

Skills Campus Workers

Directive: COVID-19 and Influenza A

Given the increased risk to CLS clients, families and staff posed by COVID-19 and Influenza A, the following precautions are to be implemented.

Staff Responsibilities

All staff in direct care of clients to;

- Remove all jewellery and watches
- Ensure skin is bare below the elbow (no jumpers etc)
- Fingernails are trimmed, short and maintained
- No artificial nails
- Ensure any skin breakage (cut, tear or laceration or wound) is to be covered with a waterproof dressing
- Moisturise your hands several times a day to ensure skin hydration and reduce risk of dryness and developing cracks etc

Do not attend work if:

- You have flu and cold symptoms
- See your Doctor if the symptoms persist
- Do not return to work while you have symptoms

Personal Protective Equipment (PPE)

All staff are to continue to use Standard Precaution PPE as per Procedures and CLS Infection Control Working Instructions. (Hand hygiene, apron and gloves when in contact with body fluids)

Standard equipment is available at both Hervey Bay and Bundaberg Sites and can be accessed via Reception.

You must wash your hands at minimum at the beginning and end of every skills activity.

Additional Contact and Droplet Precaution PPE (Surgical mask, gloves and apron) must be used where:

- You are in close range (less than 1.5metres) or direct contact with someone who has flu or cold-like symptoms (temperature, cough, runny nose, headache)
- Any client who is suspected of any viral infection and waiting for test results
- When directed otherwise by the CLS Registered Nurse, Safety Manager, Service Delivery Manager or any other Senior Manager

Ensure you maintain cleanliness in your car by:

- Keeping a garbage bag handy and disposing of any waste (including used tissues) immediately

- Wipe down door handles (inside and outside) with general spray cleaner after a client uses your car
- Wipe down used buckles and seatbelts
- Wipe down any other surfaces that people touch (car wheel, dashboard)

Increased Cleaning

All staff are to continue to maintain cleanliness of homes as per protocols.

When setting up a room for a Skills Activity:

- Spray and wipe down all door knobs, light switches and work surfaces with clinical grade or ethanol based disinfectant and disposable cloths.
- Spray and wipe down any shared items that will be used (e.g. pens, pencils, toys)
- Use gloves while cleaning

During a Skills Activity:

- Remove any items from use that come into contact with body fluids (for example, people may cough over something)
- If someone is observed to cough/wipe their nose or face/blow their nose, prompt them to immediately go and wash their hands. Where possible attend with them and model appropriate hand-washing technique
- If you observe any sudden onset of symptoms: pause the class, remove the person from the group to an area on their own and request assistance

After the Skills Activity:

- Spray and wipe down all door knobs, light switches and work surfaces with clinical grade or ethanol based disinfectant and disposable cloths.
- Spray and wipe down any shared items that will be used (e.g. pens, pencils, toys)
- Use gloves while cleaning

When supporting a group:

- Be mindful of proximity
- Wash hands when switching between supporting one person to another person with hand-over-hand activities

Nil Community Access

- **All community-based activities are to be ceased and replaced with on-site activities**
- Where access to the community does occur (through approval of Skills Campus coordinators), events are to be limited to outdoor and uncrowded settings.
- **NO** supported outings to
 - Shopping Centres
 - Cinemas
 - Large community events (i.e. festivals)
 - Densely populated areas

Speaking with Clients

Be open and honest with people about what is happening. Utilise available resources to help them explain (handouts are available at reception or can be emailed to you on request).

Encourage clients to wash their hands regularly (and always before handling food, after eating, after toileting, sneezing, coughing or blowing their nose). There are some fun videos online that can help demonstrate this (search “handwashing gangnam style” on Youtube).

Praise people for being conscious of their cleanliness – where appropriate create a star chart or other reward system.

Social Distancing

- Be mindful of your space when supporting people, and support others to do the same
- Where it is necessary to get into someone’s “bubble” (within 1.5m) make sure you have washed your hands directly prior to entering their person space
- If you need to make direct physical contact, consider whether it is appropriate to use PPE (mask, gloves and apron)
- Encourage clients to learn a new way of greeting people without using touch like an “air high 5”

What to do if you observe symptoms of the cold/flu in a client

If you observe the following symptoms:

- Raised temperature
- Cough
- Runny nose
- Headaches

DO THE FOLLOWING:

- **Increase use of PPE (gloves and masks) when in close quarters with the person and dispose immediately after use by double bagging and placing in general waste**
- If the person is being supported in a group situation, remove them from the group and place them in a room where they can be on their own (call for assistance where required)
- Support them to ring and advise their GP immediately of their symptoms. The GP will provide advice over the phone and advise if an appointment needs to be made
- Report instance via the CLS website using an incident form (this is so we can easily track who is showing symptoms)
- Advise the Coordinator
- Coordinator will advise the family
- The person should immediately cease attending Skills Campus until their symptoms have cleared up

Keeping up-do-date

Check your emails at least twice a day when at work. Daily updates will be sent with any new information or advice that we have

Have questions?

- Call the office/on-call on 1300 257 753
- Use the complaints/feedback form on the CLS website staff portal