**Crewe Sharp Medical Novel Coronavirus (COVID-19) Procedure – Residential Aged Care and Home and Community Care:**

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases. COVID-19 is a disease caused by a new form of coronavirus which was first reported in December 2019 in Wuhan City in China. The virus can spread from person to person through close contact, droplets from an infected person’s cough or sneeze and by touching objects or surfaced that have droplets from a cough or sneeze of an infected person, and then touching your mouth, nose, eyes or face.

The Australian Government is managing the COVID-19 pandemic as a health emergency. COVID-19 is posing unprecedented challenges to the health system, health practitioners and the wider community. We expect that the staff use their professional judgment to assess risk and determine what is reasonable in current circumstances and ensure you are safe and competent to practice, in this constantly changing COVID atmosphere.

Crewe Sharp Medical have considered the seriousness of this situation given majority of our clients are older, highly vulnerable consumers, and are deemed the highest population at risk of serious illness and fatalities if infected.

## **Preventing the spread of COVID-19:**

Crewe Sharp Medical are committed to identifying whether there is a risk to health of Crewe Sharp Medical employees, prospective employees, and/or clients from exposure to COVID-19.

Identifying and minimising risk, and prevention of cross-infection interventions include:

* Regularly monitoring, updating and advising employees and clients on guidelines and procedures based on the Australian Government’s and WHO’s (World Health Organization) recommendations
* Educating and keeping Crewe Sharp Medical employees up to date on all evolving and new information
* **All** Crewe Sharp Medical employees have attended and completed a **Mandatory Infection Control Refresher**, including the correct use of PPE, donning and doffing of PPE, an understanding of outbreak management, standard and transmission-based precautions, cleaning and disinfecting and a hand washing competency. New staff will need to complete this as part of their induction requirements.
* Any Crewe Sharp Medical employee who did not complete this sessionwere removed from the roster and not allocated shifts
* All Crewe Sharp Medical employees have been advised to complete the online COVID and PPE training as suggested by the Victorian Department of Health and Human Services
* All Crewe Sharp Medical employees who do not have documented evidence of a current Influenza vaccination (May 2020) have been immediately removed from the roster and not allocated shifts

Crewe Sharp Medical employees are obliged to immediately notify us in the following circumstances:

* They have arrived in Australia from overseas in the last 14 days
* They have had known contact in the last 14 days with a person who is a confirmed case of coronavirus (COVID-19)
* They have a temperature higher than 37.5 degrees Celsius or symptoms of acute respiratory infection
* you have been diagnosed with coronavirus (COVID-19) and has not yet been given clearance from isolation (self-isolation)
* They do not have this year’s influenza vaccination, where a vaccination is available to the person
* if there are any other circumstances that could potentially affect our clients

All Crewe Sharp medical employees must see a health care professional if unwell and are not permitted to enter any workplace or public place until clearance is achieved.

If any of the above applies, then the relevant Crewe Sharp Medical employee must seek medical clearance during the risk period, and self-isolate for a period of no less than 14 days’ and will not be allocated shifts without Crewe Sharp Medical’s prior consent (which may be withheld).

Crewe Sharp Medical will immediately advise clients if a notification has been made by any Crewe Sharp Medical employee, if the employee has attended a Home and Community Care setting or Residential Aged Care Facility in the previous 14 days.

All Crewe Sharp Medical employees practice proper hygiene by:

* Regularly wash hands with soap and water (minimum 20 seconds)
* Always wash hands with soap and water before eating and after visiting the toilet
* Wash hands and/or using alcohol -based gel frequently - before and after contact with consumers, linen, or surfaces touched by others.
* Cover nose and mouth when coughing and sneezing, and disposing of used tissues immediately.
* Practice coughing and sneezing into their arm or elbow.
* Avoid close contact with anyone with cold or flu-like symptoms
* Ensure a 1.5 metre physical distancing is adhered to always when at home, within the community, and when able in the workplace
* Wear the appropriate and specified PPE, including gloves, gowns, eye protection, (goggles or face shields), single use face masks or surgical masks, and/or P2/N95 respirators, according to [contact and droplet precautions​](http://cec.health.nsw.gov.au/keep-patients-safe/infection-prevention-and-control/transmission-based-precautions), as requested and provided by the primary service provider
* Demonstrate competence and understanding of the correct use of PPE, donning and doffing without generating aerosols and cross contamination
* Manage and dispose clinical waste and linen appropriately
* Demonstrate full compliance of COVID-19 infection control policies, and procedures in all aged care settings as required.
* Ensurean additional awareness of the COVID-19 infection control protocol, prior to entry into a consumer’s private home or a Residential Aged Care Facility, as informed and communicated by the primary service provider

**Lockdown measures :**

* Crewe Sharp Medical employees are to follow DHHS guidelines and are only allowed to go out for four reasons - shopping for food and supplies, health care and caregiving, 1 hour of outdoor exercise, and study or work
* Crewe Sharp Medical restrict and limit movement of their employees between RACF facilities
* Crewe Sharp Medical employees must remain within a 5km radius from home unless attending essential work with a ‘Permitted Work Permit’
* Crewe Sharp Medical employee should follow the visitor rules at home as directed by DHHS.
* it is mandatory that all Crewe Sharp Medical employees wear a single use face mask when they leave their home – this includes when shopping for food, at a supermarket, in a taxi or Uber, and when Crewe Sharp Medical employees take public transport to and from work
* Crewe Sharp Medical shall supply Home and Community Care employees with single use face masks for the purpose of travelling to and from work, either in a car, walking or via public transport
* When arriving at work, Crewe Sharp Medical employees must ensure correct disposal of the single use face mask in a designated receptacle BEFORE they enter a Home and Community Care setting or Residential Aged Care Facility
* When providing care to Home and Community Care and Residential Aged Care consumers, Crewe Sharp Medical employees must wear a face covering, eye protection and specified PPE at all times, (unless advised otherwise by the primary service provider), given wearing PPE offers additional protection when unable to socially distance the required 1.5 metres when providing personal care or nursing interventions
* Crewe Sharp Medical employees have been advised that the Home and Community Care primary service providers shall ensure adequate stock of all personal protective equipment (PPE) and consumables required for each consumer, so this can be donned immediately on entry, and doffed on exit
* Crewe Sharp Medical employees have been advised that Residential Aged Care services shall ensure adequate stock of all personal protective equipment (PPE) and consumables required when Crewe Sharp Medical employees work in their establishments
* PPE and consumables supplied by the primary service provider include and are not limited to gloves, long sleeved gowns, eye protection, (goggles or face shields where practical), single use facemasks or surgical masks, and/or P2/N95 respirators where practical, hand hygiene products, and cleaning supplies to wipe down all surfaces after use
* Clinical waste and PPE generated during the clinical care of suspected and confirmed cases of COVID-19 must be managed and disposed of as infections clinical waste in the usual manner, with the provision of yellow biohazard bags that can be collected daily by a relevant biohazard company

Client co-operation would be appreciated if any Crewe Sharp Medical employee exhibits any of the symptoms of COVID-19 so that employee can immediately be removed from the workplace, and risk minimisation procedures can be implemented.

Additionally, Crewe Sharp Medical, would like to adhere to the key principles of open and transparent communication, by requesting immediate notification from our clients if there are any diagnosed cases of COVID-19 amongst their permanent/casual employees or consumers.

In the event of such proactive and vigilant sharing of information, Crewe Sharp Medical would like to reassure our clients that we will continue to support them, so we may, together, enable the coordination of resources based on these consistent and clear messages.

Crewe Sharp Medical is committed to facilitating responsive and protective measures regarding COVID-19, to support our Crewe Sharp Medical employee’s and Aged Care clients, whilst working collaboratively in the prevention of cross-infection and spread of COVID-19.

**Crewe Sharp Medical Obligation to Notify:**

As per the temporary regulations under the Health and Safety Act 2004 (OHS Act) enacted on 28 July 2020, upon notification that a Crewe Sharp Medical employee has a suspected or confirmed diagnosis of coronavirus (COVID-19), Crewe Sharp Medical is legally obligated to notify WorkSafe Victoria immediately. Also, Crewe Sharp Medical will immediately inform any Residential Aged Care Facility or Home and Community Care provider that the employee has been allocated shifts for the previous 14 days.

Crewe Sharp Medical keeps an up-to-date register of all facilities our employees have previously worked. So that if at any time Crewe Sharp Medical is required to produce a contact tracing report, this can be done immediately and shared with all relevant parties and government departments.

Crewe Sharp Medical acknowledges the responsibility of dual reporting. Meaning if any Crewe Sharp Medical employee has a suspected or confirmed diagnosis of COVID-19 as a result of working in an active COVID-19 facility, both the service provider and Crewe Sharp Medical are required to notify WorkSafe Victoria immediately.

If any Crewe Sharp Medical employee receives a confirmed diagnosis of COVID-19 or is required by DHHS to isolate, this employee is not to return to work for Crewe Sharp Medical until they have received and provided as evidence, a clearance letter from DHHS.

**Resources on COVID-19 can be accessed from:**

* Department of Health and Human Services: <https://www.dhhs.vic.gov.au/coronavirus>
* Australian Government Department of Health: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2021-ncov-health-alert>
* Australian Government: <https://www.australia.gov.au/>
* Coronavirus (COVID-19) advice for the health and aged care sector: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/coronavirus-covid-19-advice-for-the-health-and-aged-care-sector>
* [anmfvic.asn.au/COVID-19](https://2016anmfallmembers.createsend1.com/t/i-l-xktjyhk-jdszlddl-t/)
* Australian Health Protection Principal Committee (AHPPC) - <https://www.health.gov.au/ministers/the-hon-greg-hunt-mp/media/face-masks-required-for-aged-care-workers-in-melbourne-hotspots>
* Health and Safety Act 2004 (OHS Act)