

COVID-19 Policy

Company Policy

1. Summary

- 1.1. This policy summarises the key information, responses, procedures, and member requirements Caring for You Nursing Agency (Caring for You) is undertaking to limit the impact of the COVID-19 pandemic. Caring for You recognises its responsibility to our clients, internal and external staff members, the Health Care Industry, and the wider community.

2. Policy Details

Members requirements:

- 2.1. Follow all recommendations and directions from the relevant State or Territory Department of Health and Human Services, including but not limited to:
 - Stay at home directions;
 - Travel restrictions, including local and interstate.
- 2.2. Notify the Caring for You COVID-19 Response Team immediately if you:
 - Have returned from interstate travel;
 - Have visited a noted hotspot;
 - Had contact with a person who is confirmed or suspected to be positive with COVID-19;
 - Have any symptoms of COVID-19;
 - Are awaiting a test for COVID-19; or
 - Had contact with any person who has worked in hotel quarantine within the past 14 days.

Clients obligations:

- 2.3. All clients of Caring for You are required to immediately notify the agency if there is any suspected or confirmed COVID-19 Cases on the site that Caring for You members are attending.

The Agency:

- 2.4. Caring for You will notify members in advance to the best of their knowledge of any suspected or confirmed infection sites prior to their booking or arrival on shift whichever occurs first.

Member Notification requirements

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

- Notify the Caring for You COVID-19 Response Team immediately, temporary suspension may occur at this time;
- At all times follow the instruction of The Department of Health and Human Services;

- Get tested, a negative COVID-19 result will be required prior to picking up shifts with Caring for You;
- Remain at your place of residence and self-isolate for 14 days and/or as advised by the Department of Health in your state other than when seeking medical care until you receive your results;
- Avoid any public settings until advised by treating medical practitioner and the Department of Health in your relevant State or Territory.

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

- Notify the Caring for You COVID-19 Response Team immediately;
- At all times follow the instruction of The Department of Health and Human Services;
- Remain at your place of residence and self-isolate; for 14 days or as directed by the Department of Health;
- Avoid any public setting for 14 days after you last had an encounter with the suspected or confirmed case;
- Obtain a COVID-19 test at days 3, 7 & 11 of your isolation period;
- You will be cleared to work once you have obtained a clearance from the Department of Health and Human Services Contact Tracing Team in your relevant state or territory.

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

- At all times follow the instruction of The Department of Health and Human Services in your relevant State or Territory;
- Seek medical care as required;
- Notify the Caring for You COVID-19 Response Team immediately, temporary suspension of your account will apply;
- Remain at your place of residence and self-isolate, as advised by the Department of Health in your relevant State or Territory, other than when seeking medical care;
- Avoid any public settings until advised by The Department of Health and Human Services in your relevant state or Territory.

NB Medical Clearance supplied by The Department of Health and Human Services will be required along with the Negative COVID-19 result to return to work with Caring for You.

3. How can we help stop the spread of COVID-19?

3.1. You must notify Caring for You prior to accepting any shift if you identify with any of the following:

- Currently experiencing any flu like symptoms;
- Have been in close contact with a confirmed case in the last 14 days;
- Have worked recently in an Aged Care Facility, Private or Public Hospital, Community, or any other workplace where there has been a suspected or confirmed case of COVID-19 in the last 14 days;
- Have worked or had any association with Hotel Quarantine, either location or staff members within the last 14 days;
- Have visited a government listed 'hot spot' within Australia in the last 14 days;
- Have worked in a COVID-19 Testing Clinic or Respiratory ward or clinic.

- 3.2. Members must familiarise and comply with any COVID-19 updates and guidelines within their relevant State or Territory.
- 3.3. Members must also ensure that they are practicing the most up to date Donning and Doffing of Personal Protective Equipment (PPE) procedures at all times to mitigate risk of exposure to self, clients, and the community.
- 3.4. Members must also follow the Department of Health and Human Services guidelines and recommendations for Health Care workers in their relevant State or Territory.

Personal Hygiene and infection control:

- You should pay close attention to good hand hygiene. Wash your hands regularly with soap and water, and use alcohol-based hand sanitiser;
- 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;
- Wear a single use surgical mask and additional PPE as requested per the infection control guidelines of the facility;
- Should any healthcare professional be required to come into contact with a suspected or confirmed case of COVID-19, they will be supported by following the standard infection control guidelines of the facility and be provided with full PPE;
- Employees may also be required to sign Corona Virus Declarations, complete a temperature check and/or contact tracing documentation as per our facilities request when arriving on shift, we ask that you always comply with these requests.

NB Failure to comply with the above hygiene measures may result in you being sent home and any future shifts cancelled.

4. Your Information

- 4.1. To ensure that Caring for You are meeting Health Care provider requirements of The Department of Health and Human Services (DHHS) COVID-19 Contact tracing. Your details may be required to be disclosed to the relevant Department of Health and Human Services for COVID-19 Contact Tracing Purposes as per the *Public Health Contact Information) Act 2020* and will be supplied confidentially only by the People and Culture Manager or the Human Resources Delegate.
- 4.2. Caring for You have also implemented an assessment process when allocating members into shifts. Our assessment is a short verbal questionnaire conducted over the phone by our allocations staff to ensure our members provide relevant responses to questions outlined by our COVID-19 Team. Failure to answer these questions honestly is regarded as serious misconduct and may result in:
 - A formal warning being issued; or
 - Dismissal
- 4.3. Please note, as a Healthcare Worker under the Australian Government Workplace Health and Safety Act 2011, 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.

Breaches of this policy including failure to disclose relative information as stated above is considered serious misconduct and could render an employee liable to disciplinary action resulting in;

- A formal warning being issued; or
- Dismissal

5. Policy Review

- 5.1. This policy will be reviewed on an annual basis or more frequently, as required by the People and Culture Manager in Consultation with the COVID-19 Team and Executive Management. Any proposed changes to this policy must be approved by the CEO.



Joanne Wilson CEO (Acting)

Approval Date: 04/03/2021