

Work Instruction: COVID-19 Condition of Entry- CLS SKILLS CAMPUS

Date Effective: 31/03/2020

RESPONSIBILITIES

Support Workers

- To have full understanding of the introduced COVID policy of Condition of Entry- CLS Skills Campus
- Follow the process detailed below with regards to Condition of Entry- CLS Skills Campus
- Any staff member who is concerned about their safety must raise their concerns immediately to their House Coordinator

Skill Campus Co-Ordinators

- Ensure all staff are educated in the COVID Policy of Condition of Entry- CLS Skills Campus
- Ensure all staff and clients adhere to Infection Control Policy Guidelines
- Notify the CLS Office or On Call Manager in the event of Staff or visiting client refusal to adhere to Policy Guidelines

WHAT ARE THE CONDITIONS OF ENTRY TO CLS SKILLS CAMPUS

To protect to our vulnerable clients and Staff who access the CLS Skills Campus, it will now be an enforceable Condition of Entry for **ALL PERSONS** to have their temperature taken **BEFORE** entry is permitted to all CLS premises.

All CLS Staff are to ensure CLS Infection Control Policy and Guidelines are adhered to:

- Ensure social distancing of 1.5m between staff and clients is adhered to as per Australian Government Regulations
- Encourage and supervise clients when attending to hand hygiene to ensure optimal safety
- Monitor client's skin integrity and ensure any skin breakages (cut, tear or laceration or wound) are covered with a waterproof dressing
- Moisturise clients hands several times a day to ensure skin hydration and reduce risk of dryness and developing cracks

CLS BUS AND CAR TRANSPORT TO SKILLS CAMPUS

CLS Clients and Staff who get picked up on The CLS Buses will:

- have their temperature taken by CLS Staff with an Infrared Thermal Thermometer before entering the bus.
- If surface temperature is above 37.5, then a secondary reading with a Tympanic Ear Thermometer will be attended to gain a body core temperature.
- Any persons with a temperature **above 37.5 degrees**, or who has been in *close contact* with anyone displaying flu-like symptoms or in instructed isolation are **not** be permitted to enter the bus
- CLS Staff must immediately call the CLS Office or On Call Support to advise and update the **Client and Staff Illness Register**.
- **ALL persons must be prompted to use hand sanitiser when getting on the bus.** Hand Sanitiser will be provided on all CLS buses.
- **Minimal direct contact** is to be made to other clients, with 1.5 metre distancing to remain at all times when seated on the bus.

EXITING THE CLS SKILLS CAMPUS PREMISE

All staff and CLS clients are to attend a twenty second-hand Wash on exiting the CLS Site and before entry to the CLS Transport buses.

INFECTION CONTROL CONCERNS

If you have any questions or concerns regarding this Infection Control Policy, please email hello@cls.org.au

Version Control:

Version	Date	Author	Comments
1.0	31.03.2020	Meg Anderson (CLS Registered Nurse)	Development of Work Instructions
1.0	31.03.2020	COVID Crisis Management Team	Revised and Approved