

COVID-19 Policy

Company Policy

1. Summary

The World Health Organization (WHO) has declared the Coronavirus COVID-19 as a global pandemic and the outbreak, a Public Health Emergency of International Concern. With new cases of COVID-19 reported daily around the world, the Australian Government has continued to impose travel restrictions and strict guidelines in the country to protect the Australian community.

2. Policy Details

What you need to do:

If you have travelled outside of your home state in the past 14 days, you are advised to:

- Stay at home (self-quarantine);
- Avoid any public setting – this means you should not attend work, school or any other public place unless required for medical treatment;
- Avoid leaving your place of residence for any reason, unless for medical treatment;
- Notify the Caring for You COVID-19 team immediately;
- At all times follow the instruction of The Department of Health and Human Services;

If you have developed any symptoms of COVID-19 or are a suspected case of COVID-19 you are requested to:

- Seek medical care, please note a negative COVID-19 test result or medical clearance will be required to continue to pick up shifts with Caring for You;
- Remain at your place of residence and self-isolate, other than when seeking medical care until you receive your results;
- Avoid any public settings until advised by treating medical practitioner;
- Notify the Caring for You COVID-19 team immediately;
- At all times follow the instruction of The Department of Health and Human Services;

If you have been deemed a close contact of someone who is a suspected or confirmed case of COVID-19:

- Remain at your place of residence and self-isolate;
- Avoid any public setting for 14 days after you last had an encounter with them;
- Obtain a COVID-19 test at day 11 of your isolation period;
- Notify the Caring for You COVID-19 team immediately;
- You will be cleared to work once you have obtained a clearance from the Department of Health and Human Services Contact Tracing team;
- At all times follow the instruction of The Department of Health and Human Services;

If you are a confirmed case of COVID-19 you are requested to:

- Seek medical care as required,
- Remain at your place of residence and self-isolate, other than when seeking medical care;
- Avoid any public settings until advised by The Department of Health and Human Services;
- Notify the Caring for You COVID-19 team immediately;
- Please note medical clearance supplied only by The Department of Health and Human Services will be accepted to return to work with Caring for You;
- At all times follow the instruction of The Department of Health and Human Services;

How can we help prevent the spread of coronavirus?

You must, notify Caring for You prior to accepting any shift if you meet any of the above criteria or work or have worked at any other healthcare site. It is imperative in the aim to stop the spread of COVID-19, that Caring for You are aware of where you have worked if it is outside our organisation to ensure that all requirements are met. Failure to disclose this information will be treated as serious misconduct.

Complete and always familiarise yourself with our Donning and Doffing of Personal Protective Equipment procedures and we recommend following The Department of Health and Human Services guidelines and recommendations;

Practice good hygiene:

- You should pay close attention to good hand hygiene. Wash your hands regularly with soap and water, and use alcohol-based hand sanitiser especially before eating and after using the toilet;
- Cover your mouth and nose when coughing and sneezing with a tissue - or cough into your elbow; Dispose of the tissue into a bin and then wash your hands afterwards;
- Should any healthcare professional be required to treat a suspected or confirmed case, they will be supported by following the standard infection control guidelines of the facility and be provided with full PPE;

Please note that you will be sent home or cancelled from any Caring for You shifts if you meet any of the above criteria.

Employees may also be required to sign Corona Virus declarations or complete checks as per our facilities request when arriving on shift, we ask that you always comply with these requests.

Caring for You have also implemented an assessment process when placing employees into shifts. This will be a question-based assessment to ensure all employees meet the above requirements prior to being allocated a shift.

As per the recommendations from The Department of Health and Human Services, Caring for You have implemented processes to limit the number of facilities our staff visit. To ensure we are complying with these recommendations, we are aiming to provide staff with multiple shifts at the one site. We are aware at some point our staff will be required to attend another site therefore, in between working from one COVID site to another, you will be required to provide a negative COVID-19 result.

Please also note, to ensure we are compliant and meet the requirements of The Department of Health and Human Services (DHHS) COVID-19 Contact tracing. Your details may be required to be given to DHHS for COVID-19 Contact Tracing Purposes and will be supplied confidentially only by the People and Culture Manager.

Where can I find out more information?

- For national updates: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- WHO updates: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

If you fall into any of the risk groups above and suspect you may have COVID-19 **call the dedicated National Coronavirus hotline on 1800 675 398** and notify the Caring for You COVID-19 team directly at coronavirus@caringforyou.net.au.

Please note as a healthcare worker under the Workplace health and Safety act, employees have a responsibility and obligation to ensure their health and safety and they have duty of care to disclose any information that may impact this.

All information within this policy has been obtained from or at the recommendation of The Department of Health and Human Services.

By signing this policy, you acknowledge that you have read, understood, and accept all the conditions stated. Any breach of this policy will be treated as serious misconduct.

Thank you for your understanding and co-operation throughout this unprecedented time.

3. Policy Review

This policy will be reviewed on an annual basis by the People and Culture Manager. Any proposed changes to this policy must be approved by the CEO.



Louise Thomson CEO

Approval Date: 19/08/2020

Version	Status	Date	Author	Description	Review Date
0.1	Draft	06/03/2020	HR Officer	Initial draft	
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