

COVID-19 SAFE PLAN

Business name: AusHealth Corporate PTY LTD
 Site location(s): All States and Territories
 Contact person: Clive Summers
 Contact person phone: 1800 633 838 (24/7)
 Date prepared: 21/09/2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitising.	<p><i>FOR AUSHEALTH COLLECTORS AND TRAINERS</i></p> <p><u>Hygiene Training</u></p> <ul style="list-style-type: none"> • Provision of Infection Control Training COVID-19 Mandatory Training Course for all Collectors in March 2020 with Certification issued by Australian Government Department of Health (see https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training). <p><u>Hygiene Product Supplies</u></p> <ul style="list-style-type: none"> • Collectors have been provided with a min 70% alcohol-based hand sanitiser and handwashing training. <p><u>Continued Anti-COVID-19 Hygiene Risk Minimisation and Vigilance</u></p> <ul style="list-style-type: none"> • Bi-monthly SMS messaging with delivery receipt notification of continued Infection Control COVID-19 protocols. • Production of hand washing video of correct hand washing procedures (see https://www.aushealthwork.com.au/news/good-hand-hygiene/). • Bi-monthly updates to clients on Collector hygiene protocols undertaken by AusHealth. <p><i>FOR AUSHEALTH NURSES</i></p> <p><u>Hygiene</u></p> <ul style="list-style-type: none"> • All AusHealth nurses are registered nurses under the Nursing and Midwifery Board Australia (NMBA) as well as the Local Health Network (LHN) and as such comply with the <u>NMBA Code of conduct for nurses</u>, and the <u>Nurse practitioner standards for practice</u> and receive regular training and hygiene protocols in relation to COVID-19 from AusHealth. <p><u>Hygiene Product Supplies</u></p> <ul style="list-style-type: none"> • Nurses have been provided with a min 70% alcohol-based hand sanitiser and handwashing training and have access to hand washing stations in each AusHealth office. <p><u>Continued Hygiene Vigilance</u></p> <ul style="list-style-type: none"> • Bi-monthly SMS messaging with delivery receipt notification of continued Infection Control COVID-19 protocols. • Production of hand washing video of correct hand washing procedures (see https://www.aushealthwork.com.au/news/good-hand-hygiene/). • Bi-monthly updates to clients on infection control and hygiene protocols undertaken by AusHealth.

Guidance	Action to mitigate the introduction and spread of COVID-19
	<p><i>FOR OFFICE BASED STAFF</i></p> <p><u>Hygiene Training</u></p> <ul style="list-style-type: none"> • <i>Bi-monthly SMS messaging with delivery receipt notification of continued Infection Control COVID-19 protocols.</i> • <i>Production of hand washing video of correct hand washing procedures (see https://www.aushealthwork.com.au/news/good-hand-hygiene/).</i> • <i>Bi-monthly updates to clients on office-based hygiene protocols undertaken by AusHealth.</i> <p><u>Hygiene Product Supplies</u></p> <ul style="list-style-type: none"> • <i>Office based staff have been provided with a min 70% alcohol-based hand sanitiser wipes and handwashing stations.</i> <p><u>Continued Anti-COVID-19 Hygiene Risk Minimisation and Vigilance</u></p> <ul style="list-style-type: none"> • <i>Office based signs regarding Hand Hygiene downloaded from Department of Health site and placed at hygiene stations.</i> • <i>Bi-monthly SMS messaging with delivery receipt notification of continued Infection Control COVID-19 protocols.</i> • <i>Production of hand washing video of correct hand washing procedures (see https://www.aushealthwork.com.au/news/good-hand-hygiene/).</i> • <i>Bi-monthly updates to clients on staff and visitors to office hygiene protocols undertaken by AusHealth.</i> <p><i>FOR NON-COLLECTOR/NURSE AND NON-HOSPITAL STAFF WORKING FROM HOME</i></p> <p><u>Hygiene Training</u></p> <ul style="list-style-type: none"> • <i>Bi-monthly SMS messaging with delivery receipt notification of continued Infection Control COVID-19 protocols.</i> • <i>Production of hand washing video of correct hand washing procedures (see https://www.aushealthwork.com.au/news/good-hand-hygiene/).</i> • <i>Bi-monthly updates to clients on office-based hygiene protocols undertaken by AusHealth.</i> <p><u>Hygiene Product Supplies</u></p> <ul style="list-style-type: none"> • <i>Working from home staff have been provided with a min 70% alcohol-based hand sanitiser and handwashing training.</i> <p><u>Continued Anti-COVID-19 Hygiene Risk Minimisation and Vigilance</u></p> <ul style="list-style-type: none"> • <i>Bi-monthly SMS messaging with delivery receipt notification of continued Infection Control COVID-19 protocols.</i> • <i>Production of hand washing video of correct hand washing procedures (see https://www.aushealthwork.com.au/news/good-hand-hygiene/).</i> • <i>Bi-monthly updates to clients on staff and visitors to office hygiene protocols undertaken by AusHealth.</i> <p><i>FOR HOSPITAL STAFF</i></p> <p><u>Hygiene Training</u></p> <ul style="list-style-type: none"> • <i>Infection Control Training for Hospital staff in each state location with the issuing of Certification by The Department of Health.</i> • <i>Bi-monthly SMS messaging with delivery receipt notification of continued Infection Control COVID-19 protocols.</i> • <i>Production of hand washing video of correct hand washing procedures (see https://www.aushealthwork.com.au/news/good-hand-hygiene/).</i> • <i>Bi-monthly updates to clients on office-based hygiene protocols undertaken by AusHealth.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
	<p><u>Hygiene Product Supplies</u></p> <ul style="list-style-type: none"> AusHealth Hospitals staff have been provided with a min 70% alcohol-based hand sanitiser and handwashing training. <p><u>Continued Anti-COVID-19 Hygiene Risk Minimisation and Vigilance</u></p> <ul style="list-style-type: none"> Bi-monthly SMS messaging with delivery receipt notification of continued Infection Control COVID-19 protocols. Production of hand washing video of correct hand washing procedures (see https://www.aushealthwork.com.au/news/good-hand-hygiene/). Bi-monthly updates to clients on staff and visitors to office hygiene protocols undertaken by AusHealth.
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p>AIRFLOWS</p> <p>AUSHEALTH HEAD OFFICE – ADELAIDE SOUTH AUSTRALIA</p> <ul style="list-style-type: none"> The Adelaide Head Office has 13 separate air-conditioning systems for an office space of 788m². Each system filter has is maintained with filters changes bi-monthly. High Efficiency Particulate Air (HEPA) filters are used. The Head Office has installed extractor units in all toilets and kitchen areas. <p>VICTORIAN OFFICE STAFF</p> <ul style="list-style-type: none"> The Victorian office has 5 separate air-conditioning systems for an office space of 322m². Each system filter has is maintained with filters changes bi-monthly. High Efficiency Particulate Air (HEPA) filters are used. The office has appropriate extractor units in all toilets and kitchen areas. <p>DARWIN OFFICE STAFF</p> <ul style="list-style-type: none"> The Darwin office has 3 zoned/separate air-conditioning systems for an office space of 275m². Each system filter has is maintained with filters changes bi-monthly. High Efficiency Particulate Air (HEPA) filters are used. The office has appropriate extractor units in all toilets and kitchen areas. <p>BRISBANE OFFICE STAFF</p> <ul style="list-style-type: none"> The Brisbane office has zoned/separate air-conditioning systems. Each system filter has is maintained with filters changes bi-monthly. The office has appropriate extractor units in all toilets and kitchen areas. <p>FIELD STAFF</p> <ul style="list-style-type: none"> Subject to the client COVID-19 protocol, site requirements and risk management practices.

<p>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.</p>	<p><i>FOR AUSHEALTH COLLECTORS, TRAINERS, NURSES AND OTHER IDENTIFIED STAFF</i></p> <p><i>PPE AVAILABLE AND SUPPLIED TO EACH STAFF MEMBER:</i></p> <p><u>SURGICAL FACE MASKS</u></p> <p><i>Depending on the site details AusHealth staff wear the following face masks:</i></p> <ul style="list-style-type: none"> • 3M 9502V+ KN95 Particulate Respirator Mask with Valve. • PM 2.5 AusHealth branded mask with PM 2.5 air particulate disposable filters. • N95 TGA approved surgical masks. • Surgical anti-viral 3 ply face masks. <p><u>Other PPE/SCREENING TOOLS</u></p> <p><i>AusHealth Collectors are fitted out with appropriate measures including:</i></p> <ul style="list-style-type: none"> • Infrared thermometers - AusHealth conducts Infrared temperature (contactless) testing on-site each state and all Collectors have had training in the usage, detection and procedures to deal with a raised temperature event. Collectors can be issued with Infrared thermometers when on-site to screen donors prior to collection. Collectors will refuse to test a donor should the donor present with flu-like symptoms. • Gloves – AusHealth distributes nitrile sterile gloves for hand protection to all nurses, Collectors and staff requiring COVID-19 protection. • Surgical gowns*. • Safety goggles/Visors (Halos)*. <p><i>*If required by the State COVID regulations and/or customer request.</i></p>																											
<p>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).</p>	<p><u>SURGICAL FACE MASK TRAINING</u></p> <ul style="list-style-type: none"> • Each AusHealth Collector has undergone mask training through RTO 40379 and been issued with a Statement of Completion “Surgical Face Mask” with a completion and issue date. <p><u>MAINTAINING GOOD HYGIENE PRACTICES FOR MINIMISING THE RISK OF COVID-19</u></p> <p><i>AusHealth has issued a number of good practice protocols communicated regularly, an extract is contained below:</i></p> <table border="1" data-bbox="368 1330 1476 2018"> <tr> <td>Clients and stakeholders</td> <td>AusHealth</td> <td>News item - What you need to know about Novel coronavirus (COVID-19). See https://bit.ly/3bf9Ven</td> </tr> <tr> <td>Clients and stakeholders</td> <td>AusHealth</td> <td>News item - Coronavirus information for employers. See https://bit.ly/2XCAkyY</td> </tr> <tr> <td>Clients and stakeholders</td> <td>AusHealth</td> <td>Webpage - What is Coronavirus (COVID-19)? See https://bit.ly/2VAvoYn</td> </tr> <tr> <td>Clients and stakeholders</td> <td>AusHealth</td> <td>Webpage - Workplace Coronavirus (COVID-19) Resources See https://bit.ly/2yZP6W5</td> </tr> <tr> <td>Clients and stakeholders</td> <td>AusHealth</td> <td>Webpage - Coronavirus information for employers. See https://bit.ly/2Vwz9OR</td> </tr> <tr> <td>All Staff</td> <td>Human Resources</td> <td>Email - COVID-19 Awareness, Employee guidelines, visitors to offices, prevention, hand hygiene</td> </tr> <tr> <td>All Client Contacts</td> <td>AusHealth Work</td> <td>CRM Email - Managing Director Coronavirus update to our client's number 1 - Employee Guidelines and Visitors to Office</td> </tr> <tr> <td>Clients and stakeholders</td> <td>AusHealth</td> <td>LinkedIn Post - AusHealth Coronavirus Update. See https://bit.ly/3epwaAr</td> </tr> <tr> <td>All Staff</td> <td>Human Resources</td> <td>Email - COVID-19 Update, Symptoms, stay home if unwell, travel restrictions, external meetings via phone or video conferencing</td> </tr> </table>	Clients and stakeholders	AusHealth	News item - What you need to know about Novel coronavirus (COVID-19). See https://bit.ly/3bf9Ven	Clients and stakeholders	AusHealth	News item - Coronavirus information for employers. See https://bit.ly/2XCAkyY	Clients and stakeholders	AusHealth	Webpage - What is Coronavirus (COVID-19)? See https://bit.ly/2VAvoYn	Clients and stakeholders	AusHealth	Webpage - Workplace Coronavirus (COVID-19) Resources See https://bit.ly/2yZP6W5	Clients and stakeholders	AusHealth	Webpage - Coronavirus information for employers. See https://bit.ly/2Vwz9OR	All Staff	Human Resources	Email - COVID-19 Awareness, Employee guidelines, visitors to offices, prevention, hand hygiene	All Client Contacts	AusHealth Work	CRM Email - Managing Director Coronavirus update to our client's number 1 - Employee Guidelines and Visitors to Office	Clients and stakeholders	AusHealth	LinkedIn Post - AusHealth Coronavirus Update. See https://bit.ly/3epwaAr	All Staff	Human Resources	Email - COVID-19 Update, Symptoms, stay home if unwell, travel restrictions, external meetings via phone or video conferencing
Clients and stakeholders	AusHealth	News item - What you need to know about Novel coronavirus (COVID-19). See https://bit.ly/3bf9Ven																										
Clients and stakeholders	AusHealth	News item - Coronavirus information for employers. See https://bit.ly/2XCAkyY																										
Clients and stakeholders	AusHealth	Webpage - What is Coronavirus (COVID-19)? See https://bit.ly/2VAvoYn																										
Clients and stakeholders	AusHealth	Webpage - Workplace Coronavirus (COVID-19) Resources See https://bit.ly/2yZP6W5																										
Clients and stakeholders	AusHealth	Webpage - Coronavirus information for employers. See https://bit.ly/2Vwz9OR																										
All Staff	Human Resources	Email - COVID-19 Awareness, Employee guidelines, visitors to offices, prevention, hand hygiene																										
All Client Contacts	AusHealth Work	CRM Email - Managing Director Coronavirus update to our client's number 1 - Employee Guidelines and Visitors to Office																										
Clients and stakeholders	AusHealth	LinkedIn Post - AusHealth Coronavirus Update. See https://bit.ly/3epwaAr																										
All Staff	Human Resources	Email - COVID-19 Update, Symptoms, stay home if unwell, travel restrictions, external meetings via phone or video conferencing																										

Managers & Supervisors	Human Resources	Email - Employee attendance, duty of care, medical clearance prior to returning to work if unwell, travel and meeting restrictions, potential school closures, preparing a list of employees that may need to work from home (school children, vulnerable family members etc), Working from home assessment, IT capacity to enable staff to work from home, Social distancing,
All Staff	CEO	Email - COVID-19 update - Awareness, safety, duty of care and prevention reminder. EAP Access (Employee assistance program)
Clients and stakeholders	AusHealth	LinkedIn Post - Share of Hon.David Pisoni - SA Border Closure
Clients and stakeholders	AusHealth	Website news item - AusHealth Trained Nurses Now On-site Performing Thermal Screens and Temperature Checks. See https://bit.ly/3ac8xll
Clients and stakeholders	AusHealth	LinkedIn Post - AusHealth Trained Nurses Now On-site Performing Thermal Screens and Temperature Checks. See https://bit.ly/3ac8xll
Clients and stakeholders	CEO	Email - COVID-19 Employee guidelines, visitors to offices, prevention, onsite services - PPE
Drug and alcohol clients	CEO	CRM Email - Managing Director Update 2 - Coronavirus update to our client's number 2 - Employee guidelines and prevention
All staff	CEO	Email - COVID-19 update, Flu vaccinations, Awareness, safety, duty of care and prevention reminder. EAP Access (Employee assistance program)
Collectors	AusHealth	SMS - COVID-19 - Reminder to regularly check emails for COVID-19 related updates and to practice hand hygiene
Clients and stakeholders	AusHealth	LinkedIn post- Practice Good Hand Hygiene. See https://bit.ly/3aw51cD
Clients and stakeholders	AusHealth	LinkedIn post share SA Health - COVID-19 Mental Health Support Line
Clients and stakeholders	AusHealth	Website news item - Practice Good Hand Hygiene. See https://bit.ly/3aw51cD
Casual Employees	CEO	Email - COVID- 19 business update, self-isolation if aged or have existing health conditions, EAP Access (Employee assistance program)
All Staff (Collectors, Nurses, AusHealth staff with mobiles)	AusHealth	SMS - Stay safe from COVID-19 and Influenza. Washing your hands with soap and water or using alcohol-based hand sanitiser kills viruses. See bit.ly/3aw51cD
Clients and stakeholders	CEO	LinkedIn post - COVID-19 Dr John Edwards, Drug and Alcohol Testing Toxicology Update. See https://bit.ly/2yITWfX
Clients and stakeholders	AusHealth	LinkedIn post - COVID-19 Dr John Edwards, Drug and Alcohol Testing Toxicology Update. See https://bit.ly/2yITWfX
Clients and stakeholders	AusHealth	Website news item - COVID-19 Dr John Edwards, Drug and Alcohol Testing Toxicology Update. See https://bit.ly/2yITWfX
Clients and stakeholders	AusHealth	Website news item - What to do if a worker has COVID-19 - Infographic. See https://bit.ly/3clq6qL

Clients and stakeholders	AusHealth	Website news item -COVID-19 - Steps - How to stay safe in the workplace. See https://bit.ly/3cnle4C
Clients and stakeholders	CEO	LinkedIn post - On-site Temperature Screening COVID-19 Workplace Safety. See https://lnkd.in/fVGVaCF
Clients and stakeholders	AusHealth	LinkedIn post - On-site Temperature Screening COVID-19 Workplace Safety. See https://lnkd.in/fVGVaCF
Clients and stakeholders	AusHealth	Website news item - On-site Temperature Screening COVID-19 Workplace Safety. See https://lnkd.in/fVGVaCF
All Staff (Collectors, Nurses, AusHealth staff with mobiles)	AusHealth	SMS - A reminder to please stay safe from COVID-19. Wash your hands with soap and water or use an alcohol-based hand sanitiser and practice social distancing in the workplace. See https://bit.ly/3clq6qL
All Staff (Collectors, Nurses, AusHealth staff with mobiles)	AusHealth	SMS - Stay safe from COVID-19 and Influenza. Washing your hands with soap and water or using alcohol-based hand sanitiser kills viruses. See bit.ly/3aw51cD
Clients and stakeholders	CEO	LinkedIn post - COVID-19 Dr John Edwards, Drug and Alcohol Testing Toxicology Update. See https://bit.ly/2yITWfX
Clients and stakeholders	AusHealth	LinkedIn post - COVID-19 Dr John Edwards, Drug and Alcohol Testing Toxicology Update. See https://bit.ly/2yITWfX
Clients and stakeholders	AusHealth	Website news item - COVID-19 Dr John Edwards, Drug and Alcohol Testing Toxicology Update. See https://bit.ly/2yITWfX
Clients and stakeholders	AusHealth	Website news item - What to do if a worker has COVID-19 - Infographic. See https://bit.ly/3clq6qL
Clients and stakeholders	AusHealth	Website news item -COVID-19 - Steps - How to stay safe in the workplace. See https://bit.ly/3cnle4C
Clients and stakeholders	CEO	LinkedIn post - On-site Temperature Screening COVID-19 Workplace Safety. See https://lnkd.in/fVGVaCF
Clients and stakeholders	AusHealth	LinkedIn post - On-site Temperature Screening COVID-19 Workplace Safety. See https://lnkd.in/fVGVaCF
Clients and stakeholders	AusHealth	Website news item - On-site Temperature Screening COVID-19 Workplace Safety. See https://lnkd.in/fVGVaCF
All Staff (Collectors, Nurses, AusHealth staff with mobiles)	AusHealth	SMS - A reminder to please stay safe from COVID-19. Wash your hands with soap and water or use an alcohol-based hand sanitiser and practice social distancing in the workplace. See https://bit.ly/3clq6qL
All Staff (Collectors, Nurses, AusHealth staff)	AusHealth	Email- You might think it's just a cold.... Your Health. Universally the message is - if you are not well: <ol style="list-style-type: none"> 1. Don't come to work 2. Go and get tested ASAP 3. Stay home and isolate until you receive your results.

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>OFFICE LOCATIONS</i></p> <ul style="list-style-type: none"> <i>All office locations have increased their cleaning cycles daily in line with COVID-19 requirements including the sanitisation of all surfaces, headsets and all other surfaces such as tablets, laptops, tabletops, counters, door handles, light switches, elevator buttons, desks, toilets, taps, TV remotes, kitchen surfaces and cupboard handles, phones, EFTPOS machines and workplace amenities.</i> <i>Any surfaces that are visibly dirty, or have a spill, are cleaned as soon as they are identified, regardless of when they were last cleaned.</i> <p><i>COLLECTORS ON SITE CLEANING AND TESTING PROTOCOL</i></p> <ul style="list-style-type: none"> <i>See attached document COVID-19 Drug and Alcohol Testing Preparedness.</i>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>COLLECTORS PRODUCTS INCLUDING CLEANING SUPPLIES</i></p> <ul style="list-style-type: none"> <i>AusHealth have a Warehouse Manager who has undergone Infection Control Training COVID-19 Mandatory Training Course and monitors the cleaning products, including detergent and disinfectant for all Collectors and issues these products to each Collector prior to any contact with a site.</i> <p><i>OFFICE CLEANING SUPPLIES</i></p> <p><i>Office cleaning supplies are kept at each office and have a corresponding Safety Data Sheets including:</i></p> <ul style="list-style-type: none"> <i>Isowipe bacterial wipe – 70% Alcohol Wipes for surface disinfection.</i> <i>Clinell Universal Wipes - 70% Alcohol Wipes for surface disinfection.</i> <i>Aqium Hand Sanitiser - 70% Alcohol Hand Sanitiser.</i> <i>All other cleaning detergents and supplies.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p>OFFICE BASED STAFF</p> <ul style="list-style-type: none"> AusHealth identified all staff who were required to work from home in March and has a program of compliance for each state including; <ul style="list-style-type: none"> <u>Victoria</u> <ul style="list-style-type: none"> Compliance with current restrictions as per 11:59 on September 13, 2020 for a 'permitted worker'. All Collectors work from home unless in field and have the appropriate Permitted Worker Permits. AusHealth Victorian Office is closed in line with restrictions. <u>All other States and Territories</u> <ul style="list-style-type: none"> Per each government directive in conjunction and compliance with police, health and regulatory bodies directives.
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p>AUSHEALTH VISTORS TO OFFICES SCREENING PROTOCOLS</p> <p><u>Victorian Offices</u></p> <ul style="list-style-type: none"> Currently closed. On resumption visitors will be required to sign in at reception and undertake a temperature screen prior to entry into the Victorian office and follow the AusHealth Visitor Procedure (PR162 – 4). <p><u>All Other Offices</u></p> <ul style="list-style-type: none"> All other offices shall follow the AusHealth Visitor Procedure (PR162 – 4) <p><u>Visitors Must</u></p> <ul style="list-style-type: none"> Complete the Visitor Sign-In Agreement upon arrival at the building. Visitors may be required to answer questions including COVID-19 related compliances (relating to contact with person(s) with COVID-19, contraction or symptoms related to COVID-19 and/or international travel within the last 14 days; Follow the directions of their host during their visit; and Follow the directions of the Safety Team during an emergency situation. <p>AUSHEALTH EMPLOYEES SCREENING</p> <p>Following COVID-19 Update August 18, 2020 AusHealth Employees must follow the following guidelines;</p> <ul style="list-style-type: none"> If an employee, or their immediate family or household members, have travelled through any of the high-risk countries as identified by the Department of Health, they must isolate themselves for 14 days. If an employee, or their immediate family or household members, have travelled through any of the moderate risk countries as identified by the Department of Health, they must monitor their health for 14 days.

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> <i>If an employee develops symptoms, they are to seek medical attention, get tested, isolate and must not return to work until they have a medical certificate clearing them to do so.</i> <i>If an employee has contact with a person who is confirmed to have COVID-19, they must isolate themselves for 14 days.</i> <i>If an employee has direct contact with a person suspected of COVID-19, they must isolate themselves for 14 days or until the suspected case has been confirmed as negative for COVID-19.</i>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> there is no more than one worker per four square meters of enclosed workspace workers are spaced at least 1.5m apart there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<p>OFFICE BASED WORKERS</p> <ul style="list-style-type: none"> <i>AusHealth has spaced workers in separate cubicles, with screens at a minimum distance of 1.5 metres.</i> <i>Where multiple workspaces are within cubicles, no more than 2 workers will be within and spaced over 1.5 metres apart.</i>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p>OFFICE BASED WORKERS</p> <ul style="list-style-type: none"> <i>AusHealth has spaced workers in separate cubicles, with screens at a minimum distance of 1.5 metres.</i> <i>Where multiple workspaces are within cubicles, no more than 2 workers will be within and spaced over 1.5 metres apart and do not face each other.</i>
<p>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 ‘four square metre’ rule.</p>	<p>OFFICE BASED SIGNAGE</p> <ul style="list-style-type: none"> <i>AusHealth installs the latest relevant Signage and posters - COVID-19 in each workplace as found on https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19.</i>
<p>Client communications regarding COVID-19 social distancing in the workplace.</p>	<p>TEMPERATURE TESTING STAFF/COLLECTORS/NURSES</p> <ul style="list-style-type: none"> <i>Ensure that all clients have an appropriate relevant egress and access social distancing management plan to ensure that the appropriate 1.5 metre distance between people is maintained. i.e. No bottlenecks waiting for a screen or to provide a sample or wait for a vaccination.</i>

Guidance	Action to ensure effective record keeping
Record keeping	
<p>Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<p>AUSHEALTH VISITORS TO OFFICES SCREENING PROTOCOLS</p> <p><u>Victorian Offices</u></p> <ul style="list-style-type: none"> • <i>Currently closed.</i> • <i>Upon resumption of operations visitors will be required to sign in at reception and undertake a temperature screen prior to entry into the Victorian office and follow the AusHealth Visitor Procedure (PR162 – 4). See attached.</i> <p><u>All Other Offices</u></p> <ul style="list-style-type: none"> • <i>All other offices shall follow the AusHealth Visitor Procedure (PR162 – 4).</i> <p><u>Visitors Must</u></p> <ul style="list-style-type: none"> • <i>Complete the Visitor Sign-In Agreement upon arrival at the building.</i> • <i>Visitors may be required to answer questions including COVID-19 related compliances (relating to contact with person(s) with COVID-19, contraction or symptoms related to COVID-19 and/or international travel within the last 14 days;</i> • <i>Follow the directions of their host during their visit; and</i> • <i>Follow the directions of the Safety Team during an emergency situation.</i>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p>DISASTER RECOVERY & BUSINESS CONTINUITY MANUAL</p> <ul style="list-style-type: none"> • <i>AusHealth has a Disaster Recovery & Business Continuity Manual MN17 – 3 that considers consider the impacts of an outbreak and potential closure of the workplace.</i>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p>RECORDING OF VISITORS TO OFFICES</p> <ul style="list-style-type: none"> • <i>AusHealth records all Visitors to Offices electronically and/or with a sign in sheet to support contact tracing.</i>
<p>Prepare for how you will manage a suspected or confirmed case of a worker during work hours.</p>	<p>CASE CONFIRMATIONS</p> <ul style="list-style-type: none"> • <i>A worker suspected to have COVID-19 is to be supported to report to a local testing clinic and isolate at home until a negative result received and/or symptoms have resolved.</i>

Guidance	Action to prepare for your response
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<p>NOTIFICATION OF WORKERS AND VISITORS</p> <ul style="list-style-type: none"> For a confirmed case, AusHealth will inform staff, customers, clients, visitors and workplace inspectors who are close contacts and direct them to stay in self-isolation (ahead of the DHHS contact tracing process). All workers at the work premises must be notified if there is a confirmed case.
<p>Prepare to immediately notify relevant authority upon a confirmed COVID-19 case in the workplace.</p>	<p>NOTIFICATION OF AUTHORITIES</p> <ul style="list-style-type: none"> AusHealth will contact the relevant State or Territory authority as per each State or Territory's requirements. AusHealth contact the National COVID-19 hotline and follow the advice of health officials and Safework Australia. Notify Worksafe Victoria upon becoming aware an employee, independent contractor, employee of the independent contractor, or self-employed person has received a confirmed COVID-19 diagnosis.
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p>RE-OPENING WORKPLACES</p> <ul style="list-style-type: none"> AusHealth follow the advice of health officials and relevant State/Territory regulatory body.
<p>Key contact and reference</p>	<ul style="list-style-type: none"> South Australia - https://www.covid-19.sa.gov.au/ Victoria - https://www.dhhs.vic.gov.au/coronavirus Tasmania - https://coronavirus.tas.gov.au/ Queensland - https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19 Western Australia - https://www.wa.gov.au/government/covid-19-coronavirus Australian Capital Territory - https://www.covid19.act.gov.au/ Northern Territory - https://coronavirus.nt.gov.au/ New South Wales - https://www.health.nsw.gov.au/Infectious/covid-19/

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

Name: Clive Summers

Date: 23/09/2020

Signed:

