**COVID-19 Safety Plan**

**UPA Retirement Villages**

| **Requirement** | **Actions** |
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| **Wellbeing of residents and staff** |
| Residents are educated on the need to self-isolate if unwell or showing flu like symptoms no matter how mild. | * Residents have received communication via letters, newsletters and fact sheets on the signs and symptoms of COVID-19 and the need to stay at home if unwell
* Signs are placed on noticeboards and throughout the village advising people to stay at home if unwell
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| Staff who are unwell are excluded from the Retirement Village | * 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
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| Make staff aware of their leave entitlements if they are sick or required to self-isolate. | 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 |
| Provide residents and staff information and training on COVID-19, including when to get tested, physical distancing and cleaning, and what to do if needing to self-isolate. | * Regular communication provided to residents on COVID-19 through letters, newsletters, and fact sheets
* Information on how to access the 24-hour Coronavirus Health Information Line is provided
* Residents are supplied with screening questionnaires to enable visitors entering their home to complete for contact tracing
* Residents needing to self-isolate receive welfare checks and assistance to access goods and services needed
* 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
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| Processes in place to support potential COVID-19 positive village resident | * Each region has a process in place to respond should notification of a COVID-19 positive resident be received
* Contact details for residents are monitored and updated
* Signs available to notify that a resident is self-isolating
* Communication as permitted by PHU to other residents
* Support for resident if self-isolating in the village
* Monitoring of situation and transfer to hospital if required
* UPA Outbreak Management Plan enacted
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| Exclude contractors, volunteers and visitors who are unwell | * All visitors to UPA Retirement Village sites are required to complete the screening questionnaire prior to attending the site
* Signs at the entrance to all villages outlining the requirements for contractors, volunteers, and visitors to complete the questionnaire
* The screening questionnaire asks people not to enter the village if they answer YES to any of the following:
* Have flu like symptoms – fever, cough, sore throat, and/or shortness of breath even if mild
* A temperature over 37.5 degrees centigrade
* Have been in close contact with someone who has tested positive to COVID-19 in the past 14 days
* Have returned from overseas in the past 14 days
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| Ensure COVID-19 Safety Plans are in place where communal/group activities are held. | * UPA Community Centre COVID-19 Safety Plan is followed for all communal and/or group activities
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| Emergency Response Plan in place for each village | * Emergency Response plans reviewed and updated regularly
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| **Physical distancing** |
| Ensure residents understand physical distancing requirements. | * Residents are reminded of the need for physical distancing through regular communication and staff example
* Signs are displayed in communal areas reminding residents of the need to maintain physical distancing
* Residents receive information on why physical distancing is needed for high-risk age groups and health conditions
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| Ensure group activities, such as Tai Chi, indoor bowls, church services etc meet the 4-metre rule and maximum numbers of people per room. | * The UPA Community Centre COVID-19 Safety Plan guides group activities including room set-up and floor marking
* Signs are displayed throughout community centres as a visual cue to physical distancing requirements
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| **Hygiene and cleaning** |
| Adopt good hand hygiene practices | * Residents are regularly reminded through formal and informal communication of the need to maintain good hand hygiene including
* 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
* Staff are supplied with adequate supplies of hand sanitiser
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| Ensure cleaning supplies and PPE is provided as needed.  | * UPA monitors and maintains supplies of hand sanitiser and PPE across the organisation
* 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
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| Provide visual aids above hand wash basis to support effective hand washing. | * Signs are displayed in all communal bathrooms and kitchens to provide a visual cue of the need for proper hand hygiene
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| **Record Keeping** |
| Keep a record of name and a mobile number of email address for all visitors, contractors and volunteers 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. | * Residents are encouraged to have all visitors to their home complete a screening questionnaire.
* Residents 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
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| Make all Residents aware of the COVIDSafe app and its benefits to support contact tracing if required | * Residents and staff are encouraged to download the COVIDSafe app
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| Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 in the village or a visitor attending the community centre. | * 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 to be 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
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