

COVID-19 SAFETY PLAN



Business name:	Care Personnel Pty Ltd trading as “Care Consultancy”
Date completed:	13/07/2020 V1 Reviewed and Updated 14/09/2020 V2 Reviewed and Updated 1/07/2021 V3 Reviewed and Updated 19/10/2021 V4 Reviewed and Updated 8/11/2021 V5 Reviewed and Updated 7/12/2021 V6 Reviewed and Updated 22/02/2022 V7 Reviewed and Updated 9/03/2022 V8 Reviewed and Updated 6/07/2022
Who is responsible for reviewing and updating this plan?	Quality and Compliance Manager
Applies to:	Care Forward, Care Assess, Care Consultancy

Minimum standard: Managing risks to health and safety

Risk Assessment Completed – 01/07/2022 (R:\EMERGENCY RESPONSE MANUALS\CORONAVIRUS COVID-19)

Definition of Workplace: Offices, wellness centres, motor vehicles (company & workers private vehicles used for work purposes), clients’ home, community settings when representing the company including Social Support outings with clients.

Minimum standard: Cleaning and Hygiene

What do you need to do	How it will be done	When & Frequency	Who is responsible & Equipment/Other required
Workplace & Visitor Signage to promote continued awareness	Display awareness posters in the workplace including but not limited to: <ul style="list-style-type: none"> • Entrance to reception areas • Notice boards 	Continuous	WHS Representatives

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	<ul style="list-style-type: none"> • Meeting Venues <p>Display hand hygiene posters in:</p> <ul style="list-style-type: none"> • Bathrooms & toilets • Kitchens • Reception areas <p>Display Room capacity signage on the door of every room.</p> <p>Display distance symbols on the floor of all reception areas</p>	<p>Continuous</p> <p>Continuous</p> <p>Continuous</p>	<p>WHS Representatives</p> <p>WHS Representatives</p> <p>WHS Representatives</p>
<p>Regular cleaning of the office environment and frequently touched items.</p>	<p>Provide staff education on general environmental cleaning requirement</p> <p>Identify frequently touched items such as but not limited to:</p> <ul style="list-style-type: none"> • light switches • phones • door handles • desks • computer equipment • handrails • office equipment • <p>All staff are responsible for sanitising their own work area each day using sanitiser wipes</p>	<p>Provided & available</p> <p>Daily</p> <p>Daily</p>	<p>Sentrient Corporate services Manager & Training & Development Manager</p> <p>All Staff are responsible for their own environment</p> <p>Detergent & water, disinfectant wipes or liquid sanitiser and paper hand towel</p> <p>All staff to clean immediate work environment daily – sanitiser wipes</p>

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<p>Contract Cleaning - General cleaning of all regional offices.</p>	<p>General cleaning includes:</p> <ul style="list-style-type: none"> • Vacuuming • Cleaning bathrooms & toilets • Cleaning staff amenity areas • Emptying rubbish bins • Washing vinyl floor areas 	<p>Twice Weekly</p>	<p>Contract Cleaners -The contracts are managed by the company's Business Support area Products & equipment provided by contract cleaner</p>
<p>Contract Cleaning - Annual Spring Clean of all business premises</p>	<p>Annual Spring Clean includes:</p> <ul style="list-style-type: none"> • Shampooing of all carpets and soft upholstery (chairs) • Removal and cleaning of all blinds • Cleaning of all windows, doors, sills, and ledges • Washing of walls where indicated 	<p>Annually (completed February 2022)</p>	<p>Contract Cleaners -The contracts are managed by the company's Business Support area. Products & equipment provided by contract cleaner</p>
<p>Ensure air conditioner filters are maintained and cleaned</p>	<p>Professional cleaning of all filters</p>	<p>3 Monthly In Place and Ongoing</p>	<p>Contracted air conditioner technicians</p>
<p>Ensure all staff and visitors are aware of general hygiene requirements in the workplace:</p>	<p>Provide staff education on basic cleaning procedures.</p>	<p>In place</p>	<p>Sentrient Deputy CEO/Director of Corporate Services & Training & Development Manager Recorded in Sentrient in real time</p>

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<p>Cough/Sneeze Etiquette</p>	<p>Infection Control Policy/ including Policy: Epidemic/Pandemic response in place which has been read and acknowledged by staff</p> <p>Educate staff to observe cough and sneeze etiquette</p>	<p>Induction and Annual refresher education for staff on Infection Control</p> <p>Infection Control Policy & Epidemic/Pandemic review every 3 years</p> <p>As required</p>	<p>Deputy CEO/Director of Corporate Services & Manager Clinical and Home Care Services</p> <p>All Staff</p>
<p>Cleaning of staff food prep and eating areas</p>	<p>Clean all items touched or used:</p> <ul style="list-style-type: none"> • tables • chairs • microwave (inside and out at each use) • fridge handles • other cooking appliances • crockery, cutlery, and containers (to be washed, dried, and put away at time of use) • rubbish to be disposed of into waste bins 	<p>Every time any of these items are touched or used</p>	<p>All staff</p> <p>Cleaning items are available at each location (soap and water, disinfectant wipes, liquid cleaner, paper hand towel)</p>
<p>Cleaning of meeting rooms and spaces</p>	<p>Following use clean all items touched or used:</p> <ul style="list-style-type: none"> • Tables • Chairs • Keyboards • Computers • Photocopier touch pads and handles 	<p>Every time any of these items are touched or used</p>	<p>All staff</p> <p>Cleaning items are available at each location (soap and water, disinfectant wipes, liquid cleaner, paper hand towel)</p>

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	<ul style="list-style-type: none"> • Screens • White boards (including pens etc) • Conference phones • Remote controls • Drinking glasses and water vessels, crockery, and cutlery • Rubbish to be disposed of into waste bins 		
<p>Ensure all staff and visitors are aware of Hand Hygiene requirements & correct processes</p>	<p>Hand hygiene training provided for staff</p> <p>Display hand hygiene posters in:</p> <ul style="list-style-type: none"> • Bathrooms & toilets • Kitchens • Reception areas <p>Provide items needed for hand hygiene in all areas: Offices Bathroom and toilet areas</p> <p>Maintain adequate supplies of hand</p>	<p>Induction and annually thereafter. Immediate refresher in case of outbreak. Annually</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p>	<p>Sentrient Training & Development Manager Deputy CEO/Director of Corporate Services (Induction)</p> <p>WHS Reps</p> <p>Soap, water, and paper hand towel available in all amenity areas. Liquid or gel hand sanitiser is available at entry and exit points, throughout the premises, in all common areas and in all client access areas. All staff are responsible</p> <p>Business Support Services and</p>

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	hygiene products		Compliance Assistant
Company & Private Vehicles cleaning staff responsibility	Staff education on the use of disposable seat covers (car/client home)	Ongoing as new employees come on board	Seat cover supply to be available in each vehicle and rolls available at each regional office for staff to access.
	Sanitizing of Steering wheel, gear stick, indicators and light levers and doors handles (inside and out), seat and pen used for logbook to be wiped Removal of any waste materials from the vehicle.	At the conclusion of each use of a vehicle	Antiseptic wipes Admin staff ordering supplies to ensure adequate stocks are maintained. All staff are required to follow this process
Regular Contract Cleaning	Regional motor vehicle cleaning schedule	Minimum every 6 weeks In Place	Contracted motor vehicle cleaning service. Admin support in each region to arrange
Driving with passengers	Staff to adhere to vehicle capacity requirements	In place	Vehicle capacity signage
Ensure adequate stocks and availability of PPE for staff are maintained	Establish emergency stockpile for use the case of an outbreak	In place Review availability of PPE weekly	Secure storage space
	Maintain stock for daily use in a	In Place	Secure storage

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	<p>secure environment</p> <p>System for controlled allocation to and access of PPE for staff</p> <p>Educate staff on the use of PPE as per company and Departmental Policy</p> <p>Educate staff on the correct donning and doffing of PPE</p>	<p>In Place</p> <p>Induction Refresher annually</p> <p>Induction annually thereafter and immediately in case of outbreak</p>	<p>Regional PPE inventory</p> <p>Designated responsible person for control and allocation in each region Record allocation of PPE to staff members</p> <p>Sentrient Deputy CEO/Director of Corporate Services (Induction) Training & Development Manager (ongoing)</p>
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Minimum Standard: Restrictions on Entry to the Workplace

What do you need to do	How it will be done	When & Frequency	Who is responsible & Equipment/Other required
Restrict entry to the workplace	Display signs at all entries to the premises	Current - In Place Ongoing	Signage/posters
Trace staff and visitors who have been in any company premises	<p>Staff & visitors are to sign in and out of company premises</p> <p>Staff & visitors are asked a series of questions in relation to COVID-19 Risk Factors prior to entry being granted. Any positive response will result in refusal of entry.</p> <p>Staff & visitors are to have temperatures taken and recorded on entry to any company premises. A temperature 37.5 or above will result in no entry</p>	<p>Current – In Place Ongoing</p> <p>Current – In Place Ongoing</p> <p>Ongoing</p>	<p>Staff sign in/out registers</p> <p>Visitor management register and checklist in place</p> <p>Temperatures recorded in staff or visitor management register</p>
Trace all staff who have contact with consumers in the consumers homes or in the community.	Keep rostering records and outlook calendars for all staff. Consumer diaries in client management systems will also identify where subcontractors have delivered services. Records for the previous 21 days must be available in real time	Current – In Place Ongoing	<p>Rosters</p> <p>Mobile Care Worker</p> <p>Outlook Calendars (backed up on servers)</p> <p>Consumer Management Systems</p>

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What do you need to do	How it will be done	When & Frequency	Who is responsible & Equipment/Other required
Staff are aware of their responsibilities in relation to safe practices	<p>Staff provided with education on safe practices during the Pandemic Provide staff with access to Federal Government fact sheets on COVID-19 Posters on “Stop the Spread” located throughout the premises</p> <p>Staff complete a Covid-19 ERA prior to a home visit</p>	Current – In Place Ongoing	<p>Posters Staff Communiques on COVID- 19 and work practices Government fact sheets On-line education for staff through Sentrient</p> <p>Covid-19 ERA document http://intranet/ Care Consultancy > Care Forward > forms – Environmental Risk Assessment Care Consultancy – Care Assess – Forms - Quality and Risk Forms – Environmental Risk Assessment</p>
Staff with flu or cold like symptoms are instructed to obtain a Covid-19 test (RAT), self-quarantine at home and not return to the workplace until symptom free and given approval from their Manager to return to work.	Staff provided with access to information regarding home isolation when symptomatic or suspected or confirmed case of COVID – 19 and their return to work	Current – In Place Ongoing	<p>Record kept of all staff who have a Covid-19 test (RAT) and the result recorded RAT available for all staff – provided by Care Consultancy</p>
Quickly Identify staff who are positive COVID-19.	All staff identified as Positive for Covid-19 are to register their test	As Indicated	Staff member

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What do you need to do	How it will be done	When & Frequency	Who is responsible & Equipment/Other required
<p>Vaccination of workers: Effective from 1 July 2022, there are no longer requirements under the Public Health Act 1997 for any workers to be vaccinated. Public Health continues to strongly recommend that all eligible Tasmanians stay up-to-date with their COVID-19 vaccinations.</p> <p>It remains a requirement of the Commonwealth Department of Health and Aged Care that all staff and volunteers have 3 Covid-19 vaccinations.</p> <p>Care Consultancy are required to provide weekly reports on staff Covid-19 vaccination status to the Commonwealth Department of Health and Aged Care</p> <p>If a staff member holds a valid exemption they will be required to wear a mask when providing in-home care</p>	<p>with DPU & follow DPU instructions before returning to work</p> <p>Full vaccination (3 doses)is a requirement of the company for all employees All staff who access Care Forward/Care Assess/Care Consultancy offices are required to be sufficiently vaccinated against Covid-19 unless a vaccination exemption has been obtained. Information on Covid-19 vaccination is available to staff.</p>	<p>Evidence of the vaccinations will be provided to the HR & Compliance Officer</p>	<p>Staff to provide evidence of a completed Covid-19 vaccination. Record staff vaccinations using the My Aged Care Portal The HR & Compliance Officer to enter the data and maintain the records https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/information-for-aged-care-providers-workers-and-residents-about-covid-19-vaccines/in-home-and-community-aged-care-recipients-workers-and-providers Staff communications are issued by the CEO via memo's https://www.health.gov.au/health-alerts/covid-19</p>

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What do you need to do	How it will be done	When & Frequency	Who is responsible & Equipment/Other required
Manage workload if staff are required to self-isolate/quarantine at home.	Most staff are equipped and able to work from home when needed.	Current - In Place	Staff have been provided with or have access to office equipment: Laptops, screens, keyboards, chairs etc.
Ensure a safe Home working environment	Information for working from home provided to staff via several COVID - 19 Staff Communiques & information is available on Sentrient	Current – In Place	Health & Safety risk assessment is to be conducted by staff who are working from home. Staff provided with education on safe working from home practice through Sentrient
Manage productivity and work output while staff member is working from home	<p>Due to the nature of services and business requirements Managers will allocate or agree on tasks/work to be completed at home.</p> <p>Staff are required to complete a daily work/task list form at the end of each working day and send to manager.</p> <p>Allocate tasks/work that are not able to be completed by the staff member in self-isolation/quarantine to other staff members.</p>	Current – System in Place Ongoing	

Minimum standard: Physical Distancing at the workplace

What do you need to do	How it will be done	When & Frequency	Who is responsible & Equipment/Other required
Apply the people capacity rules for each office/room in all company premises (North West/North/South)	<p>To determine people capacity, calculate the area of a room/space (length in metres x width in metres) and divide that number by 2.</p> <p>All Offices/rooms to have signage on the doors stating how many people can be in that space at any one time.</p> <p>Staff work from home to comply with social distancing requirements where necessary.</p> <p>Where there is not enough space for all staff to work in the office space using the 2 square metre rules, managers are to rotate staff working from home or from the office.</p>	<p>In Place Ongoing</p> <p>In Place Ongoing</p> <p>In Place Ongoing</p>	<p>Tape measure/App Allow 2 square metres per person</p> <p>Use provided signage to indicate maximum number of people on each door or window at the entry point to each room/office</p>
Apply distancing rule to staff amenity/lunch areas	Staff to observe distancing requirements in common areas, my need to take breaks at their desks or leave the premises.	In-Place Ongoing	All staff to Install Zoom App to support attendance at meetings or training.

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What do you need to do	How it will be done	When & Frequency	Who is responsible & Equipment/Other required
Accommodate virtual meetings and education session where possible.	Meetings and education sessions are conducted via Zoom.	In-Place Ongoing	
Maintain a minimum distance of 1.5 metres between each other while working	When mobilising in offices/meeting rooms, common areas staff are always to observe the distancing rules.	In Place Ongoing	Tape measure Signage
	Desk spaces are measured to comply with required physical distancing and 2 square metre rules.	In-Place Ongoing	
	Dividers/barriers are placed between desks that back onto each other.	In Place	Additional dividers/barriers ordered for new offices
	Staggered staff breaks		
Ensure Distancing and protection of staff in Reception areas	Distancing line markings on the floor in place.	In Place	Reception staff
	Decals on floor showing spacing	In Place	Ordered by Deputy CEO/Director of Corporate Services. Placement by receptions staff
	Acrylic screens at reception desks	In Place	Ordered by Manager Clinical and Home Care Services -Clear Acrylic screens

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Minimum standard: Providing instruction, training, and supervision in respect to COVID-19

What do you need to do	How it will be done	When & Frequency	Who is responsible & Equipment/Other required
Ensure all staff are aware of their responsibility to protect themselves other workers, their families, and the public.	Provide accessible advice in a range of formats on how to manage COVID-19 risks Tasmanian Government mandates Covid-19 vaccination for in-home and community aged care workers	In Place Ongoing	Signage/posters Infection control policy/Pandemic infection Control Policy On-line learning CEO updates Communicable disease fact sheets Toolbox sessions Information for staff on How to access Covid-19 vaccinations Staff must demonstrate evidence of vaccination, authorised medical exemption or vaccination booking by 30 th November 2021
Ensure all Consumers are aware of responsibilities.	Communications sent to clients re self-protection notifying of any changes to work practices to protect both them and the worker and compliance requirements re COVID-19 safety.	In place As needed	Letters to consumers Deputy CEO/Director of Corporate Services
Allocate organisational responsibility for ensuring COVID-19 controls are applied and enforced	Provide Managers with training in COVID-19 controls Document/record COVID-19 procedures Access to Department of Health	In Place In Place	IT Access/Zoom meetings Training in Sentrient Pandemic/infection Control Policy COVID-19 Safety Workplan Training & Development Manager

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	<p>COVID-19 training modules for all staff</p> <p>Provide training to staff on correct use of PPE (donning & doffing) (Sentrient and Competency Assessment)</p> <p>COVID-19 Safety at Work training for all staff</p> <p>Regular Senior Management meetings to discuss and plan ongoing COVID -19 management.</p> <p>Community Infection Control Covid-19 Audit</p>	<p>In Place</p> <p>In Place Induction Ongoing</p> <p>In Place</p> <p>In Place Once weekly or more frequently if required</p> <p>As required</p>	<p>Upload to Sentrient and distribute to staff for completion.</p> <p>Training & development Manager On-line education on correct use of PPE in Sentrient, Competency Checklist</p> <p>Training & Development Manager On-line in Sentrient</p> <p>Meeting agenda item</p> <p>Managers/Quality & Risk Manager</p>
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Minimum standard: Responding to a potential or actual incident of COVID-19 in the workplace

What do you need to do	How it will be done	When & Frequency	Who is responsible & Equipment/Other required
<p>Staff are responsible for notifying their manager that they have cold or flu like symptoms and for arranging to be tested for COVID-19 Ensure the safety of other staff and consumers.</p>	<p>Staff member remains in self-isolation pending results of COVID-19 test (RAT)</p> <p>All staff, subcontractors and clients who have had close contact to be advised and instructed to self-isolate (work from home where possible) until results are known.</p> <p>Negative test result – staff member works from home or takes personal leave until asymptomatic. All staff and consumers who were close contacts are notified of negative result and may resume normal activities</p> <p>Positive test result – Public Health will make contact for:</p>	<p>Notifies manager Immediately results are known</p> <p>As Required</p> <p>As Required</p> <p>As Required</p>	<p>All staff Manager records the test result Manager/Team Leader have a supply RAT available for staff to access</p> <p>https://www.health.gov.au/node/18602/managing-home-care-through-covid-19#following-state-and-territory-public-health-orders</p> <p>Updated 16th May 2022 – Advice for contacts https://www.coronavirus.tas.gov.au/keeping-yourself-safe/advice-for-contacts</p> <p>CEO and Line Managers</p>

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What do you need to do	How it will be done	When & Frequency	Who is responsible & Equipment/Other required
	<ul style="list-style-type: none"> Advice re management Contact Tracing 		
	Utilise the “Communicating Key Personnel & Roles During an Outbreak” tool.	As Required	Key personnel who have responsibilities under the Emergency response plan. E.g. CEO, Managers will implement planned and requested actions
	The company will implement the Company’s Emergency Management Plan inclusive of but not limited to Deep Clean, Isolation of all possible contacts, the wearing of PPE as appropriate and all Pandemic Emergency Actions Immediately	As Required	https://www.health.gov.au/node/18602/managing-home-care-through-covid-19#following-state-and-territory-public-health-order
Work with Public Health Tasmania	Waste management procedures adjusted to ensure infection control & prevention is maintained.	As Required	CEO or Deputy CEO
Notify the Commonwealth Department of Health & Human Services, Director Aged Care programs Tasmanian via:	Follow all instructions and requirements requested by Public Health Tasmania.	As Required	CEO or Deputy CEO
Department of Social Services Community Grants Hub	Public Health Tasmania Phone Number: 1800 671 738	AS Required	CEO or Deputy CEO
	Helen Kessler 62 211 407		

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What do you need to do	How it will be done	When & Frequency	Who is responsible & Equipment/Other required
<p>Contract Manager (CHSP) Manager and Contract manager</p> <p>Notify Department of Health Tasmania via Principal Program Office Tas HACC Program & Principal Consultant community Care Reform</p>	<p>helen.kessler@health.gov.au</p> <p>Melita Nichols 62 139 365 Melita.nichols@dss.gov.au</p> <p>Raul Cox 61 661 054 Raul.cox@health.tas.gov.au</p> <p>Erica Heeley 61 661 065 Erica.heeley@health.tas.gov.au</p>	As Required	<p>CEO or Deputy CEO</p> <p>CEO or Deputy CEO</p>
<p>Continuing Communication with those impacted</p> <p>Make available the Employee Assistance Program for all staff who are personally impacted</p> <p>Ensure all clients who are directly impacted are advised of available counselling and recovery support services</p>	<p>Ongoing communication with all staff, clients and subcontractors who are impacted is essential re support while in isolation, returning to work, receiving continued care and support.</p> <p>Employee assistance program detail given to all staff impacted with strong encouragement to self-refer</p> <p>Information provided to clients directly and facilitated referral if required</p>	As Required	<p>CEO & Deputy CEO</p> <p>Line Managers</p> <p>Service Delivery Managers</p>

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Minimum standard: Responding to a client identified as COVID-19 positive

What do you need to do	How it will be done	When & Frequency	Who is responsible & Equipment/Other required
<p>Deploy Covid-19 Response Team</p> <p>To provide essential client services to those clients who are Covid-19 positive or have been exposed to a Covid-19 positive person</p>	<p>The Covid-19 Response Team will consist of staff who are willing to provide ongoing essential services to those clients who are Covid-19 positive or have been exposed to a Covid-19 positive person.</p> <p>Each member of the team has a PPE kit and has participated in additional infection control & prevention training specific to Covid-19</p> <p>Rapid Antigen tests (RAT) Members of the team may be required to complete a RAT as per the directions of the Tas Public Health</p>	<p>As Required</p> <p>As Required</p> <p>As directed by the TAS Public Health</p>	<p>Key personnel who have responsibilities under the Emergency response plan. E.g. CEO, Managers will implement planned and requested actions</p> <p>Utilise the “Communicating Key Personnel & Roles During an Outbreak” tool.</p> <p>CEO, Managers, Response Team https://www.health.gov.au/node/18602/managing-home-care-through-covid-19#following-state-and-territory-public-health-orders</p>
<p>Work with Public Health Tasmania</p>	<p>Isolation of all possible contacts, the wearing of PPE as appropriate and all Pandemic Emergency Actions</p> <p>Follow all instructions and requirements requested by Public Health Tasmania. Public Health Tasmania Phone Number: 1800 671 738</p>	<p>As required when a client/s have been identified as Covid-19 positive or have been exposed to a Covid-19 positive person.</p> <p>As Required</p>	<p>Key personnel who have responsibilities under the Emergency response plan. E.g. CEO, Managers will implement planned and requested actions</p> <p>Identify what is considered to be an essential client service, to be agreed on in consultation with the client ..\..\Department of Health Tasmania\Tas Gov COVID@home factsheet - Health Professionals.pdf</p>

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<p>Notify the Commonwealth Department of Health & Human Services, Director Aged Care programs Tasmanian via:</p> <p>Department of Social Services Community Grants Hub Contract Manager (CHSP) Manager and Contract manager</p> <p>Notify Department of Health Tasmania via Principal Program Office Tas HACC Program & Principal Consultant community Care Reform</p>	<p>Helen Kessler 62 211 407 helen.kessler@health.gov.au</p> <p>Melita Nichols 62 139 365 Melita.nichols@dss.gov.au</p> <p>Raul Cox 61 661 054 Raul.cox@health.tas.gov.au</p> <p>Erica Heeley 61 661 065 Erica.heeley@health.tas.gov.au</p>	<p>As Required</p> <p>As Required</p> <p>AS Required</p> <p>As Required</p>	<p>CEO or Deputy CEO</p> <p>CEO or Deputy CEO</p> <p>CEO or Deputy CEO</p> <p>CEO or Deputy CEO</p>
<p>Continuing Communication with those impacted</p>	<p>Ongoing communication with all staff, clients and subcontractors who are impacted is essential re support while in isolation, returning to work, receiving continued care and support.</p>	<p>As Required</p>	<p>CEO & Deputy CEO</p>
<p>Make available the Employee</p>	<p>Employee assistance program</p>		<p>Line Managers</p>

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What do you need to do	How it will be done	When & Frequency	Who is responsible & Equipment/Other required
Assistance Program for all staff who are personally impacted	detail given to all staff impacted with strong encouragement to self-refer		Service Delivery Managers
Ensure all clients who are directly impacted are advised of available counselling and recovery support services	Information provided to clients directly and facilitated referral if required		

Process for reviewing and adjusting the controls as circumstances change:

1. At the outset of the outbreak - daily senior management meetings chaired by CEO or nominated representative.
2. Weekly Covid-19 meetings of senior management, frequency reviewed as circumstances change
3. Monitor Government websites and daily live announcements for updates (Commonwealth and State Governments)
4. Be aware of changes in the numbers of Covid-19 cases across Australia and its potential impact on Tasmania and the Company
5. Use only commonwealth and state government sources of Covid-19 information or the WHO.
6. Connect with State & Commonwealth Departments and industry leaders and be aware of improvement activities related to COVID-19
7. Utilise the Tasmanian Government outbreak management resources <https://www.coronavirus.tas.gov.au/business-and-employees/covid-19-case-and-outbreak-management/case-and-outbreak-management-resources>

Approval of COVID-19 Safety Plan:
Date completed: 1/07/2021
Approved by: CEO
Signature: