

5.29	INFECTIOUS DISEASES – CoVID-19 Close contacts and Staff return to work
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Applies to: Management Committee, Staff, Volunteers, Visitors
Specific responsibility: HECIS Co-Ordinator, Management Committee

Version: 1
Date approved: 21/02/2023
Next review date: Jan 2024

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

POLICY STATEMENT

To outline the strategies and actions that HECIS is required to take to prevent the transmission of infectious disease CoVID-19 or control transmission of infectious disease CoVID-19 when a case/s is identified.

HECIS has a responsibility to help manage infectious diseases in the workplaces (both HECIS and other workplaces utilised by Staff).

HECIS also has an important role to play in supporting the prevention and control of transmission of infectious diseases through:

- abiding by legislated requirements infectious disease notification
- supporting the personal hygiene routines of Staff, for example, provision of hand hygiene facilities
- ensuring procedures are in place to safely manage the handling of spills of blood and other body fluids or substances.
- Hand hygiene should also be promoted through the display of available resources
- Provision of soap and other hand hygiene consumables
- Provision of surface sanitiser consumables
- Provision of mask masks for staff (and visitors in need)

HECIS should encourage staff to be appropriately vaccinated against preventable infectious diseases as per the *Australian Immunisation Handbook* recommendations for persons who work with children.

Good general hygiene remains the best defence against infection and Staff should be encouraged to regularly wash their hands and cover their nose and mouth if sneezing and coughing.

PROCEDURES

- Signage displayed at entry points to building regarding COVID19 symptoms and when to self isolate and other requirements of NSW Health.
- All visitors to be admitted to the building by a Staff member, after checking in.
- Any persons unable to sign themselves in will be signed in by a HECIS Staff member before entering.
- All visitors to HECIS building must wear a face mask (unless exempt under current NSW Govt. regulations). Face masks are available for staff use and to be supplied to visitor(s) in need.

- HECIS has set up a sanitiser station at point of entry to building (Reception/Office #4 usually but may be moved to main door entry in lieu of reception in need.) One entry point only for visitors at a time.
- All stationary (pens etc.) to be sanitised after use by a visitor to HECIS

Strategies to address and control COVID 19 risks

All Staff to observe:

- Hand hygiene
- Cough & Sneeze hygiene
- Wear a face mask when required under state regulations and at all times when preferred
- Maintain 1.5 metre distance from others
- To report to CoOrdinator immediately if unwell with any CoVID-19 symptoms
- Sanitise desk and workstation equipment before and after use each day
- Do not share stationary supplies (pens etc.) and sanitise after use
- Staff to sanitise hands before/after using kitchen equipment and eating and drinking

During Service Delivery (table top activities/face to face supports):

Staff to consider the following (and implement when they consider appropriate) when providing supports:

- Maintain 1.5 metre distance from others
- Promote regular and thorough hand hygiene- washing hands with soap/water or alcohol based hand sanitizer (before and after delivery of support/assessment)
- Conduct activities outside wherever possible
- No hand-over-hand instructions
- No holding hands/leading child
- No applied pressure (hands on contact)
- No wiping child's nose/face with tissue
- Position child on opposite side of table
- Refuse one-on-one support to any child who has obvious runny nose, cough or other symptoms of being unwell
- Substitute observation-type support for child if appear unwell
- HECIS resources to be used once only before being washed with soap and water
@ HECIS (mandatory)
- Reduce face-to-face time to 30 mins (for 1 hour support) to allow time for cleaning of HECIS resources upon return to HECIS Office
- Self isolation/ testing if applicable if unwell

Responsibilities of The HECIS Co-Ordinator

The HECIS Co-Ordinator will have primary responsibility for implementation of this this policy and shall:

- Identify Staff at a higher risk due to pre-existing health concerns
- Re-allocate caseload (temporary or otherwise) children to another staff member where an identified risk exists for them supporting a child/at a particular workplace
- Advise all HECIS Staff (and Management Committee) of any suspected or confirmed CoVID-19 cases at any HECIS workplace
- Follow all requirements issued by NSW Health regarding management and reporting for COVID-19
- Co-ordinate any suitable work-at-home options for Staff (where appropriate work is available)

Responsibilities of The HECIS Management Committee

The HECIS Management Committee shall have responsibility to liaise with the HECIS CoOrdinator to ensure compliance of all NSW Health regulations/requirements.

Responsibilities of staff /volunteers/ visitors

All staff, volunteers and visitors are required to:

- Observe all current COVID 19 regulations issued by NSW Health
- report immediately if they are feeling unwell with any of the relevant symptoms of CoVID-19.
- Staff are to follow all recommendations of NSW Health

HECIS Staff absent from work due to infection of CoVID-19 (whether due to self isolation or other medical supervision) will be required to use applicable personal leave accrual and annual leave in need.

HECIS Staff unable to work due to HECIS closure due to CoVid-19 infection will be required to use applicable personal leave (where medical certificate is available) or annual leave accrual. Staff who have exhausted their available leave accrual shall be absent on LWOP.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	HECIS WHS Manual Incident Report (Risk Management Incident Report)

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1			
2			
3			
4			
5			