

# Finders Keepers COVID Safety Plan

Current as of: 01/01/2021

## Introduction

This plan provides members of the support 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, patients, contractors and visitors. In this pandemic environment, we acknowledge additional precautions are required and that these are outlined in this COVID Safety Plan.

### 1. Physical distancing

While acknowledging the nature of medical care means maintaining a physical distance of 1.5 m with a patient is not always possible, our practice will put in place physical distancing measure by:

- providing training to all members of the team

### 2. Infection-control training

All members of the team 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 participant presenting with – or exhibiting symptoms suggestive of – COVID-19.

### 3. 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 donning and doffing PPE
- wear PPE appropriate to the patient presentation and as per advice from the local public health unit
- dispose of all used PPE in accordance with standard precautions.

### 4. Environmental management and cleaning

Our team will regularly clean and disinfect shared spaces, surfaces and communal items. Our team 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)
- 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](#) or our local public health unit

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

## 5. Responding to a positive case, or close contact, in the practice team

If a member of the team tests positive to COVID-19, Finders Keepers will:

- contact the local public health unit and follow their advice
- follow the direction of the local public health unit regarding cleaning of the practice
- ensure the team member does not return to work until they meet the criteria for release from isolation, and as instructed by the local public health unit
- assist the local public health unit in contact tracing by providing records of all participants team members and visitors who have attended the practice during the period in which the team member was potentially infectious (as defined by the local public health unit).

### Plan review

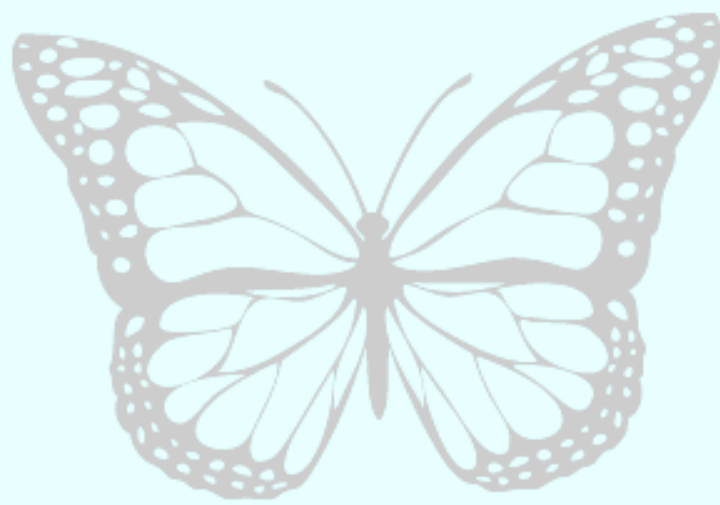
This plan will be reviewed regularly to ensure it reflects the current processes and procedures of Finders Keepers as well as current legislation requirements and public health directives.

### 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	<a href="#">Find your nearest unit</a>
South Australia	1300 232 272
Tasmania	1800 671 738
Victoria	1300 651 160
Western Australia	08 6373 2222

### Safe Work Australia

- [COVID-19 Information for workplaces](#)



# Finders Keepers

NDIS Life Skills Specialists