Services Supervisor and Stores Supervisor to ensure adequate supply of cleaning products are available and this is also discussed at our twice weekly COVID meetings.

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.	<p>Given the nature of our operations, very few staff are able to work from home.</p> <p>Staff identified as being able to work from home need to complete a Work Health Safety assessment and are provided with resources to support working from home.</p> <p>Refer to</p> <ul style="list-style-type: none"> - COVID-19 Working from Home Agreement; - COVID-19 Pandemic Plan.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>Residential aged care staff are not working across multiple sites, this includes food and environmental services staff. Managers have identified all staff in their departments that work across multiple sites and continue to monitor and engage with these staff members to decrease the risk of exposure to COVID. Where possible staff working across multiple organisational settings have been offered leave to enable them to work at one site, or extra shifts to remain with KDH and therefore reduce the movement across multiple settings.</i></p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p><i>Policies and procedures have been implemented as per the DHHS recommendations with regards to screening employees and visitors prior to entrance into the organisation. Screening at hospital entrance, Caladenia entrance, outpatients' entrance and Dianella entrance. Employees have been advised not to attend work when unwell. Support and advice are provided to employees on an individual basis as required.</i></p> <p><i>Employees attestation for symptoms</i></p> <p><i>2 -step screening – Attestation and Service VIC QR Code sign in</i></p> <p><i>KDH All Staff COVID email notification that staff are not to attend work if symptomatic</i></p> <p><i>Leave provisions available to staff if unwell or in self isolation</i></p> <p><i>HCW prioritised swab results</i></p> <p><i>HCW asymptomatic screening available</i></p> <p><i>Rapid Antigen testing introduced for all aged care visitors</i></p>
<p>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.</p>	<p><i>All communal work areas and common areas have been modified to ensure all staff practice 1.5m social distancing. Furniture has been rearranged to ensure physical distancing so that staff and visitors are not facing one another. Signage in communal areas indicating maximum number of people in each space.</i></p>
<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><i>Floor markings have been provided to assist with minimal physical distancing at work stations and areas of congregation.</i></p> <p><i>Refer to Minutes as discussed at our twice weekly COVID Meetings.</i></p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p><i>All workstations are outward facing.</i></p> <p><i>Refer to Minutes as discussed at our twice weekly COVID Meetings.</i></p>
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<p><i>Markings have been provided on the ground at entry points to ensure physical distancing while waiting to enter the building.</i></p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><i>Training and communication to all staff has been provided with regards to physical distancing during breaks. Decreased furniture to ensure maximum number of people can use one space at one time. This has been communicated via memos to staff and staff huddles.</i></p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>Contactless delivery established</i></p> <p><i>Display signage for delivery drivers.</i></p> <p><i>Designated drop off areas are marked</i></p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>Rosters and allocations are reviewed and meal breaks allocated in staggered timeframes to ensure physical distancing at breaks. Where possible for non-clinical areas, rosters and timetables have been adjusted to reduce staff in office spaces.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
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 .	<p>Appropriate signage is in place in these areas:</p> <p>UCC waiting area, Radiology waiting area, Theatre waiting area, Pathology collection waiting area and Outpatients waiting area, aged care communal areas</p>

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.	<p>There are Visitor access logs at all entrances to the organisation- UCC, Dianella, Caladenia and Outpatients. Log also kept in the main staff dining room. Staff rosters and allocations are secured safely. Visitor log records are kept and safely and secured for the purpose to be used for contact tracing when required.</p> <p>COVID 19 Rapid antigen testing is performed for all booked visitors is in residential aged care</p> <p>CCTV available to review potential exposure/movement of case</p> <p>QR code information to assist in contact tracing</p>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<p>All staff have access to Riskman to ensure any workplace OHS incidents are recorded. Training is provided to staff on induction.</p> <p>Refer to incident and hazard reporting procedure.</p>

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.	<p>Pandemic plan developed with consideration for the impact should an outbreak occur – Review Business continuity plan</p> <p>Mock outbreak scenario completed on the 12th of August. A review and evaluation conducted. Consider business continuity for example: Theatre services, admissions into theatre, maternity services and into Residential aged care.</p> <p>Review of workforce capability and sustainability - review of annual and long service leave and impacts on service provision requirements, utilisation of casual staff for additional hours, increase in hours of support services staff, increasing casual workforce through recruitment</p> <p>Refer to the Pandemic Plan.</p>
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<p>Outbreak management procedure in place. Contact tracing for staff members to be conducted by KDH. Staff and visitors’ records held on site to support contact tracing if required.</p> <p>GVPFU for support and guidance</p> <p>Department of Health Furlough guidance for health care workers</p> <p>Refer to Outbreak Management Procedure.</p>
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	<p>Cleaning and disinfecting will occur as per our current infection and prevention outbreak management procedure.</p> <p>Outbreak management procedure directs review and environmental cleaning and increased frequency and disinfection ideally to twice daily at a minimum.</p> <p>Work areas will be closed as necessary and cleaned and disinfected.</p>

Guidance	Action to prepare for your response
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p><i>Outbreak management procedure directs management of suspected or confirmed case in hours. COVID outbreak management team members and key initial steps clearly outlined in this procedure.</i></p> <p><i>Refer to COVID-19 Management of KDH Staff testing.</i></p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p><i>Templates prepared for communication to workforce and key stakeholders to communicate outbreak.</i></p> <p><i>Refer to Outbreak Management Procedure.</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>Notification to Work Safe Victoria was documented in our outbreak management plan and allocated to the Manager People and Culture.</i></p> <p><i>Refer to Outbreak Management Procedure.</i></p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>Should service provision of particular clinical areas be impacted by an outbreak, safe reopening will be risk assessing in consultation with Infection Prevention, Executive Services and DHHS.</i></p> <p><i>Refer to Outbreak Management Procedure.</i></p>

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

Signed:



Name: Jennifer Gilham

Date: 08/10/2021