

COVIDSafe Plan

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Business name: Peninsula Health

Address: Hastings Road, Frankston. Vic 2199

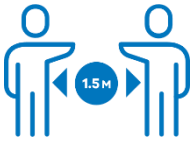
Plan completed by: Rob Jewson

Job title: IPaCU Director

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[PLEASE NOTE THAT THE HYPERLINKS IN THIS DOCUMENT ARE FOR PH STAFF AND NOT INTENDED TO BE ACCESSIBLE EXTERNALLY](#)



1. Physical distancing



| RECOMMENDATIONS & REQUIREMENTS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
|---|---|--|
| <p>You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this?</p> <ul style="list-style-type: none"> • Density quotients can change. One person per four square metre or one person per two square metres may apply to your workplaces or venue. • You must display signage showing the maximum number of people allowed in the space. • Shared work areas are only accessible to workers and should only include workers in the density limit. • Publicly accessible spaces should include members of the public and may include workers if they share the space on an ongoing basis. <p>For more information about restrictions for your workplace, density quotients and signage visit: coronavirus.vic.gov.au/business</p> | <p>All office spaces assessed and density quotation cap implemented, with appropriate signage in place Floor signage, posters, removal of seating in waiting areas to maintain social distancing Guidance on intranet for staff Guidance on PROMPT document management system Website guidance for visitors on social distancing Visual observation audit tool developed COVID-19 Safe Use of Break Rooms Provision of temporary structures for staff tea breaks with appropriate configuration/signage/hand hygiene stations/logs/security Covid-19 - Home (sharepoint.com)</p> <p>COVID-19 Marshal role includes tea room surveillance to ensure safe use of tea rooms</p> <p>Review of workstations across organisation completed with reconfiguration to reduce transmission of infection Guidelines for hospital office spaces being followed</p> <p>Staff and visitor entrance and exit separated Swipe access limited to only 2 entrances across site for visitor access. Concierge available at main entrances and increased during risk periods</p> <p>Safe Breaks Guideline and log COVID-19 Safe Use of Break Rooms Audit completed of compliance with Safe break log Suite of policies/guidelines PROMPT document management system</p> | <p>IpaCU Manager/Director Facilities</p> |

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|---|---|---------------------|
| |  <p>Breakroom audit.pdf</p> <p>Public spaces closed ie café's Seating areas have been re-arranged to meet guidance Covid-19 - Home (sharepoint.com)</p> <p>COVID-19 Automobile Transfer of Patients during the COVID-19 Pandemic</p> | |
| <p>You may need to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions. How will you do this?</p> | <p>Floor markings /signage present across organisation in areas identified to be high risk of congregation (ie lifts, staff café, radiology, ED Triage/Reception)</p> <p>Standardised vinyl decals in place in areas where queuing is required.</p> <p>All office spaces assessed and density quotation cap implemented, with appropriate signage in place</p> <p>Floor signage, posters, removal of seating in waiting areas to maintain social distancing</p> <p>COVID-19 Nursing Guidelines COVID-19 Movement of Healthcare Workers Guideline Internal Staff Relocation/Reassignment Workstation Tool - A & B COVID-19 Working from Home Agreement COVID-19 Visitors guideline Covid-19 Safe Use of Shared Therapy Areas</p> <p>Staff Information Guide Executive Team divided into teams and rostered accordingly</p> | <p>Duty manager</p> |

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|--|--|---------------------|
| | <p>Medical staff divided into 2 teams caring for 2 Cohorted groups of patients. Ward rounds carried out by 1 clinician utilising TEAMS application. Medical staff meetings carried out remotely</p> <p>Increased capacity for Telehealth medicine and services in the home</p> <p>Implementation of Better at home project</p> | |
| <p>Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace. How will you do this?</p> | <p>Floor markings /signage present across organisation in areas identified to be high risk of congregation (ie lifts, staff café, radiology, ED Triage/Reception) Standardised vinyl decals in place in areas where queuing is required. All office spaces assessed and density quotation cap implemented, with appropriate signage in place Floor signage, posters, removal of seating in waiting areas to maintain social distancing Guidance on intranet for staff Guidance on PROMPT document management system Website guidance for visitors on social distancing Visual observation audit tool developed COVID-19 Safe Use of Break Rooms Provision of temporary structures for staff tea breaks with appropriate configuration/signage/hand hygiene stations/logs/security Covid-19 - Home (sharepoint.com)</p> | <p>Team leader</p> |
| <p>You should give training to workers on physical distancing while working and socialising. How will you do this?</p> | <p>Covid-19 Safe Use of Shared Therapy Areas Provision of temporary structures for staff tea breaks with appropriate configuration/signage/hand hygiene stations/logs/security physical distancing decal in place Signage in place re physical distancing, cough etiquette, hand hygiene and mask requirements</p> <p>COVID-19 marshal role to complete surveillance and education on workforce social distancing</p> | <p>Site manager</p> |

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|--------------------------------|--|--------------------|
| | <p>Importance of physical distancing reiterated at Staff forums/News Flashes and Daily bulletins/Huddles</p> <p>IPaCU team/senior manager support and surveillance throughout organisation</p> | |



2. Face masks



| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
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| <p>You must ensure all workers adhere to current face mask requirements. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/face-masks</p> | <p>Face masks and visors available for staff (and visitors) at Concierge and stock available in all clinical and administrative areas.</p> <p>Visors in use in all clinical areas/administrative areas unable to socially distance</p> <p>Suite of policies, procedures, guidelines and FAQ guides pertaining to PPE on PROMPT document management system.</p> <p>Education guidance available on Learning Hub Learning Management System</p> <p>COVID-19 All PPE Guidelines</p> <p>Position description and roles developed with a training program for the “COVID safe spotting” role to ensure PPE donning and doffing carried out to highest standard, identify and manage breaches, promote best infection prevention and control principles.</p> <p>COVID-19 Ward Zoning and Spotter Service</p> <p>Processes in place to manage and control PPE stock across organisation</p> <p>Daily PPE SitRep</p> <p>Peninsula Health Instructional PPE Videos</p> <p>Peninsula Health COVID-19 Daily Bulletins</p> <p>CEO Forums weekly</p> <p>Use of TV screens around organisation to promote good cough and hand hygiene.</p> <p>VHIMS reporting system to identify issues of concern with PPE breaches and or PPE issues</p> <p>Processes to follow after a PPE breach for COVID-19</p> <p>COVID-19 Patient Mask Wearing</p> | <p>Director IPaCU</p> |

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|---|--|-------------------------------|
| <p>You should give training and information on how to correctly fit, use and dispose of PPE. How will you do this?</p> | <p>Respiratory Protection Program Fit Testing P2/ N95 Respirator Masks Use of TV screens around organisation to promote good cough and hand hygiene Videos/Posters on intranet to provide guidance in correct use of PPE Spotter role developed and implemented to support, educate and advise staff in correct use of PPE COVID-19 All PPE Guidelines COVID-19 Fit Checking of P2-N95 Respirator masks COVID-19 PPE Mask Comfort Strategy Poster COVID-19 PPE Donning and Doffing Standard Droplet and Contact Precautions COVID-19 PPE Donning and Doffing Airborne and Contact Precautions for AGP Suite of Infection prevention and control policies, procedures, guidelines and FAQ guides pertaining to good cough and hand hygiene COVID-19 Minimising Transmission by Clothing Guideline Pandemic plan Daily Bulletin CEO Forum Robust respiratory protection program Peninsula Health Respiratory Protection Program Guideline COVID-19 Ward Zoning and Spotter Service</p> | <p>IPaCU Director/Manager</p> |
| <p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> • adhere to extra face mask requirements • appoint Covid Marshals • conduct surveillance testing for COVID-19. <p>How will you do this?</p> <p>For more information visit coronavirus.vic.gov.au/additional-industry-obligations</p> | <p>Respiratory Protection program</p> <p>Suite of policies and procedures as above</p> <p>Appointment of COVID Marshals and COVID Safety Spotters</p> <p>Asymptomatic Staff surveillance testing program in place across organization</p> <p>Surveillance clinical practice guideline available</p> | <p>IPaCU Director</p> |



3. Hygiene



| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
|--|--|----------------------------------|
| <p>You must clean and disinfect shared spaces at least twice a day. This includes high-touch communal items, e.g. doorknobs, telephones, toilets and handrails. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/cleaning</p> | <p>Concierge function at all entrances to all sites across organisation with processes in place to ensure adequate soap and sanitiser supplies.</p> <p>Hand sanitiser available in all clinical areas and shared spaces</p> <p>Rubbish bins available across organisation to dispose of towels and masks</p> <p>Support Services Daily Checklist includes x 2 daily checks of hand sanitiser stock/clinical waste bins in clinical areas reported to supervisor</p> <p>Staff information available on hand washing: organisation guidelines, posters, fact sheet, website</p> <p>Adequate supplies available – monitored through supply department any concerns raised at the Tier 2</p> <p>Huddle daily</p> <p>Mandatory training required in hand hygiene for all staff</p> <p>Hand Hygiene audits as part of Hand Hygiene Australia undertaken</p> <p>Increased EFT for environmental services providing cleaning 24 hours a day.</p> <p>Processes in place to identify and clean high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment).</p> <p>Policies and procedures in place to provide information to staff about cleaning schedules and how to use cleaning products.</p> <p>Managers Tool Kit Includes daily Workspace set up Procedure and cleaning of your office space</p> <p>Waste management systems are in place for safe disposal of PPE</p> <p>Waste Management Guideline</p> <p>Procurement policy</p> <p>Products identified for thorough cleaning</p> | <p>Director Support Services</p> |

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| | Supplies of cleaning products monitored and regularly restocked | |
| You should display a cleaning log in shared spaces. How will you do this? | Cleaning rosters and logs in place for shared space. | Director Support Services |
| You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this? | <p>Covid-19 Staff Information Guide – advising against sharing of equipment – phones desks headsets</p> <p>Staff provided with own personal equipment where practicable labelled with their name</p> <p>Wards de-cluttered Automated non touch facilities such as hand sanitiser, taps, toilet flush etc are implemented were practicable.</p> | IPaCU Manager |



4. Record keeping



| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
|---|---|----------------------------------|
| <p>Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/about-victorian-government-qr-code-service</p> | <p>Thermal scanners installed at entrances to all PH sites to complete temperature checking at concierge for all employees/visitors</p> <p>Process in place for remote completion of health questionnaire screening tool via QR Code for all staff across organisation prior to commencing shift</p> <p>COVID-19 Visitors guideline</p> <p>COVID-19 Safely Entering the Health Service – Attestations and Temperature Checking</p> <p>COVID-19 Staff and Visitor Bag Checking</p> <p>COVID-19 Visitors Current Detained in Hotel or Home Quarantine Visiting Procedure</p> <p>Daily staff bulletins</p> <p>Flash updates provided</p> | <p>Chief Operating Officer</p> |
| <p>Some venues must have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/covid-check-in-marshals</p> | <p>Concierge service operational at all PH entrances at all sites</p> <p>COVID-19 Marshall role also in place across organization</p> <p>Appropriate signage in place to direct staff and visitors and advise requirements for entry to organization</p> <p>Power BI tool produces online report for attestations for all staff and visitors entering organization.</p> | <p>Director Support Services</p> |
| <p>You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/vaccine</p> | <p>Symptomatic testing as priority also available to staff at multiple sites</p> <p>Contact tracing guideline in place</p> <p>Power BI tool to assist with contact tracing</p> | <p>IPaCU Director/Manager</p> |

| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
|---|---|---|
| | <p>Contact tracing team in place with capability to scale up when required</p> <p>Furlough process in place</p> <p>Guidance available for staff re furlough process</p> | |
| <p>It's strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this?</p> <p>This includes having a plan:</p> <ul style="list-style-type: none"> • to respond to a worker being notified they are a positive case or a close contact while at work • to clean the worksite (or part) in the event of a positive case • to contact the Department of Health on 1800 675 398 and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts • to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace • if you have been instructed to close by the Department of Health • to re-open your workplace when cleared by the Department of Health and notify workers to return to work. <p>For additional resources: business.vic.gov.au/emergency-planning</p> | <p>Workforce Health and Safety COVID-19 Contact Tracing and Management Confirmed COVID-19 Cases and Close Contacts COVID-19 Furlough Information Guide</p> <p>COVID-19 Health Care Worker Clearance for Staff Identified as Close Contacts COVID-19 Contact Tracing and Management Confirmed COVID-19 Cases and Close Contacts Compliance Framework</p> <p>Positive Staff member index case Masterfile</p> <p>Notifiable Incident Process in place (People and Culture)</p> | <p>Chief Operating Officer/ Director IPaCU Outbreak Response</p> |
| | | |



Enclosed spaces and ventilation

| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
|--|--|--|
| <p>You should reduce the time workers spend in enclosed spaces. How will you do this?</p> | <p>Creation of negative pressure flows created by manipulating air-conditioning in 2 wards being utilised for COVID and SCOVID patients.</p> <p>Increase fresh air content where possible by opening windows and manipulating air handling units.</p> <p>Due diligence given to consideration of air flow, ventilation, circulation when making decisions regarding selection of the COVID and SCOVID selected wards by engineering team.</p> <p>Completion of regular air checks.</p> <p>Implementation of air scrubbers</p> <p>COVID-19 Exposure Risk Matrix</p> <p>Workforce Surge Planning Team</p> <p>Incident Management Policy</p> <p>VHIMS database – all cases of positive staff members recorded in VHIMS</p> <p>Furlough process details support for staff members</p> <p>EAP available for staff members requiring support</p> | <p>Chief Operating Officer/Facilities Director</p> |
| <p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate. conduct surveillance testing. <p>How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/additional-industry-obligations</p> | <p>Attestation required on entry to organisation</p> <p>Asymptomatic Staff surveillance testing program in place across organization</p> <p>Surveillance clinical practice guideline available</p> <p>Contact tracing processes in place</p> <p>Furlough processes in place</p> | <p>Manager</p> |



6. Workforce bubbles

| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
|---|--|---------------------|
| <p>You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical. How will you do this?</p> | <p>Working from home policy Use of Microsoft Teams, Webex utilised across organisation to facilitate remote meetings Process for provisioning of remote access in place Suite of tools to support staff working at home COVID-19 Movement of Healthcare Workers Guideline Internal Staff Relocation/Reassignment Workstation Tool - A & B COVID-19 Working from Home Agreement</p> | <p>Area manager</p> |
| <p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> • limit or stop workers working across multiple sites where practical • keep records of workers who are working for different employers across multiple premises. <p>How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/additional-industry-obligations</p> | <p>Peninsula Health Mobility declaration Form Process in place to cohort teams working across sites ie Nursing, Bank, Allied Health, Support Services COVID-19 Movement of Healthcare Workers Guideline Peninsula Health – COVID-19 Road Map Peninsula Health STEP plans</p> | <p>Site Manager</p> |