







COVID Safety Plan

Premises name: **Seniors and Disability Services**

Agrees to the following:

- | | |
|--|---|
| <input type="checkbox"/> Maintain mandatory contact registration | <input type="checkbox"/> Encourage physical distancing |
| <input type="checkbox"/> Maintain hygiene standards and conduct frequent cleaning | <input type="checkbox"/> Advise staff to stay home if unwell |

-  **Refer to the COVID Safety Guidelines for information on the expectations for COVID Safety Plans and to assist you in** completing this plan. These are available at wa.gov.au
-  Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
-  **The COVID-19 pandemic is an evolving situation –** review your plan regularly and make changes as required.
-  **Print and display the COVID Safety Plan Certificate** available at the end of this form.

Premises details

Premises name:	Seniors and Disability Services	Prepared by:	Anita Biggin
Type of premises:	Local Government	Position title:	Manager SDS
Street address:	2 Colstoun Road Ashfield	Completion date:	15.02.2022
Contact no:	(08) 9377 8000	Revision date:	As Required
Email:	mail@bassendean.wa.gov.au		

* **For the sections below, please complete the form and attach additional pages or information as required.**

1. Contact registration

- What will be done to implement contact registration requirements?

Consider: **legal requirements to manage, store and dispose of contact registration records; ensuring SafeWA QR codes are easily accessible, ensuring option of hard copy register is available.**

- SAFEWA QR Codes are on display at the main entrance of the Seniors and Disability Services and at all entrance/exit points.
- A hard copy Contact Tracing form is available at Seniors and Disability Services and in meeting room areas.
- All workers have been requested to sign in when entering a TOB workplace or facility, regardless if it is their normal place of work.
- Although the QR Code posters are on display, SDS staff will check (where possible) to make sure customers and workers sign in when entering the premises.
- Sign in records will be kept for a minimum of 28 days.

2. Physical distancing

- What will be done to encourage physical distancing principles?

Consider: **physical distancing for staff and patrons; management of waiting areas etc.**

- **A sneeze guard** has been placed in front of the Customer Service Officer to support adequate physical distancing, and to limit the risk of exposure for workers and other persons.
- **Floor markers** have been placed at 1.5 metres intervals behind the customer service station for waiting customers to encourage physical distancing.
- In accordance with any **maximum occupancy directions**, any public area, amenities spaces and meeting room occupancies will be calculated. Clear and visible signage stating the maximum number of people permitted in each room or area will be placed on the front entrance door and inside the front entrance, and on the entrances to the meeting room. These requirements will be enforced by SDS Officers.

- **Visible signage** has been placed throughout Seniors and Disability Services, urging workers and clients/persons to practice **physical distancing**, and to avoid congregating in any one area.
- With two main entrances to SDS, workers and clients will need to use these to enter and exit the building. It is not anticipated that these areas will become congested due to high levels of foot traffic. A **traffic flow plan has not been implemented** at this stage, but foot traffic will be monitored and considered if required.
- For staff working in the office at Seniors and Disability Services, the Town has ensured that there is **adequate physical distancing** between each worker. Where possible, **flexibility in working arrangements**, including working remotely, will be considered.
- Where workers must attend the workplace, the following measures have been implemented:
 - a. **Break rotations**, to minimise the number of workers in the kitchen and amenities area at any one time.
 - b. Chairs have been placed **1.5 metres apart in the lunch room**. Where possible, workers will be encouraged to either eat lunch in an open outdoor space or at their workstation.
 - c. Any **worker interactions** are to be undertaken in compliance with the physical distancing protocol of at least 1.5 metres apart.
 - d. **Meetings** including de-briefs and team meetings are to be held online through Teams etc., through phone conferences, in an outdoor environment or in an indoor area that complies with physical distancing and the maximum square metre/person requirements. No worker is to attend face to face meetings with external parties unless authorised through the Line Manager.
 - e. Where possible, **access to the Seniors and Disability Services** for external staff, contractors and other parties will be restricted for urgent business purposes only.
 - f. Restrictions will apply to Town of Bassendean employees when **carpooling** to ensure adequate physical distancing.

3. Hygiene

- How will you ensure hygiene and cleaning standards are maintained?

Consider: hygiene protocols and practices; supply of cleaning and sanitiser products etc.

- **COVID information** and recommended **hygiene practices will be promoted** through posters placed throughout the workplace, Safe Work Procedures, on the FAQ page and through other internal comms.
- Workers who are **unwell** are directed to **stay home**. Workers are not to conduct service or assessment if any symptoms are present.
- **Visible signage** will be placed at the front entrance, urging clients/persons **not to enter the premises if they are unwell**. Any client or worker who appears to be unwell will be politely requested to leave the SDS premises. If a worker is unwell with COVID-like symptoms, the **'Suspected or Confirmed Case of COVID-19 Procedure'** is to be followed.
- The Town has a **good supply of hand sanitiser, hospital grade cleaners and disinfectants, gloves, aprons, masks (surgical and P2) etc.** to reduce the risk of infection. An infrared forehead thermometer has been purchased for use within Seniors and Disability Services if and when required. Safety Data Sheets are provided for all chemicals used within the workplace.
- A supply of **Rapid Antigen Test (RAT)** kits has been ordered and will be used in accordance with Government directions and the Town's procedures.
- **Alcohol based hand sanitiser** has been placed at the front entrance of Seniors and Disability Services, on the front counter, in the meeting room and inside the work area. Sanitiser has also been provided to workers conducting home visits and assessments.
- The workplace is **monitored** to ensure that hygiene supplies are available and re-stocked as required.
- **Masks must be worn in all indoor areas**, including workplaces and vehicles.
- A **Cleaning Procedure** has been distributed with the cleaning kit to each workplace, and all employees have been provided with the COVID-19 Environmental Cleaning for Workplaces for Non-Health Care Setting Guideline released by the Department of Health as an attachment to the Safe Work Procedure
- Cleaning of Seniors and Disability Services will be completed by a **Staff member** on a daily basis.
- Cleaning of **common (high) touch areas and surfaces** (i.e. door handles, table tops, taps and hand washing stations etc.) are to be completed twice a day in accordance with the 'Cleaning of Common Touch Areas Procedure'. Cleaning of these areas is the responsibility of all workers in that workplace and is to be completed on a roster basis. A register is in place to ensure that cleaning is completed and a record is maintained.
- Where possible, **high touch communal items will be replaced** with hygienic alternatives, for example, single use or contactless options.
- **Cleaning of personal workspaces** are required to be undertaken every day. If the workspace is used by more than one worker (i.e. front desk) it is to be cleaned and disinfected before and after the shift.
- Workers using **vehicles or equipment** are to adhere to the hygiene guidelines in the Safe Work Procedure.
- **Cleaning supplies will be available in the meeting room and amenities areas.** Rooms must be cleaned and disinfected after each use.
- A **Contractor trained in COVID-19 sanitation services** has been sourced to conduct any urgent deep cleans in the event that there is an outbreak or confirmed case of COVID-19 at

- The Town will **promote cashless payments** where possible, and a sign has been placed at the front counter. The protocol for handling cash has been incorporated into the Safe Work Procedure, and gloves, sanitiser and cleaning materials will be utilised for each transaction.
- A **sneeze guard** has been placed in front of the Customer Service Officer in order to limit the risk of exposure for workers and other persons.
- Where possible, **air flow** will be enhanced by opening doors and windows, and air conditioning will be adjusted to optimise fresh air flow.
- Where possible, the **number of people in unventilated areas** will be reduced.
- Where possible, **equipment**, stationary and other items such as phones, cutlery, crockery etc. are **not to be shared**. Where possible, workers are not to 'hot desk' and use another workstation that is not their own.
- Workers who have a **suspected or confirmed case of COVID-19** are to notify the Town on the **Notification Form** (available on the FAQ page).
- A **Risk Assessment** has been undertaken for **vulnerable workers** to consider control measures in order to reduce their risk of infection. The Line Manager must conduct any further reviews or amendments to work arrangements in consultation with the vulnerable worker. Workers have been encouraged to discuss any conditions which might make them more vulnerable to the effects of COVID-19 with their GP/Line Manager.
- Employees were offered a **flu vaccination** as part of the Town's Annual Influenza Vaccination Program, and the vaccinations have been completed.
- The Town is complying with the Mandatory Vaccination Policy and is sighting worker **COVID-19 vaccination certificates** and maintaining a Register. All workers engaged by Seniors and Disability Services fall under Group 1 of the Policy and have complied with vaccination directions.
- **Individual Safe Work Procedures** will be developed for any vulnerable worker in order to minimise their exposure and infection risk.
- The Town will **keep up to date with notifications from the Department of Health** on required actions when providing services to clients.
- Where workers are required to conduct home visits or other services, the following measures have been implemented:
 - a. Where possible, **essential services for consumers will continue**.
 - b. If **clients require transport to medical appointments or 'accompanied shopping'** services, the worker is to instruct the client to sit in the back seat of the vehicle to comply with safe distancing rules. **Masks are to be worn** by both the workers and the client.
 - c. Clients have been informed that they are to notify Seniors and Disability Services if they are **displaying symptoms of COVID-19** to ensure the safety of the Support Workers and other clients.
 - d. **Pre visit screening questions** are to be carried out to ensure a safe environment for our workers.
 - e. On arrival, **the worker will ask to client if any symptoms** are present before entering the premises.
 - f. **Masks are to be worn** when workers are in the home.
 - g. **Clients are encouraged to sit in another area of the home, or outside** while services are being provided.
 - h. **Physical distancing of at least 1.5 metres** is to be maintained between the client and the worker at all times.
 - i. **New masks are to be worn** when arriving at a clients home.
 - j. **Disposable PPE and personal waste items** (i.e. tissues) are to be placed in a tied double plastic bags and disposed of after the assessment or service.

- **Workers are not to shake clothing** before washing to minimise possibility of dispersing the virus through the air.
- **Effective hand hygiene** is to be performed after handling clothing or linen.
- **Telehealth checks will be conducted** on clients to ensure that they are supported during the height of the pandemic and during lockdown.

4. Training and education

- How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?

Consider: **staff training; records of training; additional education; signage; guidance material etc.**

- Every Town of Bassendean worker has received a **COVID: Safe Work Procedure** relevant to their work area, which incorporates all the required measures to keep themselves and others safe from COVID-19.
- All SDS workers have completed the Department of Health online training **COVID-19 Infection Control** training.
- An **electronic presentation** (and induction package) has been rolled out to all employees based at Seniors and Disability Services to confirm all measures in place for the prevention and management of COVID-19 and the strategies outlined in this Plan.
- Workers are provided with **education** through the FAQ page, posters, emails, SMS messages, intranet posts and team meetings.
- All **Town of Bassendean Contractors**, their employees and Sub-Contractors, have been required to complete and sign a Declaration Form, confirming all prevention and management measures implemented to protect themselves, Town of Bassendean employees and community.
- A World Health Organisation video on **how to fit and wear a face mask** has been uploaded to the FAQ page.
- SDS has created a **core Covid-19 Support team** who have been trained to provide services using appropriated PPE for clients with confirmed or suspected Covid-19 infections when deemed essential

5. Compliance

- I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.

Yes ✓

The Town of Bassendean acknowledges our obligations arising from the Emergency Management Act and the directions made under that Act.

The Town of Bassendean also acknowledges our obligations and responsibilities under existing legislation and regulations, including occupational and health legislation, and will ensure that these are complied with.

6. Response Planning

- How will you respond to an exposure or suspected exposure to COVID-19 within your premises?

Consider: records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures etc.

- The Town will adhere to the '**COVID-19: Suspected or Confirmed Case within the Workplace Procedure**' which has been developed in accordance with Department of Health and Government WA Guidelines and requirements.
- The Town **will contact the COVID-19 Public Hotline** if we become aware that someone with COVID-19 has been at this workplace.
- **Contact tracing** measures are in place and the Town will work with the Department of Health in providing the required information and assisting in the identification of close contacts.
- **Communication systems** have been implemented. Workers have been directed to check FAQ page and any urgent information or directions will be communicated through SMS.
- A **plan** has been developed to maximise business continuity should there be an exposure in the workplace, and in the event that Seniors and Disability Services must close or services must be modified (see attached).
- Support mechanisms for employees that are impacted by COVID-19 are in place.



Premises name:

Seniors and Disability Services, 2 Colstoun Road Ashfield

COVID Safety Plan Certificate

Welcome. We are a business implementing COVID-safe principles.



Contact registers



Physical distancing



Frequent cleaning and disinfection



Staying home when unwell

Prepared by:

Anita Biggin

Date:

15 February 2022

We're doing our part to help keep you safe. Please respect the rules and our staff.