

Introduction

As we all continue to work through the impacts of the current global crisis I would like to take this opportunity to thank everyone for their support and flexibility to manage the situation appropriately.

I have met with the board of directors and they have reviewed the Risk Management Plan along with the ongoing action plans and endorsed and are in full support of the current plans. The board also asked that I pass on their thanks for the effort that was shown to provide a safety net of supplies for the group homes.

McCall Gardens COVID – 19 infectious disease management plan:



- On entry to any McCall property you will be required to wash your hands with soap/water or hand sanitiser.
- Hand washing to continue on a regular basis whilst on site.
- At the end of each day staff are to sanitise (wash / wipe down with disinfectant) all high traffic areas within the site, paying particular attention to door handles, table tops, remote controls, microwave pads, kettles, tap handles, fridge handles, computer mice, telephones, change tables etc. Staff are the experts in their site and will know which furniture and fittings are commonly used by participants and staff.
- Participants will need to be supported with training in handwashing, covering their mouth and nose when they cough or sneeze and keeping their distance from other participants and staff where possible (social distancing).

Coronavirus - Covid 19

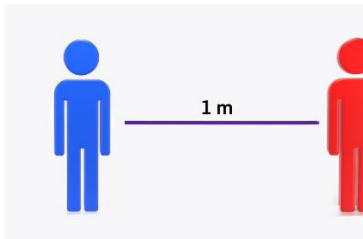
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- Sign-in pens are to be wiped with disinfectant between uses. (Have multiple pens on-hand and wipe them down with disinfectant following their use.)



- Vans are to be sanitised before and after use by wiping down door and entry handles, seats and windows with disinfectant. If Glen 20 is used to sanitise an area it needs to be applied in a way that makes the area moist.



- Practice social distancing where possible. In our sites this currently means keeping everyone from undertaking physical contact with others, particularly hugging and handshaking.
- **All areas are to clearly identify the amount of persons per area using the 4sqm requirement. Tools have been provided calculate the number of persons and signage developed to display.**
- **Staff will not be permitted to work across houses. Rosters will be adjusted to ensure that you do not work in more than one site.**



- The highest hygiene standards are to continue when providing personal care, including the wearing and disposing of gloves, eye protection and mask.

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- When entering a site you must have your temperature taken prior to commencing a shift or visiting. No access will be given to anyone who has a temperature over 37.5
- Community access for participants will be limited. Non-essential outings are to be rescheduled.
- No public events or activities for participants until further notice.
- **From Monday 30 March Community Activities will commence to the Terry Road site. This will be limited to one house at a time. The activity will include "Coffee Club" in the training centre and activity at Sue Hawkins Cottage. A gardening activity will also be arranged.**
- Staff will be required to sanitise their workstations before and after use, this includes wiping down your keyboard, mouse, phone or other office equipment that you use.
- Hospital grade cleaning products will be distributed for use in all sites on a regular basis.
- McCall will reschedule all meetings to a later date or arrange the meeting to proceed with video conferencing. This will include meetings between head office and group homes.
- **All team meetings will be postponed. Staff communication will be via email or video Conferencing. McCall has set all Team Leaders, Board Members and Administration staff up with the ability to access Zoom.**



- We have introduced weekly stock takes at all sites to monitor key items that we will require. We ask that everyone is mindful of the limits that are in place and not to be wasteful. We do not have any special access to government health supplies and PPE at this stage.



- Visitors are now permitted to the home. A visitor must ring prior to visiting and only 1 visitor per house at any one time. The visitor must comply with all the requirements above. It is suggested that the visit take place in isolation with the particular residents and outdoor areas to be utilised as often as possible.

Useful Resources:

We will continue to monitor the key government websites for updates, however, if you require any further advice or information, please see below links:

- Australian Government Department of Health: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- NSW Health: <https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx>
- NZ Ministry of Health: <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>
- WHO: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

If you have any concerns or queries concerning this information or the coronavirus please contact your manager or:

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We hope everyone remains safe and healthy!