

Guidance on how to prepare your COVIDSafe plan is available [here](#).

Our COVIDSafe Plan

Business name:	Now We're Talking – Speech Pathology and Psychology
Site location:	193 Champion Road, Williamstown, VIC, 3016
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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>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.</p>	<ul style="list-style-type: none"> • Hand sanitiser stations located throughout the office and on entrance • Adequate supply of soap and hand sanitiser on hand • Staff have information on how to wash and sanitise their hands correctly • Posters up in kitchen and bathrooms for hand washing process
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> • Ensuring that air conditioning and fans are set for optimum air flow at the start of each workday or shift
<p>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.</p>	<ul style="list-style-type: none"> • All staff are required to wear a face mask when in at the workplace and this is being monitored • Additional masks on hand for staff if required • All allied health professionals wear a face shield when working with clients, and accompanying parents are required to wear a face mask.

Guidance	Action to mitigate the introduction and spread of COVID-19
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).	<ul style="list-style-type: none"> • Educating staff on hand and cough hygiene, including how to wash and sanitise their hands correctly • Telehealth used only throughout stage 4 and recommended when in stage 3 • Ensuring appropriate information on the use of face coverings for clients
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> • Staff are prompted to use resources that do not require touching, or are easily cleaned. • Staff must use their own computer, phone and pens. • Avoid sharing of equipment such as, desks, headsets, offices, tools or other equipment

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).	<ul style="list-style-type: none"> • Identify high touch surfaces (door handles, desk, pens/pencils, shared work equipment) • Staff are required to wipe down all used surfaces after each client (and a 15 minute allocation after each session has been designed in the schedule to allow for this) • A regular cleaning schedule in place to show what to clean and how often
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> • All high touch areas will be cleaned after each client including door, desk, chair, waiting room chair and entrance handle • Monitor supplies of cleaning products and regularly restock

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.	<ul style="list-style-type: none"> • All staff must work from home during Stage 4 and consult with clients via Telehealth video or phone services • During stage 3 all consults that can be done via Telehealth will be done so unless completely unavoidable

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • <i>No offsite visits allowed during Stage 4 or Stage 3</i> • <i>The only practice location is 193 Champion Road, Williamstown</i> • <i>If staff have another job this must be declared to the Director and staff can be asked not to come into work if working from additional locations.</i>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<ul style="list-style-type: none"> • <i>During Stage 3 temperatures will be checked for any client on entry.</i> • <i>Drop offs must be done unless the client is under 18 and a guardian needs to be present</i> • <i>Staff will have their temperature checked prior to commencing work</i> • <i>If temperature reading are higher than 38*, staff/clients will be sent home and will need to be tested for COVID 19</i>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one worker per four square meters of enclosed workspace • 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. <p>Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> • <i>Measures have been put in place to ensure 1.5m social distancing can be enforced</i> • <i>No two staff will be able to be within 1.5m of each other</i> • <i>The allocate office is large and for single allied health professional use only.</i> • <i>Parents are encouraged to drop their child off where possible instead of coming into the clinic room.</i>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> • <i>Measures have been put in place to ensure 1.5m social distancing can be enforced with floor makings in the entrance.</i> • <i>No two staff will be able to be within 1.5m of each other</i>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<ul style="list-style-type: none"> • <i>Measures have been put in place to ensure 1.5m social distancing can be enforced</i>
<p>Minimise the build up of workers waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> • <i>Staff members will not be permitted in the workplace at the same time during Stage 4 or Stage 3</i> • <i>A new schedule has been created so only one staff is in the building per day.</i>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> • <i>Staff have been educated on strategies and work practice changes to maintain physical distancing</i> • <i>Reinforce messaging to staff that physical distancing needs to be maintained during work and during social interactions</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<ul style="list-style-type: none"> Staff members will not be permitted in the workplace at the same time during Stage 4 or Stage 3 A new schedule has been created so only one staff is in the building per day.
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 .	<ul style="list-style-type: none"> Measures have been put in place to ensure 1.5m social distancing can be enforced The building is closed to the public during stage 3 and stage 4 restrictions.

Guidance	Action to ensure effective record keeping
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.	<ul style="list-style-type: none"> No unauthorised visitors will be permitted to ensure the workplace during COVID-19 Booking system tracks staff and clients who enter the space and this will serve as our record of those within workplace
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> Staff are educated on how to meet OHS requirements, including recording information about any incidents Staff will be contacted and updated when changes to COVID-19 state and business restrictions are made

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.	<ul style="list-style-type: none"> In the case of a staff member testing positive for COVID-19 they will be required to self-isolate for 14 days and return a negative test result until they are allowed back on the premises All clients and staff who have come into contact with someone who has tested positive will be notified and asked to get tested. They will not be allowed onsite until a negative test has been returned. Staff can deliver services via Telehealth from home where possible.
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> All staff client and contact information is stored within our Cliniko software and can be provided to DHHS if needed

Guidance	Action to prepare for your response
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<ul style="list-style-type: none"> • <i>Implement a process for the cleaning and disinfection of worker's workspace and high touch surfaces</i> • <i>Establish a process for determining whether closure or part closure of the business and/or implementation of other control measures are required to manage risk</i>
<p>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</p>	<ul style="list-style-type: none"> • <i>In the event of a positive Covid-19 case within the premises, staff and authorised visitors will be notified immediately and the workplace will be temporarily closed for deep cleaning. Necessary approval from Worksafe/Department Health will be obtained prior to employees can return to work</i>
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<ul style="list-style-type: none"> • <i>Regularly update and manage a list with the contact details and date of attendance of workers and visitors to the workplace, including customers, clients, delivery workers, maintenance workers</i> • <i>Bulk email can be sent to all clients to streamline process and contact all workplace contacts quickly</i>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> • <i>Director will notify WorkSafe Victoria if the workplace has a confirmed case of Covid-19</i>
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<ul style="list-style-type: none"> • <i>Once deep cleaning is completed and with Worksafe approval and all employees have returned a negative COVID-19 result, employees can safely return to work</i>

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

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Signed: 

Name and position: Olivia O'Hare, Director of Now We're Talking – Speech Pathology and Psychology

Date signed: 13 August, 2020