



Absolute In Home Care

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APPLICABLE AS OF AUGUST 5th 2020 - INDEFINITELY

COVIDSAFE PLAN – A CovidSafe Plan is a Victorian government requirement to continue business operations. This plan demonstrates how Care Group Developments Pty Ltd T/A Absolute In Home Care will meet all of the requirements set out by the Victorian Government.

As a current AIHC employee you are required to:

1. Read this document in full
2. Understand that you are required to adhere to all requirements within this plan upon entering each of your participants homes and whilst working for AIHC.
3. Sign and return a signed copy of this document to our office by no later than 25 Aug 2020.

PLEASE NOTE: SHOULD YOU SHOW/FEEL ANY COVID19 SYMPTOMS (Flu like – head cold, loss of sense of taste/smell etc) Do not continue working, leave your shift immediately, contact the office team, seek medical attention from a qualified and competent professional. Isolate and proceed to a testing site and isolate until results are received. When results are received contact the office.

Site procedures: -

BEFORE ENTERING EACH AND EVERY WORK LOCATION (Participant/Clients homes):

- Ensure you have read and understand all communication emailed and sent from AIHC regarding the requirements of continuing to provide services when working during the COVID-19 pandemic.
- PPE - Masks available for all employee's and communications and videos have been sent (via email and are available on our carers Facebook messenger group) including the correct use and disposal of PPE.
- **Before entering a participants/clients home location, employees should ask if they or any other residence are showing signs of Covid-19** (fever, flu-like symptoms such as coughing, sore throat, fatigue and shortness of breath) or if they have been in contact with any persons who have tested positive or have signs of COVID-19 in the past 14 days. If they answer yes to either of these questions do not enter the home and contact the office immediately.
- All employees have been advised that if they are displaying Covid-19 symptoms, they are not to attend to services and must notify the office team asap and the employee is to seek medical advice and/or go home immediately. Any employees displaying COVID-19 like symptoms are to attend the nearest Covid-19 testing site and be tested for the virus. All employees are then to go directly home and isolate as per government directives.
- Any employee who has been tested for the virus are to remain isolated until they have received their results. When the results are received and a negative result, the employee cannot resume services until evidence of the result is produced and received by office staff. Any employee producing a positive result will need to isolate as per government directives. AIHC office staff will then contact the Covid-19 hotline and inform them of the situation on [1800 020 080](tel:1800020080).
- All positive results will be reported to the NDIS Quality Safeguard Commission, DHHS, TAC, WorkCover and Worksafe as per government requirements.

- **All employees have completed the COVID-19 Infection Control Training course**

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

- **Wash and Sanitize your hands prior, during and the end of every service:** As soon as you get out of the vehicle/before approaching any customers premises at each participant/client location.
- **All employees are required to wear a face mask during services:** A face mask is always required to be worn during service delivery and where possible keep 1.5 metres. If you have any reason or medical condition that prevents you from doing so, you must advise the office. A new mask is required for each visit/contact with participants/clients.
 - **Ensure the participant/client is wearing their own face mask where possible.** If your participant/client is able to wear a face mask, then please request or assist them to do so (Please note due to medical or disabilities they may not be able to wear a mask), if they are unable to please ensure you have a mask on and work within 1.5 metres where possible. If your participant/client is unable to wear a mask, then please advise the office.
- **Avoid touching your face.**
- **Wash hands on a regular basis throughout your working day.**
 - Please ensure during the time spent at the office workplace that social distancing measures are met with your colleagues and/or participants/clients or other stakeholders.
 - **Ensure that all services are recorded and documented in the employees' roster (Flow Logic) and any unscheduled requests are documented in an email to admin@ihcare.com.au** (for contact tracing if ever applicable)
- **Remove and dispose of safely your mask and apply a new one at each participant/client engagement or when removed from your face.**
- Cleaning Checklist is in place for regular cleaning and disinfecting of office environment throughout the day. (included individual workstations, all handles, light switches, shared equipment and shared areas)
- **The Workplace attendance register (in foyer area) must be completed for every person who attends / visits the AIHC office workplace for a period of more than 15 minutes. This includes all workers (including sub-contractors) and any participant/clients or visitors permitted in the workplace (including workplace inspectors).**

These procedures must be adhered to at all times while working for AIHC and at EACH AND EVERY PARTICIPANT/CLIENT Support shift.

If you cannot comply with these safety measures please advise the office staff.

I, _____ have read and understood the safety precautions stated on this document. I understand the above requirements and precautions I must take during my employment with AIHC.

SIGNATURE ___/___/___ DATE