

## Measures to reduce the risk of coronavirus (COVID-19) in the workplace

### General measures

- In accordance with the October National Cabinet Decision, the Victorian Government has announced that the pandemic declaration will end from 11.59pm on Wednesday 12 October 2022.
- In accordance with these announcements, the following measures are being implemented to mitigate staffing shortages and the risk of infection for participants, families and staff:
  - Any staff member who has tested positive for COVID-19 will be required to self isolate for 7 days, if asymptomatic and be required to undertake a RA Test in the days following self isolation before returning to work.
  - Staff members who are close contacts are able to work during the 7 day period after becoming a close contact if:
    - Staff member is asymptomatic;
    - Mutual employer/employee consent;
    - Staff Member's attendance is necessary;
    - Staff Member must wear a N95/P2 face covering; and
    - Undertake RA Test in days following the 7 day period.
  - Unvaccinated staff members, including therapists, administrative staff, finance, quality and sub-contractors are unable to attend site unless they are an excepted person and approved by the CEO.
  - Any person older than 12 years and two months, will not be able to enter, or remain on, CPEC's premises unless they can provide acceptable evidence that records that they are either:
    - i. Fully vaccinated; or
    - ii. An excepted person; or
    - iii. Approved to attend site by the CEO on a risk assessed case by case basis; and
    - iv. Comply with the CPEC's registration requirements;
  - **Face Masks**
    - i. N95/P2 masks must be worn by therapists when they providing support to participants including at the Centre, home, school or other community setting.
    - ii. N95/P2 masks to be worn by reception when meeting people.
    - iii. Parents, family members, carers, etc are required to wear masks at the Centre.
    - iv. Wearing of masks by staff members whilst in office settings/meetings or around the lunch table is a personal preference.
- Coronavirus (COVID-19) education materials are prominently displayed.
- Staff to dispose of any used PPE, such as used wipes, face masks, gloves, gowns and the clear part of the face shields, in the clearly marked PPE bin located in the main kitchen.
- Hand sanitiser is provided throughout the building, including at the main entrance.
- Increased environmental cleaning, including between changes of room and clients using CPEC's disinfectants which are all approved by the Therapeutic Goods Administration – TGA.
- Equipment used during therapy sessions to be cleaned and disinfected after each session.
- Open windows and adjust air conditioning to enhance airflow.
- Ensure high hygiene practices when preparing meals and drinks.

- Hand and cough hygiene.
- Use of Telehealth and Share Point as appropriate to enable staff to work from home.

### **Staff education and training**

Note that under 'The Occupational Health and Safety Act 2004' (OHS Act), staff have duties including:

- Take reasonable care for their own health and safety.
- Correct use and disposal of PPE and only using face shields which are clean, not cracked or broken.
- Take reasonable care for the health and safety of persons who may be affected by a staff member's acts or omissions at a workplace
- Co-operate with CPEC with respect to any action taken by CPEC to comply with a requirement imposed by or under the OHS Act.
- If a staff member develops symptoms of coronavirus (COVID-19) they should get tested and immediately go into self-isolation for 7 days.
- Staff Members must stay home if they are sick or go home immediately if they become unwell. Any staff member showing coronavirus (COVID-19) symptoms, however mild, must not to come into work or attend any worksite and be asked to leave immediately if they attend while unwell and they should get tested.
- Staff should advise CPEC Management as soon as possible, if they are a positive case.

## **Measures to help prepare for a case or outbreak**

### **Readiness to respond**

In the event of a confirmed case of coronavirus (COVID-19) associated with CPEC:

- Record of each staff member in attendance the attendance register, including date, time of entry and exit.
- Record of each client and parent to be kept, including date, time of entry and exit, and location in the building while attending the centre using the attendance register.
- Disability Support Workers, contractors and visitors to sign in and provide up-to-date contact details upon entry to the building, time of entry and exit and location within the building
- Records kept about which rooms staff have been using and the associated clients being seen.

### **Management of a confirmed case or outbreak at your CPEC**

If the person with a confirmed case of coronavirus (COVID-19) is deemed to have attended work while infectious, or could possibly have acquired coronavirus at work, the following steps are to be undertaken:

1. Determine what areas of the workplace were visited or used by the confirmed case by referring to records of staff attendance at the workplace.
2. Open outside doors and windows to increase air circulation and close off the affected area before commencing cleaning and disinfection.

## Business Continuity Plan

### Purpose

To provide plans to address the potential impact of coronavirus (COVID-19) on CPEC's operations.

## Risk Mitigation Strategies Plan

The following risk mitigation strategies have been implemented to minimise the risk to business operations resulting from a positive coronavirus case:

### General Measures

- All people attending the Centre must complete the Workplace Attendance Register - recording their name, mobile phone number, date and time of attendance and areas visited;  
**Note:** This register is destroyed after 28 days.
- Increased cleaning and hygiene regime by cleaners and staff for all rooms and equipment used during therapy sessions.

### Staff General

- Therapists must wear N95/P2 face masks when supporting participants;
- Staff are not to attend work if unwell and undertake COVID-19 testing; and
- Staff Members are to isolate at home for 7 days if they have tested positive.

### Staff Arrangements

- Where a therapist has undertaken COVID-19 testing and is at home quarantined awaiting results, they are still able to undertake zoom sessions or if unwell to co-ordinate with the senior therapist to rearrange to have another therapist cover their appointment.

### Systems

- All system critical information and data is now accessible and secure and available through Microsoft Teams and SharePoint;
- Finance software MYOB and all financial information is stored on-line;
- System critical servers are maintained by third party external contractor ITelligent; and
- Participant files and information are on-line in Lumary and accessible by staff.