

# COVID Safe plan

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

## Our COVID Safe Plan

Business name: Village Therapy  
Site location: Shop 1, 106-126 Gap Road Sunbury  
Contact person: Tim Hill  
Contact person phone: 0400 469 449  
Date prepared: 27 October 2020

[Terminology – ‘staff’ means both contractors and employees.](#)

| Guidance  | Action to mitigate the introduction and spread of COVID-19  |
|---|---|
| <b>Hygiene</b>  |   |
| <b>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.</b>                                     | <p>A hand sanitiser station is located in the waiting area. There are also hand sanitiser bottles located in each used room, including clinic rooms, admin office, reception desk, kitchen and staff room. These are available for use by visitors and staff</p> <p>Each of the 3 bathrooms has adequate supplies of soap and paper towels.</p> <p>Disinfectant spray and wipes are also available to clean common areas such as the reception desk, EFTPOS machine, door handles, consulting rooms, pens/textas/pencils and therapy toys between sessions.</p> |
| <b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>   | <p>All but 2 rooms (excluding toilets) have its own air conditioning / heating system (usually a spit system). These are used whenever the room is occupied.</p>  |
| <b>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.</b> | <p>All staff wear disposable face masks when working, unless they are working in an office/clinic room alone. Clinicians wear face shields when working with clients. Masks are then disposed of appropriately after each appointment. All staff have received training on the use of PPE.</p>  |

|  |  |
|--|--|
| <p><b>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).</b></p> | <p>Staff are trained in the use of PPE and their attendance at this training is recorded. Staff are monitored in the use of PPE. Staff has instructions regarding the disposal of used PPE.</p> <p>Staff follow good hygiene practices and administrative procedures that have been designed to slow the spread of COVID-19.</p> |
| <p><b>Replace high-touch communal items with alternatives.</b></p>   | <p>Procedures have been developed to minimise use of high-touch communal items such as payment devices etc.</p> <p>Other high-touch items such as door handles, counter-tops and kitchen and bathroom areas are part of our hourly sanitising routine.</p>   |

| Guidance   | Action to mitigate the introduction and spread of COVID-19   |
|--|--|
| <b>Cleaning</b>  |  |
| <p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p> | <p>Clinic rooms are disinfected at the end of each client session including surfaces, chairs, door handles, and items used in the provision of therapy including administrative items such as pens, keyboards etc. Administrative staff clean and sanitise any touched surfaces with a twice-daily sanitisation routine.</p> <p>The waiting room is not used. Clients wait in their cars until being brought into the clinic. Then they travel directly to and from the clinic room. Toilets are disinfected when used by clients.</p> |
| <p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>   | <p>Adequate supplies of cleaning products, PPE, detergent and disinfectant are kept bearing in mind supply-chain disruption.</p>   |

| Guidance   | Action to mitigate the introduction and spread of COVID-19   |
|--|--|
| <b>Physical distancing and limiting workplace attendance</b>   |  |
| <p><b>Ensure that all staff that can work from home, do work from home.</b></p>  | <p>Where possible, client interventions are served by telehealth.</p>  |
| <p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>   | <p>[This rule has been relaxed]</p>  |
| <p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>  | <p>Staff members complete a COVID Health Declaration form each day before commencing work. If staff members report symptoms of COVID or exposure to another person with these symptoms, then they will not attend the clinic until assessed as being healthy again. Staff members are not required to work when unwell. Staff members monitor their own health and do not attend the clinic if they or a member of their household exhibit any symptoms associated with COVID-19 or if they or a member of their household are under lockdown or self quarantine, or are waiting on results of a Covid test.</p> <p>All clients must complete a COVID Health Declaration, and be cleared to attend before they attend their appointment. Both parents/guardians can accompany their child to the appointment, and no siblings are permitted in the clinic. The waiting room is not used. Clients wait in their cars until being brought into the clinic. Then they travel directly to and from the clinic room. Toilets are disinfected when used by clients. Any visitors / members of the public / suppliers are greeted at reception (if the building is open, or for necessary ad-hoc attendance such as delivery of supplies). A register of attendance is maintained of all visitors to our sites, including staff members.</p> <p>Staff members can opt out of any situation they deem unsafe without censure or penalty.</p> |
| <p><b>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.</b></p> | <p>Each room has been 'rated' for safe occupancy and staff and visitors adhere to these limits. The reception area also has perspex sneeze screens.</p>  |
| <p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>  | <p>Floor markings are provided in high-traffic areas to advise everyone to maintain a distance of 1.5m at all times.</p>   |

|   |   |
|---|---|
| <b>Modify the alignment of workstations so that employees do not face one another.</b>  | Workstations all face the wall.   |
| <b>Minimise the build up of employees waiting to enter and exit the workplace.</b>  | Low numbers of staff members mitigates this danger.   |
| <b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunch breaks).</b>  | Staff have been informed of physical distancing expectations and their compliance with this training has been tracked. Staff members do not socialise and only attend the building for necessary tasks and leave when those tasks are complete. |
| <b>Review delivery protocols to limit contact between delivery drivers and staff.</b>   | Delivery protocols have been developed that conform to physical distancing requirements.  |
| <b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b>  | Where services can be provided by telehealth, they are being provided by telehealth.<br><br>Each room has been 'rated' for safe occupancy and staff and visitors adhere to these limits.  |
| <b>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 <a href="#">'four square metre' rule</a>.</b> | Each room has been 'rated' for safe occupancy and staff and visitors adhere to these limits.<br><br>Clinic rooms are occupied by a maximum of 3 people (clinician, parent, client).   |

| <b>Guidance</b>  | <b>Action to ensure effective record keeping</b>                           |
|--|--|
| <b>Record keeping</b>  |  |
| <b>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.</b> | A workplace attendance register has been established recording all visits. |

|   |  |
|---|--|
| <p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p> | <p>An incident reporting system is in operation that includes COVID-19 incidents including potential infections.</p> |
|---|--|

| Guidance   | Action to prepare for your response   |
|--|---|
| <p><b>Preparing your response to a suspected or confirmed COVID-19 case</b></p>  |   |
| <p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>                   | <p>In the event of an infection, the building will close to all visitors and will undergo an infection clean, and will not be reopened until this clean is complete.</p>  |
| <p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>                                  | <p>Staff contact details are up-to-date. All clients are established and are well documented. A workplace attendance register has been established recording all visits.</p>  |
| <p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p> | <p>In the event of an infection, the building will close to all visitors and will undergo an infection clean, and will not be reopened until this clean is complete.</p>  |
| <p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>  | <p>If working via telehealth, that staff member will be asked to undergo testing for COVID-19. They will not be allowed to attend the building until they are no longer showing symptoms and their COVID test is negative, or a period of quarantine has expired.</p> <p>If the staff member is attending the building, they will immediately self-isolate from all other staff and clients and must undergo testing for COVID-19. They will not be allowed to enter the building until they are no longer showing symptoms and their COVID test is negative, or a period of quarantine has expired.</p> <p>If the case is confirmed we will advise WorkSafe Victoria on 13 23 60</p> |
| <p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>  | <p>All site visitors will be notified of a suspected or confirmed case of infection, or a staff member undergoing quarantine.</p>   |

|  |  |
|--|--|
| <p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p> | <p>This will be reported.</p>  |
| <p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>                                       | <p>The site will not reopen until the following conditions are all met:</p> <ol style="list-style-type: none"> <li>1. There has not been an infection or suspected infection, or if there has been an infection in the building, the building has undergone deep cleaning.</li> <li>2. The building satisfies all other requirements for reopening, including State Government industry recommendations.</li> </ol> <p>Individual staff members will only return to face-to-face clinical work if they meet all of these conditions:</p> <ol style="list-style-type: none"> <li>1. They individually consider the environment safe</li> <li>2. They have successfully completed a Staff Health Declaration</li> <li>3. They are not subject to quarantining for any other reason.</li> </ol> |

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

Signed 

Name Tim Hill

Date 27th October 2020