

POLICY

McCall is committed to providing a safe environment for participants, staff and visitors.

NSW Health classes disability services as a COVID-19 high-risk setting. This means there are additional restrictions for us to put in place for our Community Participation Program (CPP) and Supported Independent Living (SIL) services.

This policy sets out McCalls Covid Safe Plan in compliance with [NSW Health Public Health Orders and restrictions for disability services](#).

STAFF MANDATORY COVID-19 VACCINE

- Under the [NSW Public Health \(COVID-19 Care Services\) Order 2021](#) anyone providing a disability service must be vaccinated against COVID-19:
 - As at 29 November 2021, all McCall staff received two (2) doses of a COVID-19 vaccine, with a copy of their Vaccination Certificate stored in their personnel folder
 - As of 3 March 2022, all staff are required to have [three \(3\) doses of a COVID-19 vaccination](#) and email a copy of their updated Vaccination Certificate to HR
- Staff must receive their third dose by:
 - 12 April 2022, or
 - 6 weeks from the due date of your third dose (due date is 13 weeks after your second dose)
- If staff have not received their third dose by 12 April 2022, they are unable to continue working.
- This requirement also applies to new staff commencing with McCall.
- We will comply with relevant privacy requirements when funding authorities and/or government agencies require evidence of compliance with NSW Public Health Orders.

WORK ATTENDANCE

- Staff to comply with NSW Health guidelines for working in high-risk settings, as follows:

RISK OF COVID-19	WHEN STAFF CAN RETURN TO WORK
Have symptoms or unwell	Negative rapid antigen test + no symptoms
Test positive to COVID-19	Completed isolation & testing requirements
Household or high-risk exposure	Completed isolation & testing requirements
Moderate-risk community exposure	Negative rapid antigen test + no symptoms
Low-risk community exposure	Monitor for symptoms only
Have been overseas	Negative rapid antigen + no symptoms

- Notify your Team Leader as soon as possible of your risk exposure to COVID-19.
- Discuss with your Team leader if you are unsure about your community risk exposure.
- Remember to register a positive rapid antigen test result on the Service NSW APP.
- Exposure to COVID-19 in the workplace is low-risk for staff working in SIL and CPP because it is mandatory to wear a [P2 mask](#) at all times.
- When exposed in the workplace staff to monitor for symptoms.
- Any issues or concerns please discuss with your Team Leader. You can also access our [Employee Assistance Program](#), offering confidential, professional assistance to all staff.

PRACTISE COVID SAFE MEASURES

- All staff are responsible for implementing COVID safe measures:
 - Perform [hand hygiene](#) frequently and correctly
 - Ensure hand sanitiser is available near entry points, key locations and when serving food
 - Practise [cough and sneeze etiquette](#) by using a tissue, or your elbow not your hands
 - Where possible physically distance (1.5m) from others and avoid crowds.
 - Avoid touching your face and shaking hands with others
 - Keep windows and doors open to improve ventilation where possible
 - Regularly clean high-traffic areas, workstations, high-touch points and shared equipment
 - After using a company vehicle wipe door handles, car seats, steering wheel and windows

INFECTION PREVENTION & CONTROL (IPC) PRECAUTIONS

- Staff to implement IPC precautions in compliance with our [IPC Policy](#)
- Team Leaders are the IPC Lead for their service and must ensure:
 - sufficient stocks of hand sanitiser and Personal Protective Equipment
 - PPE stations set up for staff

SIL SERVICES

- All staff and visitors are required to wear a mask:
 - Staff must wear a [P2 mask](#) at all times
 - Anyone visiting a resident must wear a [surgical mask](#)
 - Practitioners visiting residents must wear a P2 mask
 - Anyone conducting house maintenance or services must wear a surgical mask.
- Display visitor entry requirements and QR code at the front door.
- Staff and visitors (excluding emergency services) must check-in using the Service NSW App.
- Each resident can have 2 vaccinated visitors per day (does not include GP or house maintenance/services), with each visitor required to:
 - book their visit in advance
 - show proof of vaccination when checking-in
- Staff to record visits on the [booking form](#) displayed near the front door.
- As per NSW guidelines for high-risk settings, visitors must not enter for the following reasons:

RISK OF COVID-19	WHEN VISITORS CAN RETURN
Have symptoms or unwell	No symptoms + negative rapid antigen test prior to visit
Test positive to COVID-19	After leaving isolation plus a further 3 days
Household or high-risk exposure	After leaving isolation plus a further 7 days
Moderate-risk exposure	After 7 days + negative rapid antigen test prior to visit
Low-risk exposure	No symptoms + negative rapid antigen prior to visit
Have been overseas	After 7 days + negative rapid antigen test prior to visit

- Encourage and support residents to practise COVID safe measures.
- Residents should get their third dose of a COVID-19 vaccine as soon as they are eligible for one. Once administered this needs recording in [EMMA](#) in the resident's vaccinations section.
- As per NSW Guidelines, residents must not leave their home (except for emergencies) or have visitors (excluding GP & emergency services) for the following reasons:

RISK OF COVID-19	WHEN RESIDENTS CAN LEAVE OR HAVE VISITORS
Have symptoms or unwell	Negative rapid antigen test + no symptoms
Test positive to COVID-19	Completed isolation & testing requirements
Household or high-risk exposure	Completed isolation & testing requirements
Moderate-risk exposure	Negative rapid antigen test + no symptoms
Low-Moderate risk exposure	Monitor for symptoms only
Have been overseas	Negative rapid antigen test within 24 hours of arrival

- When unable to have visitors, support the resident to maintain social contact on-line.
- For a resident returning from social leave, risk assess their COVID-19 exposure and implement [IPC precautions](#) and rapid antigen testing as required (see table below).
- For residents returning from hospital, check the hospital treating team has medically screened and risk assessed the resident for COVID-19 prior to their discharge. If not, perform a rapid antigen test on their return.
- When a resident tests positive from a rapid antigen test, staff can register the result on their behalf by selecting the 'continue as guest' option on the Service NSW portal.
- When unable to perform a rapid antigen test, support the resident to obtain a PCR test.
- Team Leader to notify the resident's family and GP when testing positive or isolating.
- Follow GP instructions and routinely monitor the resident's temperature and oxygen saturation levels. Inform the GP when temperature above 37.5 degrees and/or oxygen levels below 95%.
- In addition to staff wearing P2 masks, implement [IPC precautions](#) as per our [IPC Policy](#):

RESIDENT EXPOSURE	IPC PRECAUTIONS
GREEN Low-risk	Standard
BLUE Moderate-risk	Standard
PURPLE Symptoms	Standard + Combined Contact + Droplet
ORANGE House-hold-High-risk	Standard + Combined Contact + Droplet
RED Tests positive	Standard + Combined Contact + Droplet + Airborne

- Team Leader to conduct risk assessment on how best to isolate resident/s as per our [IPC Policy](#).
- In a red house, staff to wear full PPE at all times and to don PPE before entering the house and doff PPE after exiting to prevent accidental exposure.
- Operations Manager or delegate to report COVID-19 cases as required to:
 - Local Public Health Unit: notification email
 - NDIS Commission: [on-line notification form](#)
 - NDIA: notification email
 - Safe Work NSW: [on-line notification form](#)

CPP SERVICES

- Staff must wear a [P2 mask](#) at all times.
- Participants must have two (2) doses of a COVID-19 vaccine and should get a third dose as soon as they are eligible.
- Offer participants who are not fully vaccinated (2 doses) on-line or alternative supports.
- Participants to wear a [mask](#) when in-doors, unless they carry a mask exemption.
- Visitors must wear a [surgical mask](#), including anyone conducting site maintenance or services.
- Display visitor entry requirements and QR code at entry points.
- Staff and visitors (excluding emergency services) must check-in using the Service NSW App.
- Maintain a register of participant attendance.
- Organise external pick up and drop of points for families and service providers where possible.
- Provide programs in smaller groups across multiple sites.
- Encourage and support participants to practise COVID safe measures.
- Risk assess venues and activities for COVID-19 exposure, when organising community activities.
- External cleaning provider completes a full clean at the end of each day.
- As per NSW guidelines for high-risk settings, participants not to attend for the following reasons:

RISK OF COVID-19	WHEN PARTICIPANTS CAN RETURN
Have symptoms or unwell	No symptoms + negative rapid antigen test prior to attending
Test positive to COVID-19	After leaving isolation plus a further 3 days
Household or high-risk exposure	After leaving isolation plus a further 7 days
Moderate-risk exposure	After 7 days + negative rapid antigen test prior to attending
Low-risk exposure	No Symptoms + negative rapid antigen prior to attending
Have been overseas	After 7 days + negative rapid antigen test prior to attending

- If a participant tests positive, Team Leader to notify participants in that person's day program group they are a high-risk contact to someone with COVID-19, without disclosing their name.
- In the event of an outbreak, CPP services will close with on-line supports provided to participants.

HEAD OFFICE & TRAINING CENTRE

- Display QR code at all entry points.
- Staff & visitors to check-in using the Service NSW App.
- Staff and visitors are not required to wear a mask, unless interacting with participants and unable to physically distance.

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 engagements of a contractor's services.