

# COVID-19 SAFETY PLAN

GyMEA Community Aid and Information Service

BUSINESS DETAILS	
Business Name	GyMEA Community Aid and Information Service (GCAIS)
Plan Completed By	General Manager and members from the GCAIS WH&S Committee
Plan Approved By	Board
Created	10 <sup>th</sup> June 2020
Last updated	21 <sup>st</sup> September 2023

## Requirements For Business

Listed are the requirements for the GCAIS business, and the actions put into place to keep our workers and clients safe.

Requirements	Actions
Premises at 39 GyMEA Bay Rd GyMEA	
Provide staff and volunteers with information and training on Infectious Diseases including COVID19, RSV and Influenza	<ul style="list-style-type: none"> <li>Core online training modules to be completed through Bright Safe and DOH</li> <li>Complete risk assessments for key services to minimise risk</li> </ul>
Vaccines	<ul style="list-style-type: none"> <li>Vaccines are recommended</li> <li>Certificates are stored on password protected databases</li> </ul>
Confirmed COVID Cases	<ul style="list-style-type: none"> <li>Follow the direction as provided by NSW Health and the GCAIS Infectious Disease Policy</li> <li>Workers who are sick should not attend work if they present symptoms</li> <li>Workers can return to work once symptoms have subsided and after speaking to their manager prior to return</li> <li>If workers come to work and present with symptoms the managers can choose to send the worker home until symptoms have subsided</li> </ul>
Signing In	<ul style="list-style-type: none"> <li>Visitors and staff to sign in daily to signal when they are in and out of the office for general WH&amp;S reasons.</li> </ul>
Exclude visitors who are unwell.	<ul style="list-style-type: none"> <li>Ask any person in the Centre displaying symptoms to leave the premises</li> </ul>
Provide masks at Front Desks	<ul style="list-style-type: none"> <li>Mask wearing is not mandatory</li> <li>Disposable masks to be placed in double plastic bag before being placed in outside bins</li> </ul>
Use signage to remind workers and visitors of infectious disease safe practices	<ul style="list-style-type: none"> <li>Utilise Safe Work templates for: <ul style="list-style-type: none"> <li>Hand washing, coughing, checking of symptoms</li> <li>Actions to take if symptoms appear</li> <li>Clients/Public to be discouraged using Centre toilets due to Council no longer providing funding for cleaning</li> </ul> </li> </ul>
Review cleaning schedule of premises and toilets	<ul style="list-style-type: none"> <li>GCAIS to have clean of premises 3 times per week</li> </ul>
Cleaning products and schedule to be available	<ul style="list-style-type: none"> <li>Alcohol based sanitisers to be placed in each room and front desk</li> </ul>

	<ul style="list-style-type: none"> <li>• Each room to have antibacterial surface spray and wipes available</li> <li>• Each room to have wipes for computer equipment including keyboard</li> <li>• Schedule and advise on when to clean listed in policy and procedures document</li> <li>• Cleaning checklist to be made available for each room including offices, kitchen and meeting rooms</li> </ul>
Ensure all kitchens and toilets are well stocked with hand soaps and paper towels	<ul style="list-style-type: none"> <li>• Review stationary order processes so stock is always at minimum levels</li> </ul>
Clients visiting the Centre	<ul style="list-style-type: none"> <li>• Encourage clients to make appointments if possible and ensure entry into the Centre</li> </ul>
Review flyers and brochures	<ul style="list-style-type: none"> <li>• Keep stock minimal and utilise website, Facebook and online media to advertise</li> </ul>
Review requirements with Street Library association	<ul style="list-style-type: none"> <li>• Understand risk with shared street library stand and books.</li> <li>• Add hand sanitiser to structure for users</li> </ul>
Managing Aggression or abusive behaviours	<ul style="list-style-type: none"> <li>• Workers to identify exit points if someone in the Centre displays aggressive or abusive behaviours</li> <li>• Remind staff of duress alarms and contact with Highland Security</li> </ul>
COVID Safe WHS Review	<ul style="list-style-type: none"> <li>• COVID Safe Plan to be included on agendas relating to WH&amp;S committee, manager's meetings and Board meeting to check progress and reinforce actions</li> </ul>
Ventilation	<ul style="list-style-type: none"> <li>• Keep windows and doors open where possible to encourage air flow through the premises</li> <li>• Humidifier to be placed in hallway towards main meeting room</li> </ul>

Requirements	Actions
Groups Onsite: Includes English Classes, Homework Club, Computer lessons, Multicultural Women's Group, Book Club, Knitting Group, Men's Discussion Group, Gynea Community Singers, Interagency Meetings, Team meetings, Youth Groups, Wednesday Games Group, Tai-Chi, Migration Advise etc	
Risk assessment	<ul style="list-style-type: none"> <li>• Conduct risk assessment for each group and confirm required adaptations or changes to run group</li> </ul>
Signing In	<ul style="list-style-type: none"> <li>• Visitors and staff to sign in daily to signal when they are in and out of the office for general WH&amp;S reasons.</li> </ul>
Communications to visitors and clients alerting to requirements	<ul style="list-style-type: none"> <li>• Rules and regulations of visiting to be shared prior to attendance. These will include the need to remain away from the premises if there are symptoms of sickness</li> <li>• When sharing food and refreshments, tongs and gloves must be used</li> </ul>
Face masks	<ul style="list-style-type: none"> <li>• Mask wearing is not mandatory</li> </ul>
Hand sanitisers and soaps	<ul style="list-style-type: none"> <li>• Adequate amounts of hand sanitisers and soaps to be available in rooms</li> </ul>

Align to Premises plan	<ul style="list-style-type: none"> <li>Review the COVID Safe Plan for the premises at 39 Gynea Bay Rd Gynea in conjunction with this plan</li> </ul>
Vaccines	<ul style="list-style-type: none"> <li>Vaccinations are strongly recommended</li> <li>Certificates are stored on password protected databases</li> </ul>
Confirmed COVID Cases	<ul style="list-style-type: none"> <li>Follow the direction as provided by NSW Health and the GCAIS Infectious Disease Policy</li> <li>Workers who are sick should not attend work if they present symptoms</li> <li>Workers can return to work once symptoms have subsided and after speaking to their manager prior to return</li> <li>If workers come to work and present with symptoms the managers can choose to send the worker home until symptoms have subsided</li> </ul>
<b>Requirements</b>	
<b>Actions</b>	
Groups Offsite: Includes Chinese English Classes, Tai Chi, Zumba, Monday, Tuesday and Wednesday social groups, Greek Group, Chinese Groups, Men's Guitar Group, Gardening Club, Active and Social Group, Senior's exercise, Youth Groups, Special Events	
Offsite venue	<ul style="list-style-type: none"> <li>Exercise groups to wipe down equipment as session is finished</li> <li>Group leaders of exercise groups to have a supply of wipes and sprays to use on items used in sessions</li> </ul>
Hand sanitiser and soaps	<ul style="list-style-type: none"> <li>Group leaders and volunteers have enough supply of hand sanitiser and soap. Request that clients also consider bringing what they require</li> </ul>
Questionnaire	<ul style="list-style-type: none"> <li>Clients reserving a place for outings are required to complete health and mobility questionnaire</li> </ul>
Face masks	<ul style="list-style-type: none"> <li>Mask wearing is not mandatory</li> </ul>
Bus travel	<ul style="list-style-type: none"> <li>Masks are not mandatory</li> </ul>
Public Transport	<ul style="list-style-type: none"> <li>Utilise in Off peak hours if possible.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>Communications to be forwarded to existing clients of "rules and requirements" when attending offsite and onsite activities</li> </ul>
Special Events	<ul style="list-style-type: none"> <li>Outdoor events to follow rules and regulations as published in regards to numbers allowed and special requirements such as seating etc</li> <li>Registration via Humanitix and internal bookings to be used to control crowd numbers</li> <li>Visitors to sign in using manual sheet for WH&amp;S reasons.</li> </ul>
<b>Requirements</b>	
<b>Actions</b>	
Driving and Vehicles: Includes DriveTime, DLAP, Shopping with Clients, escorting clients to appointments, providing help to workers and clients	
Cleaning	<ul style="list-style-type: none"> <li>Hand sanitiser to be available in vehicles</li> <li>All "touchpoints" to be wiped with cleaning wipes and or sprayed with disinfectant before and after trip</li> </ul>

Department of Health rules	<ul style="list-style-type: none"> <li>• Mask is not mandatory</li> <li>• Workers to remain at home if feeling unwell</li> </ul>
Hygiene	<ul style="list-style-type: none"> <li>• Workers to regularly wash hands, cover mouth and nose when sneezing and coughing and to practise self-distancing</li> </ul>
Face masks	<ul style="list-style-type: none"> <li>• Masks are to be disposed of in outdoor bins in plastic bags</li> </ul>
Confirmed COVID Cases	<ul style="list-style-type: none"> <li>• Follow the direction as provided by NSW Health and the GCAIS Infectious Disease Policy</li> <li>• Workers who are sick should not attend work if they present symptoms</li> <li>• Workers can return to work once symptoms have subsided and after speaking to their manager prior to return</li> <li>• If workers come to work and present with symptoms the managers can choose to send the worker home until symptoms have subsided</li> </ul>
DriveTime/DLAP Mentoring	<ul style="list-style-type: none"> <li>• Checklist to be completed by Drivers/mentors</li> <li>• Masks are not mandatory</li> <li>• Hand sanitisers and antibacterial wipes to be available in all vehicles.</li> <li>• Vehicles should be sprayed and wiped with antibacterial disinfectant before and after a trip, including the car key. Frequently touched surfaces to be wiped throughout the day.</li> <li>• All workers entering clubs and/or facilities where the vehicles are kept are to follow their COVID Safe Plan.</li> <li>• Workers trained on how to deal with aggressive behaviour.</li> <li>• Place breathalyser tubes in outdoor bins</li> <li>• Cleaning checklist are listed on the Driving program's risk plan.</li> </ul>
<b>Requirements</b>	<b>Actions</b>
<b>Home Visits</b>	
Includes Domestic Assistance and Individual Support services. Also includes any GCAIS worker conducting a home visit for any reason	<ul style="list-style-type: none"> <li>• Ensure all workers have completed the Department of Health online training COVID-19 Infection Control training</li> <li>• Consult with workers regarding the symptoms of COVID 19, RSC and Influenza and to not attend work if displaying any of the symptoms.</li> <li>• Keep up to date with notifications from the Department of Health on required actions when providing services to consumers.</li> <li>• Ensure the organisation has the required infection control materials to reduce person to person spread of viruses i.e. hand sanitizers, gloves, disinfectant wipes, aprons, masks</li> <li>• Keep all worker and consumers informed of services available and infectious disease updates</li> <li>• Consumer assessments can be conducted In Home</li> </ul>

	<ul style="list-style-type: none"> <li>• Accompanied shopping is available</li> <li>• If consumers require transport to medical appointments or providing 'Accompanied Shopping' services, masks are to be worn by both worker &amp; consumer if experiencing "flu-like symptoms".</li> <li>• Inform consumers that they are to notify the Support Worker or the office if they are displaying symptoms of COVID 19, RV or Influenza to ensure safety of the Support Worker and other consumers. (Covid advice displayed in front of Home File)</li> <li>• Masks to be worn when staff are experiencing "flu-like" symptoms</li> <li>• No physical greeting (eg handshake)</li> <li>• Limit physical greetings</li> <li>• Hand hygiene (washing &amp; sanitiser)</li> <li>• No staff to conduct service or assessment if presents with any symptoms</li> <li>• Avoid touching eyes, nose or mouth whilst providing services</li> <li>• Ensure rooms are well ventilated by opening windows &amp; doors</li> <li>• Personal waste items eg tissues should be handled with disposable gloves &amp; disposed of in a tied double plastic bag</li> <li>• Do not shake dirty laundry before washing to minimise possibility of dispersing the virus through the air</li> <li>• Perform hand hygiene after handling clothing or linen</li> </ul>
<b>Requirements</b>	<b>Actions</b>
Attendance at Meetings/Training	
Mode of training	<ul style="list-style-type: none"> <li>• Include a variety of modes including online where possible.</li> </ul>
Face masks	<ul style="list-style-type: none"> <li>• Mask wearing is not mandatory</li> </ul>
Confirmed COVID Cases	<ul style="list-style-type: none"> <li>• Follow the direction as provided by NSW Health and the GCAIS Infectious Disease Policy</li> <li>• Workers who are sick should not attend work if they present symptoms</li> <li>• Workers can return to work once symptoms have subsided and after speaking to their manager prior to return</li> <li>• If workers come to work and present with symptoms the managers can choose to send the worker home until symptoms have subsided</li> </ul>
<b>Requirements</b>	<b>Actions</b>
Working at Other Work Spaces/Offices	
	<ul style="list-style-type: none"> <li>• GCAIS worker to follow procedures outlined in this policy and the current NSW government's regulations and rules.</li> </ul>
Confirmed COVID Cases	<ul style="list-style-type: none"> <li>• Follow the direction as provided by NSW Health and the GCAIS Infectious Disease Policy</li> </ul>

	<ul style="list-style-type: none"><li>• Workers who are sick should not attend work if they present symptoms</li><li>• Workers can return to work once symptoms have subsided and after speaking to their manager prior to return</li><li>• If workers come to work and present with symptoms the managers can choose to send the worker home until symptoms have subsided</li></ul>
--	--