



# COVID-19 Workplace Safety Plan



**LEAP**  
OCCUPATIONAL THERAPY PTY LTD

## Contents

<b>Our Commitment</b> .....	<b>3</b>
<b>Keeping everyone safe</b> .....	<b>3</b>
<b>What all Leap employees need to do in the workplace</b> .....	<b>3</b>
<b>Stage 1 Response Plan</b> .....	<b>3</b>
<b>Stage 2 response plan</b> .....	<b>4</b>
<b>Stage 3 response plan</b> .....	<b>5</b>
<b>Safe Transportation of a client for COVID-19 testing</b> .....	<b>5</b>
<b>Stage 4 response plan</b> .....	<b>6</b>
<b>Absentee Options for Support Workers COVID-19</b> .....	<b>6</b>

## Our Commitment

During this unprecedented time, we would like to reassure all Leap's staff that we are working hard to continue providing support in the safest possible way. We are committed to the health and safety of everyone and are reassessing our COVID-19 Outbreak Management Plan to ensure it is up to date with this forever evolving situation. You can find this on our Webpage <https://leapocc.com.au>

For all other enquiries please feel free to phone us on (03)64 25 1545 or email Tamieka [tamiekabakes@leapocc.com.au](mailto:tamiekabakes@leapocc.com.au)

## Keeping everyone safe

It is everyone's responsibility to help keep us safe from COVID-19.

Leap has a Workplace COVID-19 Safety Plan that identifies what everyone needs to do to achieve this.

## What all Leap employees need to do in the workplace

### Stage 1 Response Plan

There has not been any community transmission for 8 weeks

- Staff are not to come to the workplace without testing negative to COVID-19 if they are displaying symptoms including, fever, sore throat, respiratory illness or they have come into contact with a confirmed case of COVID-19. They are to notify the office immediately if this occurs.
- Staff that observe clients displaying symptoms of COVID-19, fever, sore throat, respiratory illness or have come into contact with a confirmed case of COVID-19 are to notify the Residential Manager during office hours and On-Call after hours. Where possible any client presenting with these factors will be supported to have a COVID-19 test (See safe transportation of a client for COVID-19 testing)
- Staff are to continue social distancing and avoid being within 1.5 meters of each other, client's, and visitors where practical.
- Staff must wash their hands frequently with soap and water, including before and after eating, using tissue, touching their nose/mouth and after going to the toilet. They are to encourage clients and visitors in Supported Independent Living homes to do the same.
- Cover your cough and sneeze, dispose of tissues, and wash your hands.
- High touch surfaces must be cleaned regularly with disinfectant. When cleaning staff must wear gloves and wash their hands after.
- Office spaces are to be measured and allocated seating available with at least 1.5 meters of distance between seats and the 4 square meter per person rule met. For SIL properties there is a limit of one person in the staff

room unless for an emergency where staff will maintain a 1.5-meter distance.

- Staff are to clean phones before use and at the end of the day with disinfectant spray.
- A sign to the Leap office front door asking people not to enter if they have signs or symptoms of COVID-19, been in contact with a confirmed case and to sanitise their hands when entering the building.
- A register of visitors to all sites including their name and phone number is to be kept and remain on file for at least 30 days from the last entry.
- Visitors to SIL properties are to be reminded by staff to sanitise their hands and maintain a social distance of 1.5 meters.
- Staff supporting people in the community must document on the individual client report all locations visited with the client including times in and out.
- Staff supporting clients in the community must follow all State and Federal rules regarding COVID-19 advice.
- Limit contact with others: no shaking hands or touching objects unless necessary.
- Ensure bathrooms are well stocked with soap and paper towel.
- Clients personal items such as toothbrushes are to be stored separate from others. Staff are to wear gloves when handling these items and change gloves before handling another client's personal item.
- Staff are to take their personal items with them at the end of their shift.
- If the Residential Manager or On-Call are notified that a client is presenting with COVID-19 the stage 1 response plan is to be enacted.

## Stage 2 response plan

There has been community transmission identified in Tasmania

- Inclusive of Stage 1 response plan
- All visitors and staff entering Leap sites are to be temperature checked before entering. Any person testing with a fever are to not enter until they have returned a negative COVID-19 test.
- Staff to notify the Roster Coordinator if they are employed by another employer to enable quick response to an outbreak.
- Where practical all SIL clients are to have their temperature checked once per day. If they present with a fever refer to stage 3 response plan.
- The Leap office will only accept visitors by appointment.
- Leap office staff that can work from home will be directed to do so.
- A re assessment of the Hierarchy of Support

### Stage 3 response plan

Is implemented into individual sites if there have been community transmission and a client has been reported as displaying symptoms of COVID-19, fever, sore throat, respiratory illness or have come into contact with a confirmed case of COVID-19 the following plan is to be enacted.

- Inclusive of Stage 1 and 2 response plans
- Management will refer to the hierarchy of supports assessment to identify what supports can be removed to decrease risk of transmission to staff.
- Where practical the client is to be supported to wear a face mask when in common areas of the house.
- If the client shares their accommodation where practical, they are to be encouraged to stay in their room.
- Staff are to wear the following PPE when supporting the client or being in the same room as the client. Face shield, mask, gloves, disposable coveralls.
- Where practical the client is to be supported to have their meal in a separate room to others or at separate times to others. Surfaces are to be sterilised after use.
- Where practical the client is to have dedicated cutlery, bowls, plates, cups, and mugs that are to be washed in separate water.
- The clients GP is to be contacted for further advice.
- If possible, the client is to be supported to have a COVID-19 test (See safe transportation of a client for COVID-19 testing)
- The client is not to be supported to access the community unless to undertake a COVID-19 test. If the client requires medical treatment, they are to contact their GP for advice on accessing medical care.
- Clients will have an iPad or similar arranged so they can keep in contact with family, friends, and others whilst in isolation. This is to be wiped with a cloth that is damp with disinfectant solution after every use.
- All surfaces and items used/touched by the clients are to be disinfected as soon as possible and before being used by others.

### Safe Transportation of a client for COVID-19 testing

- The participant is to sit in the rear passenger side of the vehicle.
- The participant is to be encouraged to wear a face mask.
- The DSW or delegated person is to wear a face mask
- The door handle, seat where the participant was sitting and other touched surfaces are to be sterilised by staff wearing gloves, eye protection and mask. Dispose of cloths immediately in the dedicated bin.

**Stage 4 response plan**

If there has been a confirmed case within a SIL site. This is inline with Leap’s COVID-19 Outbreak Management Plan.

- Inclusive of Stage 2 and 3 response plans.
- The site will have a dedicated team.
- Staff are to refer any questions from media outlets to Leap management
- Staff will be kept up to date on the progress of the Out-Break Management Plans implementation.
- Deep cleaning of the SIL site will occur at the direction of the Health Department.
- Leap management will work with Public Health to inform staff of their obligations to be tested for COVID-19 and whether they are to isolate.
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**Absentee Options for Support Workers COVID-19**

Scenario (COVID 19 related)	Options	
	Permanent	Casual
Employee is not diagnosed with COVID-19, but employer requires employee to stay away as a precautionary measure.	Employee will have the option to use accrued leave. Leap may negotiate with employee them taking up to 2 weeks advanced payment of annual leave entitlements. Advanced payments will be paid back over an 18-month period. Leap will explore government assistant programs to maintain staff employment.	Employee to take unpaid leave. Leap will explore government assistant programs to maintain staff employment.

Scenario (COVID 19 related)	Options	
	Permanent	Casual
Employer temporarily closes workplace due to actual or suspected case of COVID-19.	Employee will have the option to use accrued leave. Leap may negotiate with employee them taking up to 2 weeks advanced payment of annual leave entitlements. Advanced payments will be paid back over an 18-month period. Leap will explore government assistant programs to maintain staff employment. Where appropriate office staff will be able to work from home.	Employee to take unpaid leave. Leap will explore government assistant programs to maintain staff employment. Where appropriate office staff will be able to work from home.



Scenario (COVID 19 related)	Options	
	Permanent	Casual
Support staff are not required due to cancellation of support.	Employee will be paid for up to 10 days from date of cancellation of rostered shifts if alternative shifts cannot be found. After the period of 10 days alternative shifts will be allocated to maintain hours.	Employee will be paid for up to 10 days from date of cancellation of rostered shifts if alternative shifts cannot be found. In the event the cancellation exceeds 10-days employee to take unpaid leave. Leap will explore government assistant programs to maintain staff employment.
Employee is diagnosed with COVID-19		
Employee is not diagnosed with COVID-19 but must care for a member of their immediate family or household who is diagnosed with COVID-19.		Employee will have the option to take the 2-weeks special leave*. Written evidence will be required to take this leave.
Employee is not diagnosed with COVID-19 but has self-isolated for 2 weeks due to Government guidance.		
Employee is not diagnosed with COVID-19 but is quarantined by health authorities in Government facility for 2 weeks.		
Employee is not sick but has self-isolated for 2 weeks due to Government guidance.		

**\*2-weeks special leave is available for casual and permanent employees. Staff that choose not to follow state and federal guidelines regarding social distancing (apart from fulfilling paid support duties) or travel interstate or internationally will not be entitled.**