

COVID Safe plan – Monash Health

Guidance on how to prepare your COVID Safe plan is available [here](#).

Our COVID Safe Plan

Business name:	Monash Health
Site location:	50 acute and community based health services across the South East of Victoria
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Contact person phone:	9594-2738
Date prepared:	14 December 2020
Version:	1.1

MONASH HEALTH IS ACCREDITED AGAINST THE NATIONAL SAFETY QUALITY HEALTH SERVICE STANDARDS WHICH INCLUDE COMPREHESIVE INFECTION PREVENTION STANDARDS

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	Monash Health provides a high quality grade hand sanitiser, hand soap and paper towels for all staff, with daily regular refills to ensure adequate supply, across all Monash Health sites.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none">• Airflows across non clinical areas are in place as per building standards.• Our clinical areas fully air conditioned.• To ensure the safety of patients and staff, we have instituted negative/neutral pressured areas for the effective management of COVID-19 patients.
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	<p>In accordance with the Victorian Chief Health Officer's direction, Monash Health has in place a three tiered PPE policy, aligned to the Department of Health and Human Service guidance.</p> <p>A Respiratory Protection Program has been established to identify tasks or environments in which respiratory protective equipment (RPE) must be used. The program includes systems to monitor adequacy of RPE supply.</p>

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<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p>Monash Health has a well renowned PPE training program, which includes on online training portal and face to face training, available to all Monash Health employees, which covers all areas of PPE.</p> <p>Under the Monash Health Respiratory Protection Program, employees receive individualised fit testing and training on specific RPE models. Training includes written, video and practical content on how to use recommended RPE correctly, including how to check adequacy of facial seals.</p>
<p>Replace high-touch communal items with alternatives.</p>	<p>Communal items have been replaced with alternative individual items where possible, including the removal of shared food and disposable patient trays.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>Monash Health cleaning standards already meet the necessary standards for infection prevention. Increased cleaning in many areas, especially in public areas and places like Emergency Department, common public spaces and high touch points has however been put in place.</p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>Daily stock takes are undertaken</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p>Monash Health has developed and communicated a working from home policy for its employees.</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>Monash Health has instituted a number of strategies to reduce multi site working.</p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p>Monash Health has instituted:</p> <ul style="list-style-type: none"> • thermal screening systems and questionnaires for visitors across our five main sites • temperature checking (tympanic or forehead) for our community health sites. • guidance for staff not to attend work if they are unwell.
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<p>Communal work areas have social distancing applied which has been managed by implementation of the following;</p> <ul style="list-style-type: none"> • Working from home (where possible) • Provision of one spare space between desks closer than 1.5m spacing • Determination of total staff numbers permissible from one worker per four square metres
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>Markings provided in high frequency waiting areas, cafes and highly frequented public spaces (entrances).</p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p>Where required, complete. Seating areas that are greater than 1.5m apart and/or have partitions separating desk spaces have been left in-situ.</p>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> • Start and finish times staggered where possible. • Working from home encouraged where possible. • The number of entrances have been limited, but automated temperature screening cameras provide fast walk-through processing of employees.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> • Training sessions on physical distancing at both employee and manager forums. • Regular communications issues by organisation to employees with actions including promotion of covid safe practices including social distancing, hand hygiene and use of PPE.
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> • Limited number of deliveries to minimum requirements • Screening of all deliveries upon arrival to site • COVID Induction of all regular contractors accessing site • Staggering of delivery times across loading docks to reduce peak demands • Regular COVID and induction communication with third party providers • Temperature screening of contractors and delivery drivers prior to entry to any site facility
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> • Rostering changes where possible to ensure physical distancing. • Working from home arrangements have also been put in place to allow physical distancing. • Where feasible, use of staggered start and finish times • Use of varying levels of PPE where required
<p>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule.</p>	<ul style="list-style-type: none"> • Passenger Limit signage installed to all lifts • “Stop The Spread – 1.5m – Maintain Physical Distancing” floor decals placed in areas where public or staff may queue • “Room Capacity” signs installed to all Meeting rooms and larger rooms • Limited seating placed in positions to maintain 1.5mtr distance between persons

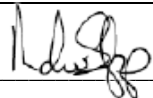
Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<p>Patients Our patients are recorded through the Monash Health patient management system (IPM).</p> <p>Visitors Visitors are only permitted through Main Reception entry for thermal scanning and COVID question survey at specific visiting periods. Visitors are then asked for demographic data, including mobile number, to be recorded in the PAS IPM application for record of attendance and close contact tracing.</p> <p>Delivery drivers Monash Health records all deliveries and driver details to its distribution warehouse, in an accessible form.</p> <p>Monash Health records all delivery details at all its sites and received in an accessible form.</p> <p>Workplace inspectors Monash Health has a formal notification system of worksafe visits, with records in an accessible form</p>

Guidance	Action to ensure effective record keeping
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p>All employees are advised of the process to lodge OHS incidents and concerns via Riskman. There is an online course for all employees – “How to log a Riskman” to ensure that employees have the necessary skills.</p>

Guidance	Action to prepare for your response
<p>Preparing your response to a suspected or confirmed COVID-19 case</p>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p>Monash Health has an approved pandemic response plan which aligns to the Victorian statewide response plan. The Monash Health pandemic plan is supported by subsidiary business continuity plans across all program areas, which have been enacted in response to the pandemic.</p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p>Monash Health’s Infection Prevention team works closely with DHHS public health on contact tracing as part of each COVID-19 outbreak response. See Attachment 1 for Monash Health’s contract tracing process.</p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p>Monash Health has a high standard of cleaning, with a regime that includes increased cleaning in many areas especially in public areas across our emergency department, common public spaces, and high touch points.</p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p>Both suspected and confirmed COVID-19 cases are identified and managed by our Infection Prevention team in the first instance. A contact tracing process is activated, and implemented with support from our People and Culture team.</p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p>As part of our Outbreak Management Team process, the relevant employee groups are advised of the outbreaks and mitigation steps. Monash Health also communicates its outbreaks through various communication mechanisms to all staff such as forums and all staff emails.</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>Our Infection Prevention team prepares the WorkSafe notification paperwork for confirmed COVID-19 cases. This documentation is then progressed to our People and Culture OHS team, to communicate to WorkSafe. This process is undertaken within 24 hours.</p>

Guidance	Action to prepare for your response
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p>Infection Prevention, in consultation with Outbreak Management Teams, need to assess that all quality and safety obligations have been addressed before work areas impacted by COVID-19 can be re-opened.</p>

I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed 

Name Andrew Stripp, Chief Executive Monash Health

Date 14 December 2020