

COVID-19 Safety Plan

UPA Home Care

Requirement	Actions
Wellbeing of consumers and staff	
<p>Exclude consumers, staff, volunteers, and visitors who are unwell.</p>	<ul style="list-style-type: none"> • Staff complete screening questionnaire prior to commencing work. • Staff who are unwell are not permitted to attend work • Home isolation guides are provided as needed to staff needing to self-isolate due to exposure to COVID-19 • Line listing is maintained for any staff self-isolating • Mandatory vaccination program is documented • Staff declare secondary employment and minimise wherever possible • If a consumer is unwell services are either postponed or if essential, staff wear full PPE • Consumers are encouraged to have all visitors, volunteers, and contractors complete screening questionnaire upon arrival at their home to assist in contact tracing
<p>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</p>	<p>UPA has implemented a special leave entitlement for permanent and regular casual staff who are required to self-isolate or are sick and unable to work with no leave entitlements</p>
<p>Provide consumers and staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and what to do if needing to self-isolate.</p>	<ul style="list-style-type: none"> • Regular communication provided to consumers on COVID-19 through letters, newsletters, and Fact Sheets • Information on how to access the 24-hour Coronavirus Health Information Line is provided • Consumers are supplied with screening questionnaires to enable visitors entering their home to complete for contact tracing • Consumers needing to self-isolate have wellness checks and supports in place • Staff training package implemented including hand hygiene education and competency and Health Dept COVID-19 training. • Training records are updated and maintained • Fact sheets available electronically and in hard copy • Staff receive regular updates on current COVID-19 requirements and public health orders

Requirement	Actions
Ensure COVID-19 Safety Plans are in place for programs where group activities are held.	<ul style="list-style-type: none"> • UPA community centre COVID-19 Safety Plan is followed for all group activities
Physical distancing	
Ensure consumers understand physical distancing requirements	<ul style="list-style-type: none"> • Consumers are reminded of the need for physical distancing including reduced physical contact during service delivery wherever possible • Consumers are reminded of the need to maintain physical distancing when in the community, particularly at shopping centres and other high-risk venues • Consumers receive information on why physical distancing is needed for high-risk age groups
Ensure group activities, such as Social Groups promote physical distancing.	<ul style="list-style-type: none"> • Programs with group activities follow the UPA Community Centre COVID-19 Safety Action Plan • Room are set up to ensure physical distancing is maintained • If necessary, numbers are limited to allow physical distancing and the 4 square metre rule
Ensure physical distancing requirement is maintained when transporting consumers	<ul style="list-style-type: none"> • No more than one consumer is transported at any one time in a UPA car • When transporting consumers in a UPA owned bus, maximum numbers are dependent on the size of the vehicle, taking into consideration physical distancing requirements including the driver and UPA staff
Hygiene and cleaning	
Adopt good hand hygiene practices	<ul style="list-style-type: none"> • Consumers are regularly reminded through formal and informal communication of the need to maintain good hand hygiene including <ul style="list-style-type: none"> ✓ Best practice method of hand washing ✓ Cough/sneeze etiquette – into a tissue and discard or into their elbow ✓ Not touching their face ✓ Washing hands regularly, especially after being in public places or touching money ✓ Maintaining physical distancing

Requirement	Actions
	<ul style="list-style-type: none"> • Staff are supplied with adequate supplies of hand sanitiser and PPE as required • Where a hotspot has been determined staff wear surgical face masks and dispose of on completion of individual service
Ensure UPA vehicles have adequate cleaning practices in place	<ul style="list-style-type: none"> • All UPA vehicles have door handles, seats and other high-contact areas wiped down and sanitised before and after transporting consumers • UPA buses used to transport consumers follow a cleaning checklist prior to and following use
PPE supplies monitored to ensure adequate supply is available	<ul style="list-style-type: none"> • Audits of stock levels completed regularly for gowns, goggles, masks, hand gel, contaminated waste bags, spray disinfectant, wipes • Organisational stock levels recorded on SharePoint to allow movement of stock where needed
Record Keeping	
Screening questionnaires are maintained for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	<ul style="list-style-type: none"> • Consumers are encouraged to have all visitors to their home complete a screening questionnaire. • Consumers are encouraged to dispose of screening questionnaires confidentially themselves or by UPA • All UPA screening questionnaires are stored confidentially and securely disposed of after more than 28 days
Make consumers aware of the COVIDSafe app and its benefits to support contact tracing if required	<ul style="list-style-type: none"> • Consumers and staff are encouraged to download the COVIDSafe app
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 in a consumer.	<ul style="list-style-type: none"> • The UPA outbreak management plan is enacted should notification of a positive case of COVID-19 be identified • All necessary isolation and disinfecting precautions are followed • The Regional Manager is the point of contact for all dealings with NSW Health or other departments in the event of a positive case of COVID-19 being identified