

Current Coronavirus (COVID-19) Policies

Current at 27 July 2020

Coronavirus (COVID-19)

The Coronavirus is a large family of viruses that can make humans, especially the elderly and those with compromised immune systems seriously ill.

Members of the community, such as older people and people with a chronic condition are at greater risk of serious illness if they contract Coronavirus. It is important that they are protected as much as possible. Subee Newlake has adopted behaviours that will help to prevent and mitigate the impacts of this pandemic.

Action Plan

All staff have been provided with our internal *Coronavirus COVID-19 Action Plan and Infection Control Policy*. These include a *Clinical Management Plan* to identify client and staff risks re: immunocompromise. We have a reporting procedure should any clients or staff exhibit symptoms. And our rostering team will prioritise the needs of essential services to high needs clients.

We have put in place rules around leave, isolation periods, return to work and they all adhere to Federal and State Health authority's recommendations and rules, as we receive them.

Training

While all staff are required to have passed a minimum Cert III qualification pre-employment, we also require all our staff to pass a mandatory set of training courses when they begin work with us. This includes a course in Infection Control.

Since 13 March 2020, all staff have also been required to complete a special course called "COVID-19 and Aged Care".

Infection Control Measures

Each staff member has been provided with PPE (Personal Protection Equipment) and instructions for correct use.

We have communicated via our internal Staff portal, public website, email and through supervisors and on:

- how to protect themselves and our clients from infection
- how to monitor and report any symptoms or concerns.

Resources

Through our public website, we have provided our staff, clients and community with as much reliable information and access to resources as we can. Our Communication Team is monitoring current advice and updating through these channels as soon as is appropriate. Our phone lines are open 24/7 and each communication also includes ways to contact us for help or more information.

If you have any queries regarding these measures, please contact Richard Holloway, Operations Manager, on 02 6651 3153 or rholloway@subeenewlake.com.au

This document is subject to change, as the situation is fluid, but it is accurate as of this date – 12 June 2020.



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