Aurora Support Services

COVIDSafe Plan

Revised 31.08.2023

Aurora Support Services COVIDSafe Plan

Business name:	Aurora Support Services Inc
Site location:	851 High Street, Epping
	24 – 26 Vasey Avenue, Lalor
	52 Main Street, Thomastown
	76 Edwardes Street, Reservoir
Contact person:	Sarah Russell
Contact person phone:	(03) 9401 1844 or 0407 315 907
Date prepared:	07.08.2020, last revised 31.08.2023

Aurora Support Services COVIDSafe Plan contains:

1. **Information included in the organisation's "Conditions for the Safe Provision of Services to minimise transmission of COVID-19 and other potentially infectious conditions (includes Outbreak Management Plan)" (copy over page)**

2. **Organisational policies and procedures relevant to or developed in response to COVID-19 (available on request)**

3. **Comments relating to current organisational practises or policies/procedures/practices under development or review**

Aurora Support Services

CONDITIONS FOR THE SAFE PROVISION OF SERVICES
to minimise the transmission of infectious conditions including COVID-19
(Includes COVID-19 Outbreak Management Plan and COVID-19 Risk Assessment)

30.08.2023

It is important that everyone continues to do all they can to stop the transmission of COVID-19 and other infectious conditions.

Please contact our organisation if you have any specific medical needs, health requirements or health precautions that you feel we should be aware of.

This document has been framed around the following:

NDS (National Disability Services) materials and resources

WorkSafe Guidelines

NDIS Quality and Safeguards Commission resources

Federal Department of Health and Aged Care resources

Victorian Department of Health resources

ICEG Federal Government – Infection Prevention and Control Expert Group - resources

This document also forms part of the

organisation's COVID-Safe Plan

1. While providing Group and Individualised Supports Aurora Support Services will:

1.1 Ensure that **all** participants, carers, family, staff and visitors are kept informed of vaccination availability for COVID-19 and other infectious conditions and remain up-to-date with recommended vaccination requirements.

Methods of communication may include, but are not limited to:
- Information memos
- Policies and Procedures distributed and available on organisational Website
- Training
- Posters
- Informing participants of Disability Liaison Officers (DLO's) to assist with information about and support to access a range of vaccines

1.2 Ensure all participants days and times of attendance are recorded on the Service Attendance sheet daily for contact tracing as necessary.

1.3 Ensure all staff (including agency staff) and visitors sign in and out using the manual

Attendance Registers if attending the premises. Registers are located in all premises foyer areas and staff rooms.

1.4   Ensure all participants register their attendance via the Attendance Record systems currently in place at each service.

1.5   Ensure all staff or participants with COVID-19 symptoms or other potentially infectious conditions are directed to a designated "isolation area" at each premises and remain there until arrangements can be made for them to return home. The person in question may be requested by Management to provide a medical clearance before being permitted to return to the service. If the condition is known to be transmitted via airborne particles and the person is able to tolerate a face mask, they should wear one.

1.6   Ensure all participants utilising Aurora Support Services transport to and from home who present with COVID-19 symptoms or other potentially infectious conditions are advised by the driver to remain at home. The participant in question may be requested by Management to provide a medical clearance before being permitted to return to the service.

1.7   Ensure appropriate personal hygiene practices (i.e. washing hands, coughing into elbow etc) are maintained by staff and participants throughout all activities.

1.8   Ensure all participants and staff are aware that maintaining a 1.5 metre distance between self and others reduces the risk of airborne transmissible conditions.

1.9   Ensure all participants are supported to understand and maintain social distancing (i.e. no hugging, no close contact).

1.10   Ensure that all participants, carers, family, staff and visitors are aware that the organisation has supplies of PPE (including facemasks) onsite which are available for use on request. **Note:** there is currently no government mandate for the use of PPE in disability day services, however Aurora Support Services reserves the right to mandate the use of PPE for staff, visitors and contractors in the circumstances outlined below:

- Face masks or other forms of PPE when directed by State/Federal Government

- face masks or any other form of PPE when directed by Management i.e. during outbreaks of COVID-19 or any other communicable disease i.e. influenza, gastroenteritis etc that may occur in the community or within a particular service

- face masks or other forms of PPE when working with a participant where a specific request has been made by a participant/parent/carer and agreed to by the organisation

- disposable gloves when preparing meals or assisting participants with personal hygiene

- disposable fluid repellent gown and eye protection when potentially coming into contact with blood, body fluids, mucous membranes

1.11   Ensure all PPE is disposed of in designated, foot operated, closed waste containers provided at each service site and that hands are sanitised between the removal of each item of PPE.

1.12   Ensure at least 70% alcohol sanitising hand wash is available for use by participants, staff and

visitors when entering or exiting a room/premises.

1.13   Ensure all staff and participants are aware that conducting activities/meetings outside reduces the risk of airborne transmissible conditions.

1.14   Ensure suitable measures are undertaken to improve ventilation to reduce the risk of COVID-19 and other airborne transmissible conditions:

-    Make the most of natural ventilation by opening doors and windows wherever possible
-    Make use of existing mechanical ventilation such as air conditioning and heating systems that introduce outdoor air into indoor spaces
-    Make use of organisationally owned portable air purifiers at service sites with restricted natural ventilation i.e. Social Links, Vasey Venue and Frontier
-    Use ceiling fans and pedestal fans to circulate fresh air throughout the space
-    Limit numbers in any indoor space where practicable

1.15   Ensure any participant assessed by the Program Manager as being unable to manage high risk behaviour i.e. sneezing, coughing, personal hygiene requirements etc is requested to remain at home until suitable hygiene management strategies have been put in place.

1.16   Ensure any participant assessed as being unwell by a Program Manager is requested to remain/go home. In certain circumstances the participant may be requested by Management to provide a Medical Certificate prior to return to the service.

1.17   Ensure couches, chairs, tables and office desks are placed strategically in each program/office area to maximise social distancing.

1.18   Whilst there are currently no restrictions on density limits or group sizes, keeping indoor and outdoor activities to small groups is the organisation's preferred approach.

1.19   Ensure staff providing individualised supports do not <u>routinely</u> enter the participants home/supported accommodation facility when "picking up" and "dropping off" participants (unless specifically invited or required to do so). A brief handover on the doorstep is generally appropriate between staff/family members whilst all parties adhere to social distancing guidelines.

1.20   Require all staff and participants to adhere to any State or Federal government directives if they have/intend to travel to any overseas country.

https://www.coronavirus.vic.gov.au/information-overseas-travellers for current advice about obligations for returning international travellers.

2.   While providing Day Services and Individualised supports from the Thomastown Library and Community Centre (Social Links) Aurora Support Services will:

2.1   Ensure all of the conditions in section 1 are adhered to by all relevant parties
2.2   Ensure Aurora Support Services liaises with Thomastown Library and Community Centre and the Whittlesea Council regarding an assurance that heating, ventilation and air conditioning systems are functional, well maintained and meet regulations in this area.

3. While providing day/evening "in home" supports on a 1:1 basis Aurora Support Services will:

3.1   Ensure all of the conditions in section 1 are adhered to by the participant, staff and members of the household.

4. While providing emergency overnight "in home" or "centre based" supports on a 1:1 basis Aurora Support Services will:

4.1   Ensure all of the clauses in part 1 are adhered to by the participant, staff, family or visitors during the overnight stay.

4.2   Ensure that participants and staff provide their own linen, including fitted/base bed sheet, doona, pillow and pillowcase if advised.

4.3   Ensure all beds are thoroughly cleaned and sanitised prior to commencement and at the conclusion of each centre based overnight stay.

4.4   Ensure crockery, cutlery and all cooking and eating utensils are not shared and are thoroughly cleaned and sanitised before and after each use.

5. While providing "centre based" or "community based" overnight group supports Aurora Support Services will:

5.1   Ensure all of the clauses in part 1 are adhered to by the participant, staff, family or visitors during the overnight stay.

5.2   Ensure that participants and staff provide their own linen, including fitted/base bed sheet, doona, pillow and pillowcase if advised.

5.3   Ensure all beds are thoroughly cleaned and sanitised prior to commencement and at the conclusion of each centre based overnight stay.

5.4   Ensure crockery, cutlery and all cooking and eating utensils are not shared and are thoroughly cleaned and sanitised before and after each use.

6. When using Agency staff Aurora Support Services will:

6.1   Ensure Agency staff are procured from an agency who have previously supplied Aurora Support Services with a copy of their "COVID-19 Response Plan" which incorporates measures to prevent the spread of COVID-19 virus by agency staff.

6.2   Request the agency to provide consistent staff as much as possible to Aurora Support Services to limit the number of different agency staff supporting participants.

6.3   Ensure Agency staff adhere to all requirements in Clause 1 (above).

7. When accommodating students on placement Aurora Support Services will:

7.1   Ensure the educational facility requesting the student placement supplies Aurora Support Services with a copy of their "COVIDSafe Plan" which incorporates measures to prevent the spread of COVID-19 virus by students.

7.2   Ensure all students on placement are subject to all requirements in Clause 1 (above).

8. To maximise cleaning and health precautions at all premises Aurora Support Services will:

8.1   Ensure external contracted cleaners thoroughly clean and sanitise high usage areas/items such as bathrooms, toilets, showers, taps, door handles and light switches on a daily basis using prescribed COVID safe cleaning products with at least 70% alcohol base.

8.2   Ensure that all staff use at least 70% alcohol sanitising surface wipes/sprays to thoroughly cleanse work/activity areas after each activity.

8.3   Ensure that all staff use at least 70% alcohol sanitising surface wipes/sprays to thoroughly cleanse mealtime surfaces after each mealtime.

8.4   Ensure all staff utilise sanitising 70% alcohol wipes on workplace phones, keyboards, lockers, desk ware, mobility equipment at the start and end of each working day.

8.5   Encourage all staff to obtain the COVID-19 vaccination/seasonal flu vaccine.

Note: Free seasonal flu vaccine is available for those with medical risk factors – phone 1300 882 008 for further information.

9. While providing transport to and from program activities in organisational vehicles Aurora Support Services will:

9.1   Ensure where possible, passengers sit in the back seat, as far removed from the driver to maintain physical distance. If there are more than two people in the vehicle physical distancing should be maximised as much as is practicable.

9.2   Ensure drivers set the air conditioning to external airflow instead of recirculation and open a window if possible.

10. While providing transport to and from home and our day services in organisational vehicles Aurora Support Services will:

10.1 Ensure all participants utilising Aurora Support Services Transport are visually assessed for COVID-19/Flu symptoms by the driver before getting on the vehicle. Any participant assessed as having COVID-19/Flu symptoms will be asked to remain at home. That person may be requested by Management to provide a Medical Clearance before returning to the service.

10.2 Ensure drivers set the air conditioning to external airflow instead of recirculation and open a window if possible.

10.4 Ensure participants and their families/caregivers understand that whilst physical distancing will be maximised where possible, a distance of 1.5 meters is not practicable on all occasions.

10.5 Ensure that all staff use at least 70% alcohol sanitising surface wipes/sprays to thoroughly cleanse vehicle after each activity.

11. While providing supports to participants who utilise external transport providers i.e public transport, taxis, supported accommodation vehicles or private family vehicles Aurora Support Services will:

11.1 Ensure all participants who travel to and from the service via public transport, taxi, supported accommodation vehicle or private family vehicle are made aware that they are participating in a personal travel arrangement and may continue do so at their own discretion.

11.2 For more information about obligations of commercial passenger vehicle drivers, including taxi drivers visit https://cpv.vic.gov.au/drivers/coronavirus-covid-19/coronavirus-covid-19-faqs2/driver-faqs

12. To maximise Information, Communication and Training Aurora Support Services will:

12.1 Monitor new information on a regular basis regarding COVID-19 and other transmissible conditions provided by Local, State and Federal Government.

12.2 Communicate on a regular basis with all of our staff regarding COVID-19 and other transmissible conditions to keep them up to date with relevant information and risk

mitigation strategies, including providing them with online training.

12.3   Display information posters at all premises regarding steps to reduce the risk of COVID-19 and other transmissible conditions and effective infection control strategies.

12.4   Communicate with participants/carers via memos, emails and phone calls as necessary.

12.5   Ensure all Support Workers complete training modules as specified by the organisation regarding COVID-19 and infection control.

13. To ensure appropriate responses to COVID-19 cases Aurora Support Services will:

13.1   Ensure all staff, participants and their families receive a copy of the organisation's COVID-19 Return To Work/Service Procedure and Flow Chart.

13.2   Require all staff, participants, visitors and contractors to advise their direct line manager immediately, if they test positive for the COVID-19, so that all reasonable steps can be taken to mitigate any risk to other staff and participants.

13.3   Inform participants and staff of COVID Positive Pathways to assist with care and recovery following positive diagnosis http://www.coronavirus.vic.gov.au/covid-positive-pathways

13.4   Require all staff, participants, visitors and contractors to advise the organisation immediately, if they believe they have had potential exposure to COVID-19[1].

13.5   Ensure Management staff utilise the organisation's "Record of Response to a Positive COVID-19 Case and their Workplace Contacts" form to record details of confirmed cases and to guide the organisation's response.

13.6   Require that in the event of a proven case of COVID-19 amongst participants, staff, contractors or visitors that the steps in the "Outbreak Management Plan" below are adhered to:

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[1] Refer to bottom of page of Aurora Support Services COVID-19 Return to Work/Service Procedure and Flow Chart for definitions of and return to work/service requirements for "close" (household contacts) and "social" (Workplace contacts).

Outbreak Management Plan

(to be activated in the event of notification of a COVID-19 case amongst a participant, staff member, contractor or visitor who has attended a service site whilst most infectious (most "infectious period" is defined as being the 48 hours before the onset of symptoms, or if asymptomatic the date the test sample was taken which subsequently tested as positive. This date is known as date "zero")

a) Whenever an Aurora Support Service staff first receives advice that a participant, staff member, contractor or visitor have become a Positive Case and may have visited the premises whilst infectious they must immediately inform the Positive Case's direct Line Manager.

b) If the Positive Case is a participant or staff the Line Manager will ensure that the Positive Case is aware that they must not attend Aurora Support Services for 5 days (The Positive Case may return to service after 5 days on the condition that they no longer have symptoms).

Disability Worker COVID-19 Leave Grant

The Australian Government has introduced the Disability Worker COVID-19 Leave Grant for permanent and casual disability workers who deliver supports to NDIS participants, who contract COVID-19 and do not have sufficient leave available to them. The Disability Worker COVID-19 Leave Grant replaces the High-Risk Settings Pandemic Payment

The Disability Worker COVID-19 Leave Grant allows Aurora Support Services to pay eligible staff leave when they have a COVID-19 infection and have insufficient or no leave entitlements. Such staff will be paid $450 where they have lost at least eight hours but less than 20 hours of work, and $750 where they have lost more than 20 hours of work.

The grant will remain in place until 31 December 2023.

Eligible staff will need to complete and submit an Employee Disability Worker COVID-19 Leave Eligibility Declaration (refer link below) along with required proof of COVID-19 diagnosis (refer requirements outlined on the declaration form) to the payroll officer with their timesheet in order to receive payments.

Disability Worker COVID-19 Leave Grant - Eligibility Declaration (1).pdf

For further information about the Disability Worker COVID-19 Leave Grant (refer link below)

https://www.grants.gov.au/Go/Show?GoUuid=9595745f-6382-41bb-9f59-a8ed5d4b7918

Grant information for NDIS workers | Department of Social Services, Australian Government (dss.gov.au)

c) Using the Record of Response to a Positive COVID-19 Case and Their Workplace Contacts the Line Manager will identify all organisational premises that the Positive Case has attended during their

"infectious period" via Attendance records, including any organisational vehicles or taxi's that they may have travelled in.

d)   Using the Record of Response the Line Manager will identify all Social (Workplace) Contacts of the Positive Case i.e. participants, visitors, staff and contractors who have been in the same indoor space or have travelled in the same vehicle as the positive case during their "infectious period" using the current definitions of Social (Workplace) contact.

e)   The Line Manager will forward the completed Record of Response to the Executive Director for next steps.

f)   The Executive Director will facilitate the contact of all Social (Workplace) Contacts in person or via phone/text/email/communication book to inform them of their potential exposure to COVID-19 and their respective isolation, testing and return to work/service requirements.

Sick Pay Guarantee

All casual staff who are "Close Contacts" of a positive case and who are required to refrain from working at Aurora Support Services due to it being a "sensitive setting" may check their eligibility for the Sick Pay Guarantee (refer link below).

https://www.vic.gov.au/sick-pay-guarantee

g)   The Executive Director/Assistant Executive Director will fulfill all organisational government reporting requirements as per clause 13.7 in this document

h)   Contact external cleaning contractors to perform a thorough sanitisation of indoor spaces accessed by positive case (note there is no longer a requirement for government certified "deep cleaning" to be performed)

i)   Ensure all organisational vehicles accessed by the positive case are thoroughly sanitised with 70% alcohol sanitising wipes.

j)   If the Positive Case is a participant or a staff person, ensure that they are supported in their return to service/work.

13.7   Ensure that all relevant bodies are notified via the links below following a **proven case** of COVID-19 amongst participants or staff or in the event of a **COVID-19 Outbreak** which may be declared if:

-    5 or more staff and/ or participants are diagnosed (RA or PCR test) and

-    the cases are linked epidemiologically and

-    the cases occurred within 7 days from the time the first person was diagnosed.

-    the LPHU will determine whether an outbreak should be declared.

Where to report COVID-19 cases (dffh.vic.gov.au)

Outbreak notification form | Coronavirus Victoria

https://www.ndiscommission.gov.au/resources/covid-19-resources-and-information/notification-event-form-covid-19-registered-providers

WorkSafe – where required

Victorian Government

Victorian Department of Health 1300 650 172

Victorian Public Health Unit ph 1300 651 160,

Victorian Disability Services Commissioner ph 1300 475 170 (option 4 – Rebecca)

Federal Government

National Coronavirus Helpline ph 1800 020 080

Links to government and organisational documents/resources

https://www.coronavirus.vic.gov.au/

https://www.coronavirus.vic.gov.au/ventilation

Face masks and federal discrimination law | Australian Human Rights Commission

ICEG-endorsed resources for infection prevention and control | Australian Government Department of Health and Aged Care

National COVID-19 Health Management Plan for 2023

NDS (National Disability Services) Contacts:

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RISK ASSESSMENT – GENERAL

(to be used to assess the risk of reported Hazards)

Name of Assessor	Sarah Russell	**Date:**	21.01.2023
Name of Service	Aurora Support Services	**Room Area**	Whole organisation
Brief Description of Hazard (attach Hazard Report if available)	Participants, staff or visitors becoming exposed to COVID-19 and/or other transmissible infections		

Probability Matrix					
Likelihood		**Very Likely**	**Likely**	**Unlikely**	**Highly Unlikely**
Consequence	**Fatality**	HIGH	HIGH	HIGH	Medium
	Major Injuries	HIGH	HIGH	Medium	Medium
	Minor Injuries	HIGH	Medium	Medium	Low
	Negligible Injuries	Medium	Medium	Low	Low

Classification of Hazard

HIGH – immediate action	**MEDIUM** – action in the short term	**LOW** – action in the long term

Likelihood – Likelihood a hazardous event or situation will occur?   **Consequence** – Consequence of a hazardous event or situation?

☐	**Very likely** – could happen frequently	☐	**Fatality**
☒	**Likely** – could happen occasionally	☐	**Major injuries** (irreversible injury / damage to health)
☐	**Unlikely** – could happen, but only rarely	☒	**Minor injuries** (reversible injury / damage to health)
☐	**Highly Unlikely** – could happen / probably never	☐	**Negligible injuries** (first aid)

Risk Assessment			
Identify and List Hazard/s	**Participants, staff or visitors becoming exposed to COVID-19 and/or other transmissible infections**		
Action Required	**List Current Risk Controls** (i.e. things already in place to manage risk)	**Risk Rating**	**Are Additional Risk Controls required?** (i.e. where current controls are inadequate to manage the risk) Yes ☐ No ☒ If "yes", complete Recommended Additional Risk Controls
1. Elimination	• Conditions of Entry Declarations and Workplace Attendance Registers for staff, participants, contracts and visitors assists to screen and eliminate entry of positive cases to premises. • Mandatory reporting of COVID-19 positive status by staff and participants to management allows for immediate response and eliminates risk of spread.	Medium	
2. Substitution	• Zoom / phone meetings to substitute for face-to-face meetings assists to limit transmission.		
3. Isolation	• Organisations "COVID-19 Return to Work / Service Procedure" provides clear guidelines to participants and staff regarding isolation requirements. • Isolation areas are allocated at each service site to isolate symptomatic persons whilst awaiting to leave premises.		
4. Engineering Controls	• Keeping participant numbers to a minimum in programs decreases the potential for cross infection. • Ventilation procedures and equipment are in place to optimise ventilation and air quality i.e. open doors and windows, ceiling fans, exhaust fans, air purifiers, emphasis on outdoor activities • Perspex barriers are provided at front office reception area to minimise spread. • Room furniture has been reconfigured to maximise physical space between people.		

Risk Assessment			
Identify and List Hazard/s	**Participants, staff or visitors becoming exposed to COVID-19 and/or other transmissible infections**		
Action Required	**List Current Risk Controls** (i.e. things already in place to manage risk)	**Risk Rating**	**Are Additional Risk Controls required?** (i.e. where current controls are inadequate to manage the risk) Yes ☐ No ☒ If "yes", complete Recommended Additional Risk Controls
	• Optimal vaccination rates for staff and participants is encouraged via regular information dissemination.		

Risk Assessment			
Identify and List Hazard/s	**Participants, staff or visitors becoming exposed to COVID-19 and/or other transmissible infections**		
Action Required	**List Current Risk Controls** (i.e. things already in place to manage risk)	**Risk Rating**	**Are Additional Risk Controls required?** (i.e. where current controls are inadequate to manage the risk) Yes ☐ No ☒ If "yes", complete Recommended Additional Risk Controls

5. Administrative Controls	• Clear lines of governance have been established with Committee of Management and senior Directors responsible for revising and approving organisational policies and procedures pertaining to COVID-19 and other infectious conditions.
	
	• Organisational policies and procedures have been developed in line with State and Federal government directives/guidelines, NDS guidelines, ICEG guidelines, WorkSafe guidelines.
	
	• Staff training is provided in key areas of infection control and use of PPE.
	
	• Organisation provides regular updates to staff, participants, families and carers re COVID-19 policies and procedures.
	
	• A comprehensive document "Conditions for the safe provision of services to minimise the transmission of infectious conditions including COVID-19 (including COVID-19 Outbreak Management Plan and COVID-19 Risk Assessment)" is regularly updated and distributed to all stake holders of the organisation. Document covers relevant area such as:
	  • Vaccination
	  • PPE
	  • Attendance registers
	  • Isolation areas
	  • Transport safety
	  • Physical distancing		

Risk Assessment			
Identify and List Hazard/s	**Participants, staff or visitors becoming exposed to COVID-19 and/or other transmissible infections**		
Action Required	**List Current Risk Controls** (i.e. things already in place to manage risk)	**Risk Rating**	**Are Additional Risk Controls required?** (i.e. where current controls are inadequate to manage the risk) Yes ☐ No ☒ If "yes", complete Recommended Additional Risk Controls
	• Hygiene etiquette • COVIDSafe Plans • Ventilation options • Cleaning and Sanitising • Overseas travel • Community Access • In Home supports • Provision of services from community facilities • Use of Agency staff • Communication and Training • Isolation and Return to Work procedures • Outbreak Management Plan • Reporting cases to external bodies • Relevant contact details and resources • COVID-19 Risk Assessment		
6. Personal Protective Equipment	• Ensures that all participants, carers, family, staff and visitors are aware that all forms of PPE, including facemasks are kept onsite and available for use on request. • Ensure that all participants, carers, family, staff and visitors are aware that the organisation has supplies of PPE (including facemasks) onsite which are available for use on request. Note: there is currently no government mandate for the use of PPE in disability day services, however Aurora Support Services reserves the right to mandate the use of PPE for staff, visitors and contractors in the circumstances outlined		

Risk Assessment			
Identify and List Hazard/s	**Participants, staff or visitors becoming exposed to COVID-19 and/or other transmissible infections**		
Action Required	**List Current Risk Controls** (i.e. things already in place to manage risk)	**Risk Rating**	**Are Additional Risk Controls required?** (i.e. where current controls are inadequate to manage the risk) Yes ☐ No ☒ If "yes", complete Recommended Additional Risk Controls
	below: • Face masks or other forms of PPE when directed by State/Federal Government • face masks or any other form of PPE when directed by Management i.e. during outbreaks of COVID-19 or any other communicable disease i.e. influenza, gastroenteritis etc that may occur in the community or within a particular service • face masks or other forms of PPE when working with a participant where a specific request has been made by a participant/parent/carer and agreed to by the organisation • disposable gloves when preparing meals or assisting participants with personal hygiene • disposable fluid repellent gown and eye protection when potentially coming into contact with blood, body fluids, mucous membranes • Staff receive training in the safe and appropriate use of PPE. • Supply chains of PPE are maintained and managed by via routine checking and ordering.		

Risk Assessment			
Identify and List Hazard/s	**Participants, staff or visitors becoming exposed to COVID-19 and/or other transmissible infections**		
Action Required	**List Current Risk Controls** (i.e. things already in place to manage risk)	**Risk Rating**	**Are Additional Risk Controls required?** (i.e. where current controls are inadequate to manage the risk) Yes ☐ No ☒ If "yes", complete Recommended Additional Risk Controls
	• Appropriate disposal of PPE is provided via foot pedal operated bins. • Staff receive training in the safe and appropriate use of PPE.		

1	
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Date of recommendations

Action to be taken

Expected date of completion

Person responsible for implementation

Copy of report to Health and Safety Committee | x |

Original copy to be filed in Risk Assessment Register | x |

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** • **Cleaning and PPE Responsibilities (all services)** **Comments:**
Where possible: enhance airflow by opening windows and adjusting air conditioning.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** • **Conditions for the Safe Provision of Transport – External providers** **Comments:**
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.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** • **COVID-19 Cleaning Procedure** **Comments:**
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).	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** • **COVID-19 Cleaning Procedure** **Comments:**

Guidance	Action to mitigate the introduction and spread of COVID-19
Replace high-touch communal items with alternatives.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** • **COVID-19 Cleaning Procedure** **Comments:**

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** • **COVID-19 Cleaning Procedure** **Comments:**
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** • **Cleaning and PPE Responsibilities (all services)** • **COVID-19 Cleaning Procedure** **Comments:**

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can and/or must work from home, do work from home.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** • **Working from Home Policy** **Comments:**
Establish a system that ensures staff members are not working across multiple settings/work sites.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** **Comments:**

Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"**
	
	Aurora Support Services relevant Policies/Procedures available on request
	   • **COVID-19 Return to Work/Service Procedure**
	   • **Coronavirus (COVID-19) Conditions of Entry Declaration and Workplace Attendance Register for Visitors / Contractors**
	   • **Coronavirus (COVID-19) Conditions of Entry Declaration and Workplace Attendance Register for Staff**
	
	Comments:

Configure communal work areas and publicly accessible spaces so that: • **there is no more than one worker per four square meters of enclosed workspace**	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** • **COVID-19 Density Regulations Door poster (if/when required)**

Guidance	Action to mitigate the introduction and spread of COVID-19
• 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. **Also consider installing screens or barriers.**	• **Perspex barrier installed to reception window** **Comments:**
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** **Comments:**
Modify the alignment of workstations so that workers do not face one another.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** • **Addressed in Return to Safe Workplace Plan** **Comments:**
Minimise the build up of workers waiting to enter and exit the workplace.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** **Comments:**
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** **Comments:** *A variety of information posters are displayed across all premises*

Guidance	Action to mitigate the introduction and spread of COVID-19
Review delivery protocols to limit contact between delivery drivers and staff.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** **Comments:** *Signage utilised on occasions required*
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** **Comments:**
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.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** • **COVID-19 Density Regulations Door posters for use if/when needed** **Comments:** *A variety of information posters are displayed across all premises*

Guidance	Action to ensure effective record keeping
Record keeping	

Guidance	Action to ensure effective record keeping
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.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** • **Coronavirus (COVID-19) Conditions of Entry Declaration and Workplace Attendance Register for Visitors / Contractors** • **Coronavirus (COVID-19) Conditions of Entry Declaration and Workplace Attendance Register for Staff** **Comments:**
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** • **OHS Policy** **Comments:** *Various OHS related posters are displayed in the workplace including photo ID of Workplace reps*

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** • **Business Continuity Plan** **Comments:**

Guidance	Action to prepare for your response
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** • **COVID-19 Return to Work/Service Procedure** • **Record of Response to a Positive COVID-19 Case and Their Workplace Contacts** **Comments:**
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Comments:**
Prepare for how you will manage a suspected or confirmed case in an worker during work hours.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** • **COVID-19 Return to Work/Service Procedure** • **Record of Response to a Positive COVID-19 Case and Their Workplace Contacts** **Comments:**

Guidance	Action to prepare for your response
Prepare to notify workers and site visitors (including close contacts)	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** • **COVID-19 Return to Work/Service Procedure** • **Record of Response to a Positive COVID-19 Case and Their Workplace Contacts** **Comments:**
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** • **Worksafe Policy re Notifiable Occurrence** **Comments:**
Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.	**Refer Aurora Support Services "Conditions for the Safe Provision of Services"** **Aurora Support Services relevant Policies/Procedures available on request** • **COVID-19 Return to Work/Service Procedure** • **Record of Response to a Positive COVID-19 Case and Their Workplace Contacts** • **Employees Return to Service Checklist following Recovery from COVID-19 Infection** • **Participants Return to Service Checklist following Recovery from COVID-19 Infection** **Comments:**

Guidance	Action to prepare for your response

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

Signed

Name Sarah Russell

Date revised   31.08.2023