

MHFCS Covid Safe Plan

Distributed to all staff, volunteers + on display in office.

Under **NO** circumstances should anyone work if any signs/symptoms of COVID, please refer to management for all updated advises.

WORKPLACE MODIFICATIONS

HAND HYGEINE

Adopt and support good hand hygiene practices

- Ensure bathrooms/washrooms are well stocked with appropriate hand washing equipment.
- Hand sanitiser stations at entrance and throughout office.
- Hand sanitiser on hand when out in the community.
- Education given to all employees.

SOCIAL DISTANCING

Adopt appropriate social distancing measures.

- Mask to worn in indoor areas, including during transport.
- Where reasonably practical, ensure staff and clients always maintain 1.5 metres physical distancing.
- Support physical distancing in common areas, such as break rooms or meeting rooms. Surgical masks should be worn where physical distancing cannot be maintained.
- When transporting a client, they are to be seated in the back passenger side.
- No physical contact is to occur, including handshaking and other such formal greetings.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

MHFCS has a supply of various PPE equipment, to reduce the risk of employees contracting COVID-19 virus. The PPE that is available meets the relevant Australian PPE standards.

- Gloves (where required).
- Gowns/Aprons
- Eye protection.
- P2 / N95 surgical face masks.
- Hand sanitiser, soap, and cleaning products.

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What to do if a worker who tests positive for COVID-19 has been in the workplace.

Ensure reference is made to latest COVID-19 regulations on NSWHealth website

1. Tell the worker who has tested positive for COVID-19 to return home directly and follow the [advice from NSW Health](#) launch.
2. Ensure the safety of the workplace and workers, for example by cleaning and disinfecting all areas used by the person who tested positive for COVID-19. See further information on [cleaning the workplace](#) launch.
3. [Notify SafeWork NSW](#) launch. SafeWork NSW may share this information with NSW Health to assist the contact tracing and management of COVID-19.
4. Businesses should assess how much contact other workers had with the person who tested positive for COVID-19, while that person was infectious in the workplace. Use the Contact Classification Tool (available soon), the [contact risk assessment for general workplace settings](#) launch (assessment is being updated and will be available soon) and any [industry-specific guidance](#) to help with this assessment. If you need assistance with this process, call SafeWork NSW on [131 050](#) launch.
5. Your assessment of workplace risk, guided by the NSW Health contact risk assessment matrix, may indicate there are workers who have had high risk exposures or moderate risk exposures. In this situation, direct the workers to the NSW Health advice in the [contact risk assessment for general workplace settings](#) launch (assessment is being updated and will be available soon) and the [information for people exposed to COVID-19](#) launch.
6. Advise workers and contractors of the situation in your workplace. Consult with workers about the identification and management of any remaining health and safety risks.

When workers are returning to work

Workers who have tested positive for COVID-19 can only return to work after they have completed the required self-isolation period and don't have a sore throat, runny nose, cough or shortness of breath.

Workers will receive an SMS from NSW Health after 7 days, but do not have to wait for this SMS to leave self-isolation if it has been 7 days since they were tested. Workers do not need to test before leaving self-isolation in NSW and returning to work.

Workers who are contacts can return to work once they have completed any testing and self-isolation period and don't have any symptoms.

The following NSW Health resources provide further information on leaving self-isolation:

- [people testing positive and managing COVID-19 safely at home](#) launch
- [information for people exposed to COVID-19](#) launch

After returning to work, employers should provide staff, visitors, contractors, and customers safety information that includes:

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- Symptoms of COVID-19 staff, visitors, contractors and customers should self-monitor for
- Where to seek advice and help
- Reminders not to enter the premises if they are unwell
- Advice on physical distancing and personal hygiene measures (e.g. hand hygiene and cough etiquette)
- What infection control measures the business operator has put in place, including cleaning
- Any other specific advice provided by public health authorities.