

COVIDSafe Plan

Our COVIDSafe Plan

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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Exclude staff, visitors and patients who are unwell	<i>Our practice pre-screen patients prior to their appointment and remind them of the importance of not attending if unwell and limiting the spread. Patients should be asked if they have been potentially exposed to Coronavirus (COVID-19), have visited a hotspot (ie: Melbourne) or have any symptoms, such as fever, cough, sore throat or shortness of breath</i>
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning	<i>Our practice staff have all completed Infection Control Training</i>
Make staff aware of their leave entitlements if they are sick or required to self isolate	<i>Our staff understand that they will be able to access sick leave, unpaid leave or annual leave if they are required to quarantine or self-isolate. We have ensured that all staff are familiar with such entitlements.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Display conditions of entry for any patients or visitors</p>	<p><i>Signs relating to COVID-19 symptoms and restrictions to adhere to have been placed throughout the clinic as a reminder to patients to refrain from entering if they have symptoms of COVID-19 or transmissible diseases</i></p>
<p>Provide hand sanitiser at multiple locations throughout workplace</p>	<p><i>Patients are asked to perform hand hygiene on arrival and throughout their appointment.</i></p> <p><i>Our Clinic has on display posters on the 5 steps of hand hygiene as a visual reminder to ensure staff and patients comply and reduce the risk of transmission.</i></p> <p><i>Our Clinic has no hand shaking/touching policy to minimise the risk of transmission</i></p>

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Cleaning	
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Our Clinic applies regularly cleaning practices and schedules in accordance with Infection, Prevention and Control Guidelines for Podiatrists.</i></p> <p><i>Routine cleaning of the patient treatment area is performed between each patient with detergent/disinfectant solution/wipe. We take extra care to clean/disinfect surfaces in areas that patients have directly been in contact with or have been exposed to respiratory droplets.</i></p> <p><i>Floors are cleaned daily with a vacuum and detergent solution.</i></p>
<p>Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.</p>	<p><i>Our Clinic ensures staff and patients have access to hand washing facilities that are dedicated for the purpose of hand-washing only and has suitable liquid soap and disposable paper towels.</i></p> <p><i>We include hand washing instruction posters above the hand washing sinks to ensure appropriate techniques are followed.</i></p>
<p>Clean frequently used areas at least daily with disinfectant. Clean frequently touched areas and surfaces.</p>	<p><i>The cleanliness of all areas of our Clinic is maintained at all times in order to reduce the potential risk of the healthcare environment acting as a source for infection transmission.</i></p> <p><i>All staff, including cleaners adhere to our documented cleaning schedule which conform to the principles of infection control in the NHMRC's Australian Guidelines for the Prevention and Control of Infection in Healthcare.</i></p>

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<p>Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.</p>	<p><i>All staff at our Clinic receive in-service education on the correct use of cleaning agents.</i></p>
<p>Staff to wear gloves when cleaning instruments and during treatment. Wash hands thoroughly before and after with soap and water.</p>	<p><i>All staff are trained in basic IPC principles. Training is appropriate to their roles and includes hand hygiene and the use of personal protective equipment(PPE)</i></p>
<p>Waste Management: Many types of waste are generated in the delivery of podiatric services. In order to protect public safety and to provide a safer work environment, it is essential that waste is categorised correctly and disposed of correctly.</p>	<p><i>All staff ensure that that clinical and related wastes are stored, handled and disposed of in compliance with the EPA regulatory requirements.</i></p>
<p>Infection prevention and control principles for home and aged care facility visits</p>	<p><i>Our Clinic has a pre-appointment screening process to assess a patient's health prior to their podiatry visit. Standard IPC practices apply to clients that are considered low risk. They include: Hand hygiene, correct use of PPE, aseptic non-touch technique, appropriate use of medications, antiseptics and disinfectants, re-sterilisation of reusable instruments, utilising single-use equipment where appropriate, safe handling and disposal of sharps, correct segregation and disposal of clinical waste, staff health and immunisation and respiratory and cough etiquette.</i></p> <p><i>Transmission-based precautions apply to patients suspected or confirmed to have COVID-19 who are in quarantine including: Deferring treatment until infectious state is resolved (if possible)</i></p> <p><i>If treatment cannot be deferred: Use separate waiting area, place patient at the end of treatment list to allow or environmental cleaning after treatment. Patient and Podiatrist to wear additional protective equipment.</i></p>
<p>Managing Exposure All staff to take appropriate action in the event of a blood and/or body-fluid exposure injury.</p>	<p><i>Exposure to blood or body substances includes:</i></p> <ul style="list-style-type: none"> <i>• Needlestick or sharp injuries</i> <i>• Splashes to the mucosa (eye, nose, mouth) or broken skin</i> <i>• Splashes to intact skin or clothing</i> <p><i>In the event of an exposure, our Clinic takes action immediately and in accordance with the Blood and Body Substance Action Plan</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Check restrictions on number and the space required to have that number of people by visiting the state government's website</p>	<p><i>Our Clinic provides social distancing markers (spaced 1.5m apart) on the floor in common areas and waiting rooms. Spaced waiting room seating is provided. If required due to restrictions, instruct patient to call upon arrival and ask them to wait outside or in their car until they are called in for their appointment.</i></p>
<p>Assign workers to specific work stations and minimise movement between these stations, where reasonably practical. If not practical, clean and disinfect between use.</p>	<p><i>Each employee has their own workspace and should these need to be shared, they will be disinfected in line with infection control procedures.</i></p>
<p>Use flexible working arrangements where possible</p>	<p><i>We limit our Clinics to two Podiatrists working at any one time and keep our staff bubbles at each Clinic separated. We block appointments throughout the day to reduce waiting room numbers and contact opportunities. Our Administration staff are staggering days.</i></p>
<p>Consider barriers or other controls to ensure staff and visitors interaction points stay a safe distance separated by a barrier.</p>	<p><i>Our Clinic has installed a clear Perspex sneeze guard at reception</i></p>
<p>Where reasonably practical ensure staff maintain 1.5metres physical distancing at all times (including meal breaks)</p>	<p><i>Our lunchroom seating is spaced appropriately.</i></p>
<p>Use telephone or video for essential meetings where practical</p>	<p><i>Our staff meetings between our 2 Clinics are arranged over zoom/video.</i></p>
<p>Review regular deliveries and request contactless delivery</p>	<p><i>All our deliveries are contactless.</i></p>

Guidance	Action to ensure effective record keeping
Record keeping	
<p>Establish a process to record the attendance of patients and visitors. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely</p>	<p><i>Our appointment software keeps contact records of all in attendance for more than 15minutes.</i></p>
<p>Employers should make staff aware of the COVIDsafe app and the benefits of the app to support contact tracing if required.</p>	<p><i>Our Clinic ensures all staff are aware of the COVIDSafe app and how to use it and encourage all to download it.</i></p>
<p>Cooperate with your state government health service if contacted in relation to a positive case of COVID-19 at your workplace, and notify your state health body.</p>	<p><i>Our Clinic ensures all staff are advised of the importance of cooperating with State Health Authorities in response to a positive case.</i></p>

Procedure if a staff member or patient that has symptoms or pre-screening indicates are high COVID-19 exposure risk:

IF NOT SHOWING SYMPTOMS, BUT MEETING RISK CRITERIA:

The patient will be provided with a mask and informed that in line with government protocols, we are unable to treat them and they are to immediately self-isolate at home for 14 days from the potential COVID-19 exposure.

IF SHOWING RESPIRATORY SYMPTOMS OR FEVER:

Follow same process as above but additionally inform them to seek medical advice by calling their GP or one of the following relevant health advisory line:

- VIC: Dedicated COVID-19 helpline on **1800 675 398**
- National Coronavirus Health Information Line: **1800 020 080**

If it is confirmed that a patient has tested positive for the virus, cooperate fully with health authorities once contacted and adhere to all relevant protocol.

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

[Faint, illegible text, possibly a signature or stamp]