

SHAPE DISABILITY

Covid-19 Response Policy and Procedure

1. PURPOSE

The purpose of this policy is to explain Shape Disability's commitment and approach to managing an outbreak of Covid-19.

2. SCOPE

This policy applies to all Shape Disability workers (employees, contractors and volunteers).

3. DEFINITIONS

Term	Definition
Close Contact	State and territory definitions of Covid-19 'close contact' differ. Generally, you are a close contact if you are living with someone who has Covid-19, or you have spent a lot of time indoors with someone who has Covid-19.
Coronavirus	This is a group of viruses known to cause respiratory infections. They range from the 'common cold' to more severe diseases. The current coronavirus is called 'Covid-19'.
Covid 19	This coronavirus is highly contagious and transmitted usually when a person coughs or sneezes. Common signs of Covid-19 are: <ul style="list-style-type: none"> • fever; • coughing; • sore throat; • fatigue; • loss of smell and taste; and • shortness of breath.
Outbreak	A sudden increase in the number of cases of the same disease. With Covid-19, it is defined as two or more confirmed cases linked to a specific setting and/or location (excluding households).
Pandemic	A global outbreak of disease.

4. CONTEXT

Shape Disability is committed to ensuring the health and wellbeing of participants and workers. We will implement and maintain processes to manage a Covid-19 outbreak that:

- comply with federal and applicable state/territory government health directives and recommendations;
- prioritise participant and worker health, safety and wellbeing;
- facilitate participant continuity of support;

- manage internal and external reporting in the required timeframes and formats;
- are culturally safe and communicated in a language, mode and method that the participant is most likely to understand; and
- uphold participant privacy and dignity.

5. POLICY STATEMENT

1. Planning and Preparation

- We will plan and prepare for Covid-19 outbreaks.
- We will appoint internal staff members to manage and guide the response to an outbreak of Covid-19.

2. Communication

- We will communicate this Covid-19 policy and procedures to workers so that it is understood across the organisation.
- We will ensure workers have the knowledge, tools (posters, brochures) and equipment (personal protective equipment) to respond in a way that prevents or minimises participants' and their own health risks while delivering services during an outbreak.
- We will ensure workers are aware of their own responsibilities if they have Covid-19 symptoms.

3. Monitoring and Review

- We will regularly review processes to ensure effectiveness and compliance and revise accordingly.

4. Risk Management and Reporting

- We will manage Covid-19-related incidents and conduct reportable/mandatory incident reporting in accordance with our Incident Management Policy and required regulatory reporting timeframes and formats.

5. Information and Record-keeping

- We will ensure information and records are accurate and up to date.
- We will store the information securely to ensure participant privacy, dignity and confidentiality and make sure it is accessible to the participant and only other stakeholders authorised to access it.

6. Training and Development

- We will maintain a skilled and trained workforce which is aware of their responsibilities in relation to a Covid-19 outbreak.

6. PROCEDURES

1. Managing an Outbreak

- 1.1 Confirm infection control precautions are in place.
- 1.2 Convene the Covid-19 team member/s who will manage the response.
- 1.3 Implement the emergency processes.
- 1.4 Isolate suspected or confirmed cases. If a participant has Covid-19 and requires essential supports, identify suitable workers to support them and schedule the supports.
- 1.5 Provide the workers with all required PPE and guidance/training to use this.
- 1.6 Make sure PPE and Covid-19 testing kits are easily accessible to workers.
- 1.7 Liaise with the public health department and follow their instructions.
- 1.8 Schedule regular environmental cleaning and disinfecting of all areas.
- 1.9 Put signs up at the entrance of the workplace (if applicable) to warn visitors.
- 1.10 Suspend all non-essential services and supports and communicate this clearly to participants and family/alternate decision-maker/advocate.
- 1.11 Suspend all non-essential visitors to the workplace and make sure there are clear signs indicating this at the entrance of the workplace (if applicable).
- 1.12 Communicate to workers the importance of being vaccinated and encourage them to do so.

2. Worker Response Actions

- 2.1 Do not attend work if you have:
 - symptoms of respiratory illness (even mild symptoms) including fever, cough, shortness of breath, sore throat, runny or congested noses, tiredness, loss of smell or appetite;
 - returned from overseas or interstate within the last 14 days, consistent with the state's public health directives; or
 - been in contact with someone who has been diagnosed with Covid-19.
- 2.2 If you are at work and experience any of the above symptoms:
 - leave work immediately;
 - report symptoms to your manager;
 - get tested for Covid-19; and
 - self-isolate at home until test results are received.
- 2.3 If you test positive, stay home until you no longer have symptoms.
- 2.4 If you are a close contact, work from home if possible.

- 2.5 If your participant has, or may have, Covid-19:
- assist the participant seek medical advice;
 - identify essential supports to ensure the participant's health and wellbeing;
 - discuss with other stakeholders (e.g. family/alternate decision-maker/advocate), your manager and the rostering team to ensure continuity of support.
- 2.6 Do not enter the home of a participant diagnosed with Covid-19 until you have donned (i.e. 'put on') all required PPE as directed.
- 2.7 Encourage and support the participant to use good hand and respiratory hygiene and make sure you do as well. Refer to the Infection Control Procedure.
- 2.8 Perform routine and disinfectant cleaning in accordance with the Routine and Disinfectant Cleaning Procedure.
- 2.9 Keep a register of visitors by requesting they complete the Workplace Attendance Register. This should include the visitor's first name, phone number and the date and time they entered and exited the workplace.
- 2.10 Conduct social distancing to reduce risk of transmission. This includes some or all of the following:
- stay at home if you are sick;
 - do not shake hands or conduct other physical forms of greeting;
 - hold meetings online rather than face-to-face;
 - eat lunch outside, rather than in a small room;
 - make sure the workplace is regularly professionally cleaned;
 - clean and disinfect shared high-touch surfaces regularly;
 - use a hand sanitiser or wash your hands with soap and water regularly; and
 - open windows and adjust air conditioning to enable circulation of fresh air.

3. Worker Training

All workers are required to complete Infection Control and PPE training. This training must be completed annually.

7. RESPONSIBILITIES

The Manager is responsible for:

- maintaining this procedure and associated documents;
- ensuring the procedure is effectively implemented across the service;
- monitoring worker compliance with the requirements of this procedure; and
- ensuring training and information is provided to workers to carry out this procedure.

All workers are responsible for complying with the requirements of this procedure.

Deliberate breaches of this policy will be dealt with under our misconduct provisions.

8. POLICY AND PROCEDURE REVIEW

This Policy and Procedure will be reviewed every two years, or earlier if required.