

Sunbury Physiotherapy COVIDSafe Plan

Your COVIDSafe Plan

Business name: Sunbury Physiotherapy


Plan completed by: Justine Barrow

Date reviewed: 14th October, 2021

For the latest information on restrictions in Victoria, visit [coronavirus.vic.gov.au](https://www.coronavirus.vic.gov.au)




Practise physical distancing

| Requirements and recommendations | Action |
|--|---|
| <p> You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces.</p> <ul style="list-style-type: none"> Shared work areas are only accessible to workers, and should only include workers in the density quotient. Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis. Further information can be found at coronavirus.vic.gov.au | <p>Density quotient signs on all rooms</p> <p>We have rearranged and cordoned off furniture</p> |
| <p>Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by:</p> <ul style="list-style-type: none"> Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace <p>You may also consider:</p> <ul style="list-style-type: none"> Minimising the build-up of people waiting to enter and exit the workplace. Using floor markings to provide minimum physical distancing guides. Reviewing delivery protocols to limit contact between delivery drivers and workers | <ul style="list-style-type: none"> Signs show patron limits at the entrance of enclosed areas Stickers on floor to demonstrate physical distancing Patients asked to attend appointments alone and to wait in car until appointment time (ie not arrive early) If additional people are attending with patient they are asked to wait in car Staff break times are staggered |

| Requirements and recommendations | Action |
|--|---|
| <p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> Informing workers to follow current public health directions when carpooling. This can be found at coronavirus.vic.gov.au | <ul style="list-style-type: none"> Team members have been educated regarding work practice changes to maintain physical distancing. Team members have been educated that physical distancing needs to be maintained during work and during social interactions. We continue to reinforce the importance of you MUST not attending work if unwell. |
| <p>You may be required to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions.</p> | <p>Density Quotients are never exceeded (usually much less than allowed)</p> |




Wear a face mask

| Requirements and recommendations | Action |
|--|--|
| <p> You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks</p> | <p>All team members must wear face masks Administrative team members wear surgical masks</p> <p>Physiotherapists wear P2/K95 masks</p> <p>Masks are changed at least every 4 hours</p> <p>Face masks are changed after eating</p> <p>Face masks are changed by Admin team members after entering a clinical area</p> |
| <p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.</p> | <p>All team members are required to undergo infection control training which includes use of PPE. Certificates of satisfactory completion of courses are stored electronically</p> <p>Physiotherapists are required to wear eye protection during clinical consultations</p> |



Practise good hygiene




| Requirements and recommendations | Action |
|---|--|
| <p> You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • Clean high-touch surfaces with appropriate cleaning products, including detergent and disinfectant. • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so. • Clean between shifts. | <ul style="list-style-type: none"> • We have Identify high touch surfaces (including light switches, door and cupboard handles, kitchen counters, shared work equipment). • We have developed a workplace cleaning schedule and how to use cleaning products. • We have identified which products are required for thorough cleaning. • We monitor supplies of cleaning products and regularly restock. <p>High touch surfaces are cleaned at least 4 x daily with disinfectant</p> <p>Bed linen is sanitised between each patient</p> <p>Facehole paper is applied and changed between each patient</p> |
| <p>You should display a cleaning log in shared spaces.</p> | <p>Cleaning Log displayed in shared areas</p> |
| <p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</p> | <ul style="list-style-type: none"> • Hand sanitiser stations are in each room. • Rubbish bins are in each room to dispose of paper towels. • We ensure adequate supplies of soap and sanitiser. <p>All team members are required to undergo infection control training which includes how to wash hands appropriately</p> |

If your industry is subject to additional industry obligations, you may also be required to:

| | |
|---|---|
| <p>Ensure all areas where workers are working are cleaned at least daily.</p> | <p>High touch surfaces cleaned 4 x daily</p> |
| <p>Adhere to additional hygiene training requirements.</p> | <p>All team members have undergone infection control training</p> |



Keep records and act quickly if workers become unwell

| Requirements and recommendations | Action |
|---|---|
|  You must support workers to get tested and stay home even if they only have mild symptoms. | <p>All team members have been informed that they are not to attend work if they are demonstrating any COVID-19 symptoms and we communicate to workers the financial support is available to them if they cannot work while they are waiting for test result or are confirmed as a positive case</p> |
|  You must develop a business contingency plan to manage any outbreaks. This includes: <ul style="list-style-type: none"> • Having a plan to respond to a worker being notified they are a positive case or a close contact while at work. • Having a plan in place to clean the worksite (or part) in the event of a positive case. • Having a plan to contact the Department of Health and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts. • Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace. • Having a plan in the event that you have been instructed to close by the Department of Health. • Having a plan to re-open your workplace once agreed by Department of Health and notify workers they can return to work. | <ul style="list-style-type: none"> • If a worker is notified they are a positive case or a close contact while at work, we will, as instructed by DHHS provide DHHS of all worker's close contacts • We will utilise existing cleaner to clean the worksite (or part) in the event of a positive case in line with DHHS guidelines • We will contact the Department of Health and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts • We will immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace • If we are instructed to close by the Department of Health we will attempt to move our business to our other 3 locations • We will re-open our workplace once agreed by Department of Health immediately and notify workers they can return to work vis phonecall |
|  Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. For more information see https://www.coronavirus.vic.gov.au/about-victorian-government-qr-code-service . | <p>We have QR check in codes at each location. We have a written log for those who do not have a smart device to check in.</p> |



Avoid interactions in enclosed spaces

| Requirements and recommendations | Action |
|--|---|
| <p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none"> • Enabling working in outdoor environments. • Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms. • Enhancing airflow by opening windows and doors. • Optimising fresh air flow in air conditioning systems. | <p>We have airconditioning systems</p> <p>Gym doors and windows are frequently opened</p> |

If your industry is subject to additional industry obligations, you may also be required to:

| | |
|--|--|
| <p>Ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate.</p> | <p>We have a signing sheet at reception</p> |
| <p>Vaccination against COVID-19</p> | <p>All healthcare team members are Fully Vaccinated against COVID-19</p> <p>All Admin team members are either single dose Vaccinated or fully Vaccinated. All Admin team members will be fully Vaccinated by December 15th</p> <p>All patients and accompanying persons above 16 years of age are required to be single dose vaccinated or demonstrate evidence of a negative COVID test and isolation for the 48 hours preceding their appointment from the 1st November 2021</p> <p>All patients and accompanying persons above 12 years of age are required to be single dose vaccinated or demonstrate evidence of a negative COVID test and isolation for the 48 hours preceding their appointment from the 19th November 2021</p> <p>All patients and accompanying persons above 12 years of age are required to be single dose vaccinated or demonstrate evidence of a negative COVID test and isolation for the 48 hours preceding their appointment from the 15th December 2021</p> |



Create workforce bubbles

| Requirements and recommendations | Action |
|---|--|
| <p>You should consider keeping groups of workers rostered on the same shifts at a single worksite and avoid any overlap of workers during shift changes where it is practical to do so.</p> | <p>One physiotherapist only working regionally Our practice managers to do not overlap</p> |

If your industry is subject to additional industry obligations, you may also be required to:

| | |
|---|---|
| <p>Limit or cease the number of workers working across multiple work sites where reasonably practical.</p> | <p>We have temporarily limited consulting at one of our sites to minimise working across multiple sites</p> |
| <p>Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.</p> | <p>These records are kept</p> |