

Site Entry Policy during Coronavirus Pandemic VIC

STATEMENT

Able Australia is committed to providing the highest standard of safety for clients and staff. During the coronavirus (COVID-19) health crisis Able Australia is reviewing key policies and procedures, and putting temporary changes in place where required.

SCOPE

This policy is to be adhered to on all Able Australia sites.

DEFINITIONS AND ABBREVIATIONS -

Term	Definition
COVID-19	COVID-19 is the specific virological name for the virus causing the Coronavirus Pandemic as declared by the World Health Organisation on 12 March 2020.
Circle of contact	Number of people that a person comes into direct contact with each day.
Physical distancing	Refers to staying at least 1.5 meters from another person wherever possible to curb the spread of disease

POLICY DETAILS

The coronavirus is a flu-like disease which is very easily spread mainly from person-to-person:

- Between people who are in close contact with one another (within about 1.5 meters)
- Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. They may also land on surfaces which people nearby touch. If they then touch their mouths, eyes or nose they may become infected with the virus also. Infection can be prevented or slowed if proper infection control procedures are followed.

Able Australia will take reasonable steps to facilitate phone, video calls, or other electronic communication with parents, guardians, partners, carers and support persons of residents to support the physical, emotional and social wellbeing of residents

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Visitors during the Pandemic

During periods of lockdown or high community transmission:

The Able Australia’s visitor policy is in line with the Department of Health and Human Services (DHHS) and Department of Families, Fairness and Housing (DFFH) directions regarding visitors residential disability services.

During periods declared as Lockdowns or “Circuit Breaker Restrictions”, where there is community transmission in Victoria, the following visitor restrictions apply.

- No visitors are permitted in care facilities, except for:
 - end-of-life reasons - two visitors at one time who do not have to be from the same household and there are no time limits.
 - other authorised purposes (maximum two visitors per day who do not have to be from the same household and there are no time limits), which include:
 - providing essential care or support for a person’s immediate physical or emotion wellbeing
 - where the visitor is the parent, carer or guardian of a person under the age of 18
 - where the visitor is a nominated person as defined under the Mental Health Act 2014 (Vic)
 - where the visitor is an interpreter to provide language support
 - where the visitor is there to support the person’s care upon discharge.

During periods outside of lockdowns :

During periods where there is no community transmission, DHHS/DFFH may ease visiting restrictions. In order to maintain the safety of residents, staff and visitors and ensure that visitors are not unwell upon entry. Visitors and staff **should not enter** if they:

- Have returned from overseas **or been at a declared COVID exposure site or hotspot at the identified exposure time** in the last 14 days
- Have been in contact with a confirmed COVID-19 case (except if you are an employee and have worn the appropriate level of personal protective equipment in the circumstances)
- Feel unwell with symptoms including fever, chills or sweats, cough, sore throat, difficulty breathing, runny nose or loss of sense of smell or taste.
- Have been **tested for coronavirus (COVID-19)** and has not yet received the results of the test.

In addition, on entry and exit, each visitor and staff member must:

- Have their temperature taken by staff on arrival. This must be recorded in the attached log before start of a visit and before coming into contact with residents
- Staff must complete the declaration immediately before starting their shift or commencing work and not start their shift or commence work until it is complete
- Anyone with a temperature over 37.5 °C will not be allowed to remain on site.
- Wash their hands for at least 20 seconds OR apply hand sanitiser
- Adhere to physical distancing (keep 1.5 m from other people)

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- Wear a mask

Each visitor must also:

- Determine whether the visit could be provided by that person through electronic or contact-free means.
- Limit the location of your visit to specified visiting areas (eg. Bedroom), as advised by team leader in charge
- If the client is taken outside of the home, the visitor you must not take the client to visit areas where people congregate (no shopping centres etc.)

Where visitors take clients off-site, any breaches of these directions may result in Able Australia being unable to support the client for at least 14 days whilst they are in self-isolation (which would be off-site with no guarantee of Able staff to support the client off site) pending clearance of coronavirus infection.

Note that clients and visitors returning to a site will have their body temperature re-tested upon re-entry to the site.

Circle of contact

Reducing the circle of contact can also help lessen the chance of infection. As such:

- Visitors will be limited to 1 – 2 people at a time total for the site.
- Only 1-2 visitors per client per day will be permitted unless permission is given by the Site Team Leader.
- Visitors will be limited to direct family / guardian unless otherwise discussed and approved with the site Team Leader.
- No children under 16 years of age will be permitted to visit
- Exemptions can be made for circumstances such as end of life

For State Victoria , Please refer to current Victorian Government directions at <https://www.dhhs.vic.gov.au/disability-services-sector-coronavirus-covid-19>

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Log of visitors/people who enter the building

All sites will keep a log of everyone who enters the building, including the dates and times of their visits.

The Attachment 1 Part A is for any staff member working in residential or community support settings Victoria, Contractors who are employed to complete work on our behalf must complete Attachment 1 Part A and B. Attachment 2 must be complete by all visitors who do not fit into the first two categories. Attachment 3 is to be completed by staff working at the Able Australia National Office.

Confirmed or suspected case of coronavirus (COVID-19)

If a case of coronavirus is confirmed at a site, or suspected, Able Australia will follow all directions given by the relevant state and federal government agencies. In addition, visiting to the site will cease until clearance is given. Exemptions to this may apply in situations such as end of life.

EQUIPMENT

At attachment is a “Stop” notice, which must be displayed at the entrance/s of all Able Australia residential sites for the duration of the declared coronavirus pandemic.

Where visiting is ceased, the “Stop-Do not enter” sign at should be prominently displayed at each entrance.

INFECTION CONTROL

Infection control procedures should be followed whilst using the logbook i.e. hand sanitiser must be available where there is a shared pen/hard copy logbook. The logbook or diary should include the time, day of declaration and the staff member’s name, role and the setting where the declaration is being recorded.

Able Australia will ensure that their support workers have knowledge of and are trained in infection control procedures are per the Infection Control and Management of Infectious Conditions Policy and the Cleaning Checklist and Record Procedure.

Record keeping

Residential sites must keep records in relation to people who attend the sites including:

- all logs created while the directions are in place
- Records of **all workers** (including workers from other service providers) **and all visitors** who attend the disability accommodation service.
- To protect the personal information from use or disclosure, other than in accordance with a request made by an Authorised Officer; all logs must be scanned and uploaded on Care link under note type “Facility” by end of every week.

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REFERENCE DOCUMENTS

- Incident Management Policy and Procedure
- Infection Control and Management of Infectious Conditions
- Wearing of Personal Protective Equipment during COVID-19 Pandemic

CONTINUOUS IMPROVEMENT- *This statement is incorporated in all Policies / Procedures etc.* Improvements to this policy can be made by completing an Improvement Opportunity Form, attaching any suggested amendments and forwarding to the Quality and Compliance Advisor for review

Document Control *Documents are controlled for version, traceability and security with SharePoint*

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Site Declaration Form

The following information is required **prior** to entering this site. If required your information will be shared with the DHHS and any other relevant bodies.

By signing, you are confirming that the information you have provided is true and correct.

Penalties apply for providing false information. If you have any symptoms, however mild, you must get tested and isolate until your test results are known.

**Staff members- Complete part A only. Contractors employed by Able - Complete part A & B
Visitors/Non employed Able contractor- Complete attachment 3 only**

Part A: Staff Declaration:

SITE NAME: _____

Forename(s) _____ Surname _____

Date: _____ Time in: _____ Expected Time out: _____

Mobile ph/ contact details: _____ Purpose of Visit _____

My temperature has been tested on entry and reads _____

I have NOT visited a COVID-19 hotspot in the last 14 days *(please tick if true)*

I have not attended a Vic Gov identified **exposure site** at the exposure time *(please tick if true)*

I do not have a **sore throat** *(please tick if true)*

I do not have a **runny nose** *(please tick if true)*

I do not have a **cough** *(please tick if true)*

I do not have loss or change in sense of **smell** *(please tick if true)*

I do not have **shortness of breath** *(please tick if true)*

I am not currently required to **self-isolate or self-quarantine** *(please tick if true)*

I am not **awaiting a coronavirus test** result *(please tick if true)*

I am wearing a **mask** and will keep it on at all times, if required *(please tick if true)*

I will wear any other **Personal Protective Equipment** if I am requested to *(please tick if true)*

I have **NOT** worked for any other employer (other than Able Australia) in the past two weeks *(please tick if true). If you have **worked at another site**, please give details (site names addresses and dates) :* _____

*If you have visited an **exposure site** please provide details of site and date of negative COVID test:*

Turn the page for Part B: applicable to contractors employed by Able Australia

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Part B: Only applicable for Contractors employed by Able Australia

Employed by *(Name and contact details of worker's employer)* _____

In the last 14 days, I have not been in contact with a confirmed case of COVID 19 (except in the course of my employment while wearing the appropriate level of PPE) *(please tick if true)*

I will wear appropriate PPE at all times *(please tick if true)*

I was last tested for COVID19 on (Date of last test) _____

Result of test COVID19 test _____

Signed by visitor or staff member _____

Temperature taken by *(Name of staff member)* _____

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Attachment 2:

Visitor Declaration Form

The following information is required **prior** to entering this site. If required your information will be shared with the DHHS and any other relevant bodies.

By signing, you are confirming that the information you have provided is true and correct. Penalties apply for providing false information. If you have any symptoms, however mild, you must be tested and isolate until your test results are known.

SITE NAME: _____

Forename(S) _____

Surname _____

Date: _____ Time in: _____ Expected Time out: _____

Mobile phone no/ contact details: _____

Purpose of Visit _____

My temperature has been tested on entry and reads (Current temperature reading)

I have NOT visited a COVID-19 hotspot in the last 14 days (please tick if true)

I have not attended a Vic government identified exposure site at the exposure time (please tick if true)

I do not have a sore throat (please tick if true)

I do not have a runny nose (please tick if true)

I do not have a cough (please tick if true)

I do not have loss or change in sense of smell (please tick if true)

I do not have shortness of breath (please tick if true)

I am not currently required to self-isolate or self-quarantine (please tick if true)

I am not awaiting a coronavirus test result (please tick if true)

I am wearing a mask covering my mouth and nose and will keep it on at all times (please tick if true)

I will wear any other Personal Protective equipment if I am requested to by staff (please tick if true)

Temperature taken by.....(Name of staff member)

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Site Entry Declaration Form – National Office

The following information is required **prior** to entering this site. If required, your information will be shared with the DHHS and any other relevant bodies.

By signing, you are confirming that the information you have provided is true and correct. Penalties apply for providing false information. If you have any symptoms, however mild, you must get tested and isolate until your test results are known.

My Status:

ABLE AUSTRALIA STAFF MEMBER *Able staff to complete the text box below*

I am an employee of Able Australia and I **HAVE NOT worked for any other employer other than Able Australia for the past two weeks** *(please tick if true).*

If you have worked for another employer, please give details below (employer name/s, industry, address/es, dates worked):

VISITOR ABLE AUSTRALIA CONTRACTOR

Part A: Declaration:

SITE NAME: ABLE AUSTRALIA NATIONAL OFFICE

First Name(s) _____ Surname _____

Date: _____ Time in: _____ Expected Time out: _____

Mobile phone no/ contact details: _____

Purpose of Visit _____

My temperature has been tested on entry and reads _____

I have NOT visited a COVID-19 hotspot in the last 14 days *(please tick if true)*

I have not attended a Vic government identified exposure site at the exposure time, worked at a hotel quarantine site or are a primary/secondary close contact of a COVID- 19 case *(please tick if true)*

I do not have a sore throat *(please tick if true)*

I do not have a runny nose *(please tick if true)*

I do not have a cough *(please tick if true)*

I do not have loss or change in sense of smell *(please tick if true)*

I do not have shortness of breath *(please tick if true)*

I am not currently required to self-isolate or self-quarantine *(please tick if true)*

I am not awaiting a coronavirus test result *(please tick if true)*

I am wearing a mask covering my mouth and nose and will keep it on at all times *(please tick if true)*

I will wear any other Personal Protective equipment if I am requested to by staff *(please tick if true)*

I was last tested for COVID19 on (date of last test if applicable) _____ / _____ /2021

Result of COVID19 test _____

Part B: For Contractors employed by Able Australia & Visitors to National Office

Employed by *(Name and contact number of employer)* _____

Part C: Authorisation

Signed by Staff Member / Contractor / Visitor _____

Temperature taken by *(Name of staff member)* _____

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The coronavirus is a flu-like disease which is very easily spread. It can make some people mildly sick but for others it can become a very serious illness.

To prevent the spread of coronavirus Able Australia has implemented the following visitor’s policy:

Do not enter if you:

- Have **returned from overseas** in the last 14 days
- Have been to a designated exposure site at the time of exposure, and have not received a negative COVID test result
- Have been in **contact with a confirmed COVID-19** case (except if you are an employee and have worn the appropriate level of personal protective equipment in the circumstances)
- **Feel unwell with symptoms** including fever, chills or sweats, cough, sore throat, difficulty breathing, runny nose or loss of sense of smell or taste.
- Have been **tested for coronavirus (COVID-19)** and has not yet received the results of the test.

Who can visit?

- Visitors will be limited to one person / day / for maximum 2 hours
- Visitors will be limited to Resident’s parent, guardian, partner, carer or support person (resident over 18 years) unless otherwise discussed and approved with the site Team Leader
- **No children under 16 years** of age are to visit
- **Exemptions can be made** for circumstances such as end of life

What will I need to do?

If you would like to visit with your loved one you will be required to:

- **Wash your hands** for at least 20 seconds OR apply hand sanitiser
- Submit to having your **temperature tested** (via touchless thermometer, **if requested** to do so)
- **Adhere to physical distancing** (keep 1.5 m from other people)
- Limit the location of your visit to **specified visiting areas** (eg. Bed room)
- If you are going outside of the home you must **not visit areas where people congregate** (no shopping centres etc.)

The points above will be applied to all social interactions both at home and if the visit occurs in the community setting.

Where visitors take clients off-site, **any breaches of these directions may result in Able Australia being unable to support the client** for at least 14 days whilst they are in self-isolation (which would be off-site with no guarantee of Able staff to support the client off site) pending clearance of coronavirus infection.

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DO NOT ENTER

Able Australia has a confirmed or suspected case of coronavirus (COVID-19) at this site

You will NOT be able to visit any client living here at this time

If you have a delivery, please knock on the door or ring the doorbell and leave the parcel at the door.

If you need to speak to someone directly, call 1300 225 369 or (insert house phone number here)

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