

COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available [here](#).

Our COVID Safe Plan

Business name:	Northern Podiatry Healthcare
Site location:	6 Gilbert Road Preston 3072
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Contact person phone:	0438552923
Date prepared:	4 th Aug 2020 (updated 22 nd Oct 2021; 11 th Jan 2022; 22 nd Feb 2022)

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<p>Hand sanitiser and paper towels are located at:</p> <ul style="list-style-type: none">- Reception- Toilets- All consulting rooms <p>with bins available for disposal of tissue/hand towels.</p> <p>All staff are aware of how to wash/sanitise hands with signage located around the clinic for staff/patient reinforcement.</p> <p>All patients and visitors are required to use the hand sanitiser when they enter the clinic and encouraged to use it after paying when leaving.</p>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<p>Whilst we have little option to improve airflow the back door to the clinic will be kept open (when suitable, dependent on weather) to enhance airflow.</p> <p>Split systems and ducted heating will be used at a minimum to reduce the recirculation of air.</p>
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	<p>The use of PPE within the clinic is as follows:</p> <ul style="list-style-type: none">- Clinicians: All clinicians will use masks (N95 provided and encouraged) and face shields at all times when in the clinic; gloves will be used when treating patients but not worn outside of their consulting rooms.- Reception: All reception will wear Level 2 face masks when within the clinic- Patients/Carers/Visitors: Anyone onsite will be required to wear a surgical mask as per Government regulations (masks will be offered to those who don't have one and they will be refused entry if they don't comply). <p>As the owners we will always ensure there is sufficient PPE available at all times for staff use</p> <p>Signs are displayed at the front entrance and within the clinic to remind all visitors and staff that masks must be worn at all times.</p>

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<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p><i>Training provided on proper hand hygiene and cough etiquette (with signage displayed to emphasise this)</i></p> <p><i>Training provided for use and disposal of PPE to all existing and new staff. All staff to familiarise themselves with:</i></p> <ul style="list-style-type: none"> - WHO How to wash hands poster (https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1) - WHO video on How to wear a surgical mask - https://youtu.be/adB8RW4l3o4 <p><i>All staff required to complete "Covid-19 Infection Control Training" found here: https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training</i></p> <p><i>All staff aware of need to not attend work if sick and their leave entitlements regarding this.</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>All magazines removed from waiting area.</i></p> <p><i>Tea towels replaced with paper towel in kitchen (staff encouraged to allow dishes to drip dry or use dishwasher).</i></p>

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Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>All 'high traffic' areas are wiped down at least every 2 hours with disinfectant wipes/sprays such as door handles, benchtops etc. All shared equipment at reception is wiped down between change-over of staff. If obvious contamination of a surface occurs then this will be wiped up immediately.</i></p> <p><i>All treatment beds are wiped down after each patient using a disinfectant wipe/spray</i></p> <p><i>Our treatment room, waiting room and hallway floors are cleaned daily and a more intensive clean is performed weekly by contracted cleaners</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>The employers will ensure there are adequate supplies of disinfectant wipes, liquids and equipment to perform daily and weekly cleaning. Some examples include:</i></p> <ul style="list-style-type: none"> - Clinell Wipes - Microshield Handrub - Bleach - Standard disinfectant solution available from Bunnings

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Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p><i>As we are a medical facility we require all staff to be onsite</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>We only have the one location but clinical staff do work at other sites... they are all aware of how to reduce their risk of contracting COVID-19</i></p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p><i>All patients are screened at the time of booking their appointment and then on arrival to ensure no patients attend who have symptoms. The patient/carer are asked the following:</i></p> <ol style="list-style-type: none"> <i>1. Have you or anyone in your household been overseas in the last 14 days?</i> <i>2. Are you or anyone in your household exhibiting COVID-19 symptoms?</i> <ul style="list-style-type: none"> <i>- Fever or chills</i> <i>- Shortness of breath, dry cough</i> <i>- Sore throat</i> <i>- Headache</i> <i>- Muscle and joint aches and pains</i> <i>- Acute confusion</i> <i>- Changes to smell/ taste</i> <i>3. Have you or is anyone in your household been in contact with anyone suspected of having COVID-19?</i> <i>4. Have you are anyone in your household been tested for COVID-19 and are still awaiting results?</i> <i>5. Have you are anyone in your household been advised by medical professionals to self quarantine?</i> <p><i>If answer is 'yes' to any question, session is cancelled</i></p> <p><i>Face to face services will cease if:</i></p> <ul style="list-style-type: none"> <i>• A staff member or someone in their household tests positive to COVID-19</i> <i>• If symptoms develop throughout the working day</i> <i>• If the Government recommends or enforces self-quarantine or deems service as non essential</i> <p><i>Staff are aware of their obligations to inform us if they feel unwell and are aware of their rights to sick leave... the employers do not expect anyone to be in the building who is feeling unwell</i></p>
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<p><i>Clinical rooms are closed off and separated with only one clinician and patient in there at any time. Where possible, clinicians will maintain 1.5m gap between them and patient.</i></p> <p><i>Reception area only has one receptionist (protected from patients by Perspex screen) and the number of waiting room chairs have been reduced and spaced 2m apart (others scattered around the clinic to be used if needed).</i></p>

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Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<i>No areas lead to likely congregation so no floor markings required.</i>
Modify the alignment of workstations so that employees do not face one another.	<i>Not applicable</i>
Minimise the build up of employees waiting to enter and exit the workplace.	<i>Not applicable</i>
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	All staff aware of maintaining 1.5m if in a shared space (lunchroom). No tables/chairs available to congregate around and staff encouraged to eat in their individual rooms.
Review delivery protocols to limit contact between delivery drivers and staff.	<i>Delivery drivers leave deliveries in kitchen area with no need for receptionist to interact with them. When opening deliveries, staff member will wear gloves to reduce risk of contamination.</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<i>Only one receptionist on at a time with switch happening during lunch break (so no crossover at reception).</i> <i>No shared breaks and staff advised to eat in own rooms where possible</i>
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the 'four square metre' rule.	<i>Posters from Safe Workplace Australia website have been erected in relevant areas</i> https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19

Guidance	Action to ensure effective record keeping
Record keeping	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<p><i>This is not applicable anymore as per Government legislation introduced on 18th February 2022. However, Cliniko booking system and clinical notes record attendance of patients.</i></p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>Incident report folder is located at reception with necessary forms ready to be filled out as required</i></p>
<p>Establish a process to record the Vaccination status of all staff</p>	<p><i>All Vaccination certificates will be sighted by Mark Whiteside and added to an excel sheet. This will be updated as required if further vaccinations are needed or staff circumstances change.</i></p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<p><i>In the event of a suspected/confirmed case:</i></p> <ul style="list-style-type: none"> - All staff are aware of their responsibility to follow the advice of DHHS and affiliated bodies available here: https://www.coronavirus.vic.gov.au/checklist - All individuals that were present during the 48 hours prior to symptoms will be contacted and recommended to use a RAT (even if no symptoms) for 5 days - All patients booked ahead will be rescheduled until all staff have received a negative RAT - In the event reception staff need to quarantine casual staff will be contacted to cover shifts
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<i>Not applicable anymore</i>
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	<i>Cleaning protocols will follow the guidelines as described on the Safe Work Australia website (https://www.safeworkaustralia.gov.au/)</i>
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	<p><i>The employee will be isolated from the rest of the staff/patients and arrangements made for them to be escorted home, if they are too unwell to do so themselves. They will be advised they need to be tested and isolate until they receive a negative RAT; at this point they will be cleared to return to work if they feel well enough.</i></p> <p><i>Any staff, patients or visitors that have had close contact will be advised to isolate and be tested.</i></p>
Prepare to notify workforce and site visitors of a confirmed or suspected case.	<p>If case confirmed then contact all staff, patients and visitors who are/may be deemed 'social/workplace contacts' and advise them to be tested and isolate</p> <p>If case suspected, advise staff to monitor for symptoms and isolate/get tested if they develop symptoms.</p>
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<i>Not applicable anymore</i>
Confirm that your workplace can safely re-open and workers can return to work.	<i>Government protocols will be followed to ensure we can safely reopen.</i>

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed _____

Name: Mark Whiteside

Date: 7/8/2020

Amended:

22/10/21

11/01/22

22/02/22