



RAINBOW INCLUSIONS

COVID-19 RESPONSE POLICY 2020 - 2021

Statement

Rainbow Inclusions takes the physical, mental health and safety of our clients and staff very seriously. We believe that enabling clients to continue their supports is vital for their cognitive health, development and their wellbeing. In response to the Coronavirus pandemic, and in compliance with Australian Government guidance/regulations, Rainbow Inclusions has integrated in a wide range of practical measures to ensure staff and client safety. These upgrades include amendments to our policies and procedures, to ensure our clients can continue with supports as uninterrupted as possible in a COVID-safe environment. Rainbow Inclusions will remain open and will continue to deliver face-to-face services, including during lockdown, unless advised otherwise by the Australian Government.

Please contact a senior member of staff if you have any COVID-19 related issues or concerns whatsoever.

1. Aim

The aim of this policy is to highlight the measures we have put in place to help reduce the spread of Coronavirus and make Rainbow Inclusions COVID-safe. Provisions we offer plus the procedures for dealing with COVID-19 cases, in line with Government guidance and regulation.

Due to the fast-changing nature of the pandemic this policy is under continual review.

2. COVID-safe measures

3.1 Checking temperatures of staff

We encourage all staff to take their temperature before attending client's homes and to purchase temperature checking equipment to do so, (such as digital thermometers which can be bought at large pharmacies or online). This wise investment will help everyone at Rainbow Inclusions reduce the chances of transmitting COVID-19. The normal body temperature is between about 36 and 37°C, but this can vary from person to person and from hour to hour.

3.2 Hand sanitiser

It is recommended that staff carry hand sanitiser with them at all times. Rainbow Inclusions asks staff to sanitise their hands while being out in community with clients, in their homes and/or after touching client's possessions.

3.3 Washing hands

One of the simplest and most effective ways to reduce the spread of infection is by thoroughly washing your hands frequently. All members of the Rainbow Inclusions will be encouraged to do so on a regular basis. At a minimum, members of the Rainbow Inclusions community should use hand sanitiser when they enter and leave each premises.

3.4 Personal protective equipment (PPE)

3.4.1 Face masks, gloves and face shields

Face covering are **mandatory** for staff when onsite and not in socially distanced settings (e.g. home visits). Everyone is expected to wear face coverings when entering client's homes for the duration of their support hours. Staff must continue to wear face coverings while in community with their client and between home visits (example; travelling between on client to another.) If you are visiting more than one client on the same day, face coverings must be changed prior to entering the new working environment. Staff must sanitise their hands after touching their face covering to prevent the spread of COVID-19. For those who do not feel comfortable wearing a mask, a face shield must be worn instead. For those who have medical reasons for not wearing a face covering please contact a senior staff member immediately.

Staff must be aware that failure to comply with these requirements could result in disciplinary action.

3.4.2 Social distancing

In addition to the face covering measures Rainbow Inclusions has set in place. Government required social distancing in homes and in shared spaces must be observed. Any physical contact, including hugging, is not permitted. 1.5 meters between yourself and others at all times. **Domestic duties such as; cleaning, laundry is not permitted for the safety of RI staff and clients.**

Staff must be aware that breaching social distancing rules could lead to disciplinary action, and therefore should take these rules seriously.

3.4.3 Private Doctor

Home Doctors Service is a private company that offers a-out service to those who have COVID-19 symptoms. For those clients and staff who are living in isolation, RI staff can arrange an initial visit by a private doctor if absolutely necessary. This provision is strictly for cases where the client's symptoms are not mild, but the hospitals are unwilling to take on their case. Clients are also welcomed to contact Rainbow Inclusions registered nursing team – **Michael Byrne**.

3. COVID-19 procedures

5.1 Symptoms

Most people with COVID-19 have at least one of these symptoms:

1. **High temperature** – you feel hot to touch on your chest or back (37.8°C and above)
2. **New, continuous cough** – coughing excessively for more than an hour, or 3 or more coughing episodes in 24 hours. If you usually have a cough, it may be worse than usual.
3. **Loss or change to your sense of smell or taste** – you cannot smell or taste anything, or things smell or taste differently.

Please note: Some people show no symptoms or are pre-symptomatic yet can still carry the virus. Therefore, it is essential for everyone to follow the other safety measures put in place to reduce the spread of COVID-19.

5.1.1 Procedure if you have symptoms

5.1.1.1 Stay at home

If anyone from the Rainbow Inclusions team suspects they or anyone in their household have COVID-19 symptoms they should stay at home and inform a senior staff member immediately. If in doubt, stay at home.

5.1.1.2 Medical advice and emergencies

If you need medical advice call **a doctor**. For **emergencies call 000**.

5.1.1.3 COVID-19 symptoms

If you are experiencing COVID-19 symptoms you should take a PCR test (not an Antigen Test) through a local fever clinic or privately. Please continue to self-isolate while waiting for your results.

If you receive a **positive test** you are required to self-isolate for a further 10 days from the date of the test. A member of Rainbow Inclusions COVID-19 response team will be in contact with you at the end of your self-isolation to assess when you will be able to return to work. When conducting this risk assessment Rainbow Inclusions COVID-19 Team will consider a number of factors including any ongoing symptoms, how long you have been without symptoms and other circumstances that may affect your return to work. Please note that the RI is likely to be very cautious in these situations and will also take into consideration the circumstances of others who may be affected.

Please note: a lack of sense of smell and a cough are symptoms that may persist even after you are no longer infectious.

If you receive a **negative test** you will still need to contact Rainbow Inclusions COVID-19 Team who will assess your situation to determine when you can return to work; see 5.3. below.

5.1.1.4 Self-isolation

If someone in your household has COVID-19 symptoms or has tested positive for COVID-19 you must self-isolate for 14 days.

Isolation period: Day 0 to Day 14, inclusive.
Day 0 is defined as:

- the first day you were in contact with your house member when their symptoms started;
- or, if your house member showed no symptoms:
- The date when your house member took a PCR test which returned as positive for COVID-19

You must self-isolate for the full period even if you have received a negative COVID-19 test during isolation. In the case where your house member has symptoms yet has received a negative Antigen Test, you will still be required to self-isolate for 14 days. This house member should take a PCR test to determine whether or not they have COVID-19.

5.1.1.5 Clearance from Rainbow Inclusions COVID-19 Team

In any event please **do not return to work without receiving clearance** from the Rainbow Inclusions COVID-19 Team (**Allan Bell & Michael Byrne.**)

5.2 Test and Trace

Anyone who is contacted by the Department of Health Test and Trace and asked to self-isolate must do so for the prescribed time. You must contact Rainbow Inclusions COVID-19 Team before returning to work following this period.

5.3 Returning to work

You must contact Rainbow Inclusions COVID-19 Team before returning to work if you have been offsite for any reason. This includes, for example, if:

- you have been self-isolating because you or someone in your house has had COVID-19 symptoms or tested positive;
- you have been required to self-isolate by Department of Health Test and Trace;
- you have received a negative PCR test after being asked to self-isolate by the Rainbow Inclusions or medical professionals.

Rainbow Inclusions COVID-19 Team will carry out a full case-by-case risk assessment, based on government guidance. You will only be permitted to return to work based on the agreement if:

- You are well;
- You have completed the required self-isolation period as specified by Rainbow Inclusions;
- No-one else in your household has symptoms related to COVID-19 (coughing, fever, loss of smell or taste);
- Members of your household who had suspected COVID-19 symptoms have also received a negative test result;
- You have completed your self-isolation period as required by Department of Health Test and Trace;
- You have not recently travelled in or been in any non-exempt country;
- You have had a full consultation with a member of Rainbow Inclusions COVID-19 Team after a negative test result.

Procedure delays:

Despite Rainbow Inclusions staff doing their utmost to ensure that operations run as smoothly as possible during this turbulent period, please be aware that procedural delays may occur.

Authorised by	Allan Bell, Managing Director
Date	December 2020
Effective date of the policy	January 2021
Circulation	Allan Staff