

POLICY

To minimise the risk of infection and spread of COVID-19 in accordance with all government regulations at all McCall sites.

SCOPE

This policy applies to all employee's contractors and stakeholders who attend McCall sites.

PROCEDURE

The procedure is frequently updated, however it is noted that due to the rapid changes made by government in relation to COVID19, instructions from your manager in writing may override the procedure.

RISK MANAGEMENT PLAN – COVID19



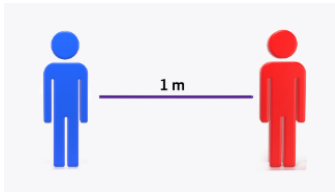
- On entry to any McCall property you will be required to wash your hands with soap/water or hand sanitiser.
- Hand washing to continue on a regular basis whilst on site.
- At the end of each day staff are to sanitise (wash / wipe down with disinfectant) all high traffic areas within the site, paying 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).



- Visitors to all sites will be asked to complete entry registration using the QR code in compliance with the [McCall Services Site Access Policy](#)
- Ensure you & participant check in at every site you visit outside of McCall.



- Vans are to be sanitised before and after use by wiping down door and entry handles, seats and windows with disinfectant. If Glen 20 (or equivalent) 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 to calculate the number of persons and signage developed to display.
- Staffing across houses will be assessed on a regular basis to ensure we can reduce the potential spread of the virus. This will be reviewed and staff advised accordingly.



- The highest hygiene standards are to continue when providing personal care, including the wearing and disposing of gloves, eye protection and mask. [3.8 Face Mask Usage.pdf](#)
- Staff and visitors are required to follow the NSW Health Directives in relation to mask wearing whilst on site. McCall will ensure all staff are notified via email of the updates.
- If a participant is in the community, they are strongly encouraged to wear a mask when they are unable to social distance.



- 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 permitted, risk assessments to be conducted for each activity by the Team Leader. This must also comply with government and health directives.
- Avoid crowded public spaces or any “red, amber or hot spots” identified by the government.
- All residents returning from any activity not supported by McCall will be required to complete a Resident COVID Declaration prior to returning. [A3.7.1 COVID 19 Returning to SIL Declaration.docx](#)



- There are a number of “on-line” activities that have been developed and available for use. These programs can be accessed via <S:\Common\COVID19>



- 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 as needed. Note that we have a stockpile at head office that can be accessed by Team Leaders.



- On-site training/meetings will be considered on a case-by-case basis. Social distancing and capacity requirements will be enforced.
- Electronic meetings are still an option and advised where and when possible. The meeting room & training room at McCall have been equipped with devices to effectively conduct video conferencing.
- Meeting Room Capacity – 6
- Training Room Capacity – 22



- We will continue to monitor stock levels. Team Leaders will be responsible to advise if critical items are low.
- Administration has sourced a limited stockpile of PPE for emergencies.



- Visitors are permitted to the home. A visitor must ring prior to visiting and only two (2) visitors 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.
- These numbers are subject to change depending on current NSW Health advice.

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>

BREACH OF POLICY

- Failure to comply with the requirements contained in this policy will lead to disciplinary action, which may include, but is not limited to, termination of an employee's employment or engagement of a contractor's services.