

Village Baxter COVIDSafe Plan

Plan completed by: Kim Jackson

Date reviewed: 9 December 2020

1. Ensure physical distancing

- Maximum Occupancy Signs are displayed on all public spaces and office spaces complying with the density quotient
- Social distancing signs in place
- Floor markings in place where queues may form
- Furniture has been rearranged and removed to ensure density quotients are met
- Deliveries to be made to the foyer of buildings wherever possible. Masks must be worn by drivers of large deliveries that require special equipment for moving the items into the buildings.
- Carpooling is discouraged, staff who transport Residents or Clients as part of their work are required to wear masks and space the passenger in the rear passenger seat away from the driver
- Wherever possible interactions are electronic, meeting in person is permitted only when the interaction is not possible to be conducted via telephone or video conference.

2. Wear a face covering

- Sneeze guard screens have been installed in all reception areas
- Staff and Visitors must wear a fitted surgical mask when entering the Manor or Lodge
- Staff entering an independent unit must wear a fitted surgical face mask
- Rosebud Village Staff may remove their masks when in the presence of other Rosebud Village Staff.
- Staff must wear a mask when having face to face communication with Residents, Visitors, or Clients
- Staff from the Community Care Offices may remove their masks if in the presence of Staff from their own department but must replace their mask before passing through the fire doors into Main Administration.
- Housekeeping and Catering Staff are required to wear a face mask at all times in all departments
- Staff will be supplied with surgical masks for use in the workplace, however Staff working in areas other than the Manor and Lodge may wear their own personal triple layered fabric face covering if preferred. Personal face coverings must be washed daily.
- All Residents and Visitors that interact in person with Staff are required to wear a fitted face covering in the presence of Staff

3. Practise good hygiene

- Twice daily cleaning of all frequently touched surfaces occurs in all areas
- Community spaces are cleaned between group functions
- Staff are responsible for cleaning their own office equipment with sanitiser wipes throughout the day to prevent droplet build up.
- Cleaning logs are kept for all areas that have been cleaned
- Hand soap and hand sanitiser is available throughout the worksite and regular handwashing is encouraged.
- Cleaning log audits are conducted weekly
- All staff are required to complete infection control training as relevant to their area of work
- Disposable paper towels to be used in all kitchen areas (fabric tea and hand towels are not to be used)
- Staff are encouraged to bring their own crockery and utensils for meals

4. Keep records and act quickly if workers become unwell

- Outbreak management plans are in place for the Manor and Lodge supersedes this Covid Safe Plan where there is any conflict.
- Positive Case communication protocols and plans are in place for all other areas
- Contingency plan in place for office areas to ensure business continuity
- Rapid Covid test machine onsite to enable screening for anyone with symptoms
- Workers supported to get tested and stay home even if they or anyone they live with has the mildest symptoms
- Whosonlocation software used to keep records of all people entering the workplace. Paper based contact registers also in place for persons unable or unwilling to use electronic record keeping.
- Temperature screening and Covid risk declaration required of all onsite staff conducted upon arrival
- Covid Risk screening declaration and temperature testing required of all entrants to the Manor and Lodge including returning residents.

5. Avoid interactions in enclosed spaces

- Maximum occupancy limits apply to all spaces
- Interactions encouraged to be conducted electronically wherever possible
- Staff lunchrooms with external doors AND windows that are left open for ventilation may be used by no more than 1 person per 2 square meters where we have QR readers in place. Where the lunchroom has no external door, but it has either a window or external door that is open for ventilation it may not be occupied by more than 4 people all spaced at least 1.5m apart. Staff lunchrooms with no doors or windows may only be occupied by 1 person eating at a time.
- Windows and doors are encouraged to be left open wherever possible

6. Create workforce bubbles

- Staff should only enter the Manor or Lodge if there is a specific purpose to their visit that cannot be conducted electronically.
- Staff should not work across departments unless all other roster options have been exhausted.
- Staff should avoid visiting other departments wherever possible
- Staff must wear masks as directed in Point 2 above.
- Staff must declare all other employers and workplaces
- Staff start / finish times are staggered wherever possible
- Records of all staff entering a department are kept using the whosonlocation kiosks
- Contract Catering Staff are only to work at Village Baxter Catering sites and may not work at other sites or workplaces
- Visiting Health Professionals including contact Allied Health Staff must wear surgical masks and declare other workplaces upon entry
- Nursing Agency staff to only be used where no other option is available and staff must wear N95 masks and are not permitted to remove their mask eat and drink indoors

Individual departments or areas may have additional Covid safe requirements, these will be made known to you when you seek to enter