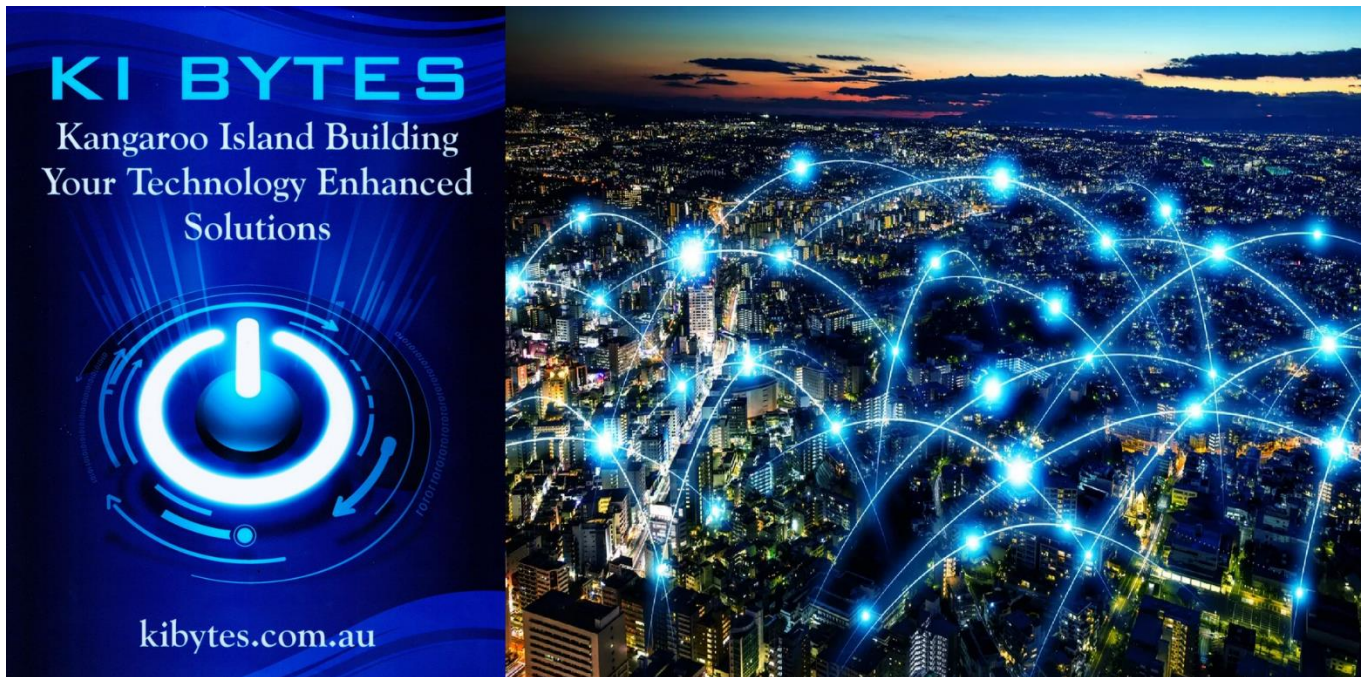# COVID Safety Plan

- physical distancing

- infection-control training

- use of personal protective equipment (PPE)

- environmental cleaning and management

- record-keeping

- practice team management and limiting interactions in closed spaces

- responding to a positive case, or close contact, in the practice team.

KIBYTES COVID Safety Plan

Current as of: 04.04.2022

Introduction

This plan provides members of the practice team guidance on operating in a COVID-safe way, and helps identify and mitigate risks during the ongoing pandemic.

Purpose and objectives

Our practice is dedicated to the health, safety and wellbeing of all team members, contractors and visitors. In this pandemic environment, we acknowledge additional precautions are required and that these are outlined in this COVID Safety Plan.

1. Practice access and patient flow

To control the flow of people into and through the practice, we will:

- check the temperature of each person presenting to the Workplace. If the temperature registers >37.5°C the person will be asked to remain outside of the clinic until further assessment can be conducted

- have a management plan in place for staff or clients presenting with symptoms suggestive of COVID-19 which enables immediate isolation of that patient, as well as the requirement that the patient don of a surgical face mask to reduce risk of transmission.

- limit patient entry to the entrance or office areas

- define foot traffic through the practice using floor markings and signage

- display information at the entrance and ensure clear messaging on the website asking patients to call ahead if they have any symptoms suggestive of COVID-19 to enable appropriate triage

- display information at the entrance outlining the requirements of entry such as wearing masks inside if more than two people at any given time.

- require all people entering the workplace to wear a face mask unless in and isolated area (working alone).

- provide access to hand-hygiene products upon entry and exit of the workplace.

2. Physical distancing

- providing training to all members of the team

- minimising staff congestion in rooms by

    - limiting the number of people on the premises at any one time

    - having staff or clients wait in their outside until it is safe to enter.

    - encouraging clients to call ahead to book an appointment rather than walk in.

3. Infection-control training

All staff, will undertake infection-control training.

All training will be documented and include:

- completion of Department of Health COVID-19 infection control training

- completion of the Australian Commission on Safety and Quality in Health Care e-learning modules on the principles of infection prevention and control

- ensure team members are aware of their role when managing a patient presenting with – or exhibiting symptoms suggestive of – COVID-19.

4. Use of personal protective equipment

Appropriate use of personal protective equipment (PPE) is critical in limiting the spread of COVID-19. All members of the team will:

• ensure standard precautions, including hand hygiene, cough etiquette and appropriate waste-management techniques, are maintained

• be trained in PPE

• dispose of all used PPE in accordance with standard precautions.

5. Environmental management and cleaning

Our staff will regularly clean and disinfect shared spaces, surfaces and communal items that we are in contact with. We will:

• enhance air flow by opening windows and doors in shared spaces (where and when appropriate) and optimising fresh air flow in air conditioning systems (by maximising the intake of outside air and reducing or avoiding recirculation of air)

• minimise the sharing of equipment between staff and clients.

• adhere to strict environmental cleaning as per the most current advice from the Department of Health's Coronavirus (COVID-19) Environmental cleaning and disinfection principles for health and residential care facilities

• clean and disinfect frequently touched surfaces with detergent and disinfectant wipe/solutions.

• require team members who are cleaning an area or equipment possibly exposed to SARS-CoV-2 to wear fresh non-contaminated gloves, a surgical mask, and eye protection

• provide training to all staff members on environmental cleaning requirements (this training will be documented)

• maintain a cleaning log.

6. Record-keeping

To aid contact tracing in the event a team member, contractor or client tests positive for COVID-19, We will:

• maintain a record of all appointments, team member work times, and contractors/visitors to the practice, including entry and exit times

• utilise a contactless electronic system (ie QR code or similar) to record contact details, ensuring data is stored confidentially and securely and is only used for the purpose for which it was intended

• maintain these records for a minimum of 28 days.

7. Practice team management and limiting interactions in closed spaces

To reduce the risk of COVID-19 transmission between team members contractors and clients, we will:

• regularly communicate with all team members regarding the requirement to not attend the workplace if they have any symptoms consistent with COVID-19, regardless of how mild, and will encourage testing in line with local public health unit advice

• check the temperature of each workplace staff member on commencement of work. Where the person registers a temperature >37.5°C they will not enter the practice and will be asked to seek further medical review

• where a team member typically works across a number of sites within the business, minimise movement between sites by scheduling shifts at one location (where possible)

• encourage physical distancing in common areas (ie tea room), through organisation of furniture, floor markings and signage

• encourage tea breaks/lunchbreaks to be taken outside

- stagger breaks to limit the number of people in common areas
- encourage all team members to provide their own drinking vessels and cutlery
- require all team members to thoroughly clean communal items (eg cutlery) immediately after use by washing with hot water and detergent or by placing them in the dishwasher to be washed on the hottest possible setting
- ban the sharing of food on site (eg cake and dips).

8. Responding to a positive case, or close contact, in the team

If a member of the practice team tests positive to COVID-19, our practice will:

- contact the local public health unit and follow their advice
- follow the direction of the local public health unit regarding cleaning of the workplace
- ensure the team member does not return to the practice until they meet the criteria for release from isolation, and as instructed by the local public health unit

Plan review

This plan will be reviewed regularly to ensure it reflects the current processes and procedures of KIBYTES current legislation requirements and public health directives.

Public health unit contacts

State/territory	Public health unit contact
Australian Capital Territory	02 5124 9213 (business hours) 02 9962 4155 (after hours)
New South Wales	1300 066 055
Northern Territory	08 8922 8044 1800 008 002
Queensland	Find your nearest unit
South Australia	1300 232 272
Tasmania	1800 671 738
Victoria	1300 651 160
Western Australia	08 6373 2222