

## TERMS OF REFERENCE FOR

Christine Stammers Support Coordination

ABN: 50744142546

NDIS Provider No. 405004615

Registration ID 4-4331-4442

The logo for Christine Stammers Support Coordination (CS SC) features the letters 'CS' and 'SC' in a stylized, light blue font, enclosed within a thin black rectangular border.

# Policy 4.3 Management & Prevention of Spreadable Virus's, Colds, & Infections

## Including Coronavirus disease (COVID-19)

Policy 4.3 Management & Prevention of Spreadable Virus's, Colds & Infections to Staff of CS SC, Participants, family members, Carers, Support Agencies and Support Workers.

### 1. Background

Christine Stammers Support Coordination (CS SC), operates as a Sole Trader under the NDIS, to support Participants of the NDIS and their carers/family members who live in the Council Divisions of 2, 3, 4, 5, 6, 7 & the suburbs of Morayfield and Burpengary of Division 12, of the Moreton Bay Regional Council of Queensland.

The services offered by CS SC includes Support Connection and Coordination of Supports, which is governed by the NDIS & NDIS Quality and Safeguards Commission, reporting

mechanisms. Participants of the NDIS, who have Support Coordination in their Plans can pay for this service from their NDIS Plan, through a Service Agreement with CS SC. This is paid directly from a person's NDIS Plan via one of the following ways NDIA, nominated Plan Manager or Self-Managed funds.

CS SC has two Positions: Owner/ Director and Support Coordinator – Christine Stammers. 2nd Position: Casual Office Administrator, ½ a day to one day per month – This Position is bound by the same NDIS & Legislative client confidentiality laws.

### 2. Purpose and Scope

The purpose of this policy is to set out specific procedures and performance standards to Management and Prevent the contamination of Virus's Cold's and Infections to/ from CS SC and to/ from Participants, family members and or carers who use CS SC services.

The policy has been framed around the Advice from WHO (World Health Organisation), Federal Government Broadcasts, Federal Chief Medical Officer Information and Advice. As Well as: Occupational Health, Safety and Act (2004), the and the National Standards of the Disability Services (2013) in particular, Standard 1. The Carers Recognition Act QLD (2010), Disability Discrimination Act 1992, Equal Opportunity Act 2010, Universal Declaration of Human Rights, NDIS Code of Conduct, ACWA Code of Ethics,

This policy applies to all supports offered through CS SC.

### Policy Statement

This policy provides guidance for

Safe Hygiene Practices for CS SC to follow when working in people's home to manage/ prevent the spread of Virus's Cold's and Infections, Including the Coronavirus disease (COVID-19)

To practice the information outlined from the World Health Organisation to help prevent the spread of Coronavirus disease (COVID-19) <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

#### **Procedures**

In Initial Risk Assessment it is discussed that CS SC will not come to a persons house if she herself is unwell, it is also discussed that participant's and their family/ carers to cancel face-to-face meetings if they themselves are unwell.

This is to stop the spread of the usual Cold's and Flue's which can effect people who have low immunity.

During High Alert Periods, like in the [Coronavirus disease \(COVID-19\)](#), CS SC to reduce the amount of face-to-face meetings with people, to reduce the possible contamination either to or from people.

Where possible to hold meetings by teleconference, Skype, or email.

#### **If a face-to-face meeting is needed CS SC is to practice caution in this situation and practice the following**

Check with the person, family and carers if anyone has been overseas in recent times, travelled by air, or been on a Cruise in the last 3 Weeks.

Check with the person, family and carers if anyone has been in contact with a person who has tested positive to the [Coronavirus \(COVID-19\)](#).

Check with the person, family and carers if they have had fever

flu-like symptoms such as coughing, sore throat and fatigue

shortness of breath and or pneumonia

If yes to any of the above, CS SC to check to ensure they have had the required medical testing

#### **If a person has not been in contact with the [Coronavirus \(COVID-19\)](#), CS SC to practice the following Hygiene Practices**

In being in general public settings i.e. grocery shopping, Post Office, etc to stand at least 1.5 meters away from people.

To wipe down hands with Antibacterial Wipes before entering her Vehicle.

To wipe down her handbag, purse and mobile phone using Antibacterial Wipes

To wash hands according to Safe Hands Washing procedures (See Attachment)

In Face-to-Face Meetings with Participants CS SC to complete the following

Wash hands according to Safe Hands Washing Procedures before leaving the house

To Wipe Down Hands with Antibacterial Wipes in persons home.

To remain 1.5 Meters away from participants, family, support workers.

To not shake hands with participants, family, support workers.

In leaving, CS SC to wipe down hands with Antibacterial Wipes before entering her vehicle.

To wipe down work-bag, handbag and mobile phone before entering her home office.

If Lap-Top Used it is to be wiped down before going to the person's home and afterwards.  
If CS SC is informed through family, or work that she has been in touch with or possibly in touch with the **Coronavirus (COVID-19)**, then CS SC is to self-Isolate until required time frames have been fulfilled.

### Performance Standards

The following performance standards must be met to ensure that the procedures specified in this Policy are implemented effectively:

CS SC to adhere to this policy and a copy given to relevant parties.

CS SC to complete relevant training courses in prevention of the **Coronavirus (COVID-19)**

CS SC uses appropriate protective clothing and use appropriate safety equipment in accordance with good occupational safety and health practices when identified in the Risk Assessment.

Initial Risk Assessment Completed either before or soon after first meeting with the person/family.

Incidents relating to Virus's, Cold's and **Coronavirus (COVID-19)** are documented and added to Incident Register

The NDIS Quality and Safeguards Commission Critical Incident Team is notified in allotted Time Frames of Critical Incidents that have occurred, and CS SC provides the necessary paperwork and actions regarding this to the Critical Incident Team.

**Review of the Policy** This policy will be reviewed on a two-yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

Record of policy development		
Version	Date approved	Date for review
Version 1.1 2020	March 2020	March 2022