



## Safe Work Procedure for COVID-19 – Senior’s and Disability Services (In-Home Care and Maintenance Workers)

29 April 2022

In order to maintain a safe working environment for our Seniors and Disability Services In-Home Care and Maintenance Workers, the following Safe Work Procedure must be followed at all times.

This Procedure is based on directives and advice from the relevant authorities, including the WA Government and WA Department of Health, and will be updated as required, to ensure that it reflects the latest advice, as well as any further measures implemented by SDS or the Town.

### 1. Current Requirements & Systems – Protecting Yourself and Others

- Please **stay home** if you are unwell (regardless of the symptoms) and do not come to work until you are well. Any worker who appears to be unwell may be politely requested to leave the premises.
- Workers who have been tested for COVID-19, are a close contact with symptoms, are a close contact with no symptoms and/or have been directed by the Department of Health to isolate, must submit a **Notification Form** (available on the Town of Bassendean FAQ page). Test results are also required to be uploaded through the **Test Result Notification Form** (also available on the Town of Bassendean FAQ page).

### COVID-19 Staff information and FAQs

*The information outlined on this page is for Town of Bassendean employees only and does not apply to community members or Councillors.*

#### Latest update

27 April 2022

The Health Minister has announced that most mask wearing requirements, density and capacity limits, proof of vaccination for venue entry, G2G Pass requirements and quarantining for asymptomatic close contacts protocols will end from 12:01am Friday, 29 April.

Further information on the changes can be viewed [here](#).

Workers are urged to follow the relevant public health advice - regularly check the Healthy WA website and the WA.Gov Coronavirus website.

[Advice for all staff](#)

[Vaccination advice](#)

[Health Advice](#)

[Safety at work](#)

[Advice for all staff](#)

#### Staff confirmed or suspected case of COVID-19 notification form

Notify the Town of your confirmed or suspected case of COVID-19 [here](#)

Notify the Town of your Test Results [here](#)



I am required to isolate due being a close contact with symptoms, waiting on the results from a PCR

- Please refer to the **Town's COVID-19 FAQ page** for important advice and information. If you have not yet downloaded this to your phone, you can access the page through the following link: [Internal COVID-19 Advisory Information » Town of Bassendean](#)
- Where workers or clients are considered vulnerable and at a high risk to the impacts of COVID-19, **special arrangements** have been previously considered and implemented. However, if your situation has changed and you believe that you or your client may have a new condition or a circumstance that makes either of you more susceptible to the effects of COVID-19; or, you / or the client has been previously classified as 'vulnerable' and are feeling concerned about the easing of restrictions, please raise this with your Manager as soon as possible.
- It is no longer mandatory for **masks** to be worn in public indoor areas (which includes workplaces). Based on the current information, this also includes community/in-home care. However, we are closely monitoring the advice for this sector, which is currently being reviewed/updated. In the meantime, the Department of Health advice is that wearing of masks is strongly encouraged where physical distancing is not possible. Workers can also continue to wear a mask if they wish to. The Town will continue to make masks available at our workplaces.
- Please approach your Manager if you **require any other PPE** recommended for infection prevention and control (i.e. gloves, disposable aprons, etc.)
- In response to the 'very high caseload' setting, the Town has in place a **Rapid Antigen Testing (RAT) Program** for identified workers under these guidelines. Roles identified include those who may have regular and ongoing contact with vulnerable members of the Community. Seniors and Disability Services workers qualify for participation in the program. Please raise this with your Manager if you would like more information, or would like to participate in this voluntary program.
- Continue to comply with **all hygiene, cleaning and physical distancing requirements.**
- The control measures documented in this Procedure are to be implemented to ensure your health and wellbeing. Please see your Manager immediately if you think that there is a risk to your health and wellbeing while at work or performing your work tasks.

## 2. Physical Distancing / Hygiene Measures

Thank you for continuing to observe and comply with the following **physical distancing** measures:

- a. If face to face contact is required with clients, family members or other team members, **please practice physical distancing and remain at least 1.5 metres**. Continue to avoid congregating in any one area, shaking hands or making any unnecessary physical contact with others.
- b. **Wash or sanitise your hands** upon arrival at each client's home, when you leave a client's home and at regular intervals throughout the day. Alcohol based hand sanitiser has been provided for this purpose.
- c. Where possible, continue to eat **lunch and have breaks outdoors** (on-site).
- d. Where possible, **access to Seniors and Disability Services** for external staff, contractors and other parties will be **restricted for business purposes only**.
- e. Wherever possible, **meetings** including de-briefs and team meetings are to be held through Teams, Zoom etc. If face to face meetings are essential, the preference is for the meeting to take place in an open air or outdoor environment.
- f. Where possible (and weather permitting), **air flow** is to be enhanced by opening doors or windows, and air conditioning settings will be adjusted to optimise fresh air flow.
- g. Where possible, **workers are not to share** tools and equipment, cups, glasses, cutlery or other refreshment items. Used crockery and cutlery is to be cleaned and stored away immediately.
- h. When **carpooling or travelling with other persons for work related purposes**, the following **vehicle restrictions** will apply as follows:
  - a. A maximum of two (2) people are to be in the vehicle at any time
  - b. If adequate physical distancing (1.5m) cannot be achieved, a passenger must sit in the back seat in order to maintain physical distancing
  - c. All passengers are encouraged to wear masks at all times
  - d. Increase ventilation in the vehicle by opening windows wherever possible
  - e. Avoid having air-conditioning on re-circulate
  - f. Occupants should sanitise their hands before getting into the vehicle and travelling to the next site
  - g. Occupants should sit in the same seat each time they travel to and from site (if possible)
  - h. All areas of the vehicle, including touchpoints, should be cleaned/disinfected upon entry and exit

### 3. Cleaning Requirements

Please continue to comply with the following cleaning measures:

- a. **Vehicles and Equipment** are to have all contact surfaces regularly cleaned (including steering wheels, cleaning equipment, garden maintenance equipment etc.) using appropriate detergent/disinfectant solutions. In addition, this equipment is to be cleaned before and after each use and at the beginning and end of each work day.
- b. **Cleaning** is to be undertaken in accordance with Quality Standards and SDS protocols. Employees are to minimise the risk of infection by wearing gloves and using hand sanitiser before and after glove use.
- c. **Please read and abide by the Manufacturer's Instructions and Safety Data Sheet (SDS)** before using any chemical or new product.
- d. When cleaning, wear appropriate **Personal Protective Equipment** in accordance with the SDS and to reduce the risk of exposure.
- e. Where possible, **high touch communal items are to be replaced with hygienic alternatives, for example, single use or contactless options.**
- f. To protect **electrical equipment, appliances and fixtures**, Isoclone Wipes are to be used.
- g. In the event of an onsite outbreak of COVID-19, a **Contractor trained in COVID-19 decontamination cleaning and sanitisation** will be engaged to conduct a deep clean of the workplace.

### 4. General protocol for home visits

- a. **All staff are to ask the required questions on arrival of each service – these include** “Are you well? Have you got any symptoms? Have you been exposed to Covid-19? Are you awaiting a test result?”
- b. If clients answers '**No**' to any of the questions staff are to provide the service using the appropriate PPE and following the standard protocol of service delivery
- c. If clients answer '**Yes**' to any of the questions staff are **NOT** to provide the service and are required to contact the office for clarification of the service provision.

- d. If the service is deemed essential, one of the **core Covid-19 support team members** will be dispatched with a COVID PPE pack to provide the service as required.

## 5. Employee Assistance Program (EAP)

Employees are able to access the Employee Assistance Program at any time, for free and confidential counselling:

- Call 6424 8177
- Email [intake@clearhealthpsychology.com](mailto:intake@clearhealthpsychology.com)
- Visit <https://clearhealthpsychology.com.au/bassendean-eap-booking/>  
(Code: **Bassendean2021**)

**If you have any questions in relation to COVID-19 or this Safe Work Procedure, please approach your Line Manager, the Town of Bassendean COVID-19 FAQ Page or contact the WA COVID Hotline on 13 26 843.**