

Work Instruction: COVID-19 Condition of Entry- CLS CAMPUS AND PROPERTY GROUNDS

Date Effective: 31/03/2020

RESPONSABILITIES

All CLS Staff, Clients and Visitors

- To have full understanding of the introduced COVID policy of Condition of Entry to CLS Campus and Property Grounds
- Must present to CLS Reception immediately on entry to CLS Campus and Property Grounds to Sign Entry Register
- Adhere to the process detailed below with regards to COVID Condition of Entry to CLS Campus and Property Grounds
- Any person declining to adhere to COVID Conditions of Entry will be required to leave the premises immediately
- Any person who is concerned about their safety can raise their concerns by emailing hello@cls.org.au

Reception Staff

- Ensure **all** persons adhere to Infection Control Policy Guidelines
- Ensure **all** entering persons are listed on the Register daily
- Ensure the Register is completed in full for all entering persons
- Notify the COVID RESPONSE TEAM (via reception) of any concerns regarding the entry process (and as per protocol).

13 Step Process for Entry to CLS office sites in Bundaberg and Fraser Coast

To protect to our vulnerable clients, CLS staff and all visiting persons who access the CLS Campus and Property Grounds, it will now be an enforceable Condition of Entry for **ALL PERSONS** (All Staff, Allied Health Professionals, Clients, Visitors and Coffee or Food Vans) to present to CLS Reception immediately on entry **BEFORE** entry is permitted to all CLS premises.

ALL persons entering the CLS Site are now required to complete a COVID Entry Sign On Register.

1. Upon someone presenting to reception, receptionist will be mindful of prompting people to keep appropriate distance AND asking people to wait outside where maximum number of people in the space has been reached.
2. As people enter, they are to **immediately** be directed to use hand sanitiser - spray 1 -2 pumps of hand sanitiser into palms – hand rub for 20 seconds
3. **Reception Staff** to inquire if the person:
 - (a) Has any Flu-like Symptoms
 - (b) Has been in contact with anyone who has been recently sick or is currently in Directed Isolation by Queensland Health
 - (c) **If person answers yes to either (a) or (b)- they will be directed to leave the premises immediately**
4. **Reception staff** to confirm person has not had a cigarette, consumed hot food or beverage or exercised in past 30 minutes- if so, will be directed to wait 15 minutes until temperature can be taken
5. **Reception Staff** to take persons temperature with Infrared Thermal Thermometer to the middle of forehead

Unit Diagram



←1-5 cm→

NON-CONTACT



Measurement

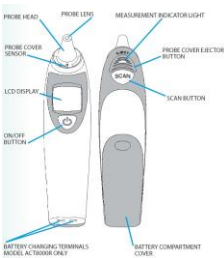


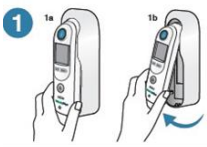





Hold






6. If temperature is **BELOW 35.5 degrees** (Averaging 2 degrees lower than the Tympanic Thermometer), **Reception Staff** will complete the Sign In Register and Entry is permitted.
7. If temperature is **ABOVE 35.5 degrees**, a secondary temperature reading will be required with a Tympanic Ear Thermometer
 - a. Due to shortages, CLS Staff are to be given ONE probe cover for reuse and placed in a labelled (with Staff name) zip lock bag and kept at Reception.
 - b. Only the individual staff member is to touch their own probe cover (this minimises risk of transmissions) - and place on the thermometer tip themselves by gently dropping onto the tip- and ensuring they do not directly touch the thermometer tip or the inside of the disposable cover.
 - c. Reception Staff will eject probe cover directly into Staffs Zip lock bag using a no-touch technique. If the probe cover becomes damaged or cracked- a replacement probe cover will be given.

- d. All other Visiting persons will be provided with a single use probe cover and will be disposed of in general waste.

Operation and technique



- 1  Remove thermometer from cradle by gripping thermometer at base and pivoting up. Thermometer will turn on automatically. Probe cover icon  will flash on display indicating a new probe cover is needed.
- 2  Attach a new probe cover by pushing probe tip straight into box, then pulling thermometer out.
- 3  Wait for the ready indication. Ring around MEASURE  button turns green, thermometer will beep once and three lines on display indicate thermometer is ready.
- 4  Place probe snugly in ear canal and direct toward opposite temple. Keep thermometer probe steady in the ear canal. Correct probe placement is essential for accurate measurements.

- 5  Press and release MEASURE  button. The thermometer will beep once, running dashes will appear on the display then the green ExacTemp light will flash, indicating consistent probe position.
- 6  Temperature measurement. A long beep and steady green ExacTemp light will signal the end of the measuring process. The temperature will show on the display.
- 7  Remove used probe cover by pressing Probe Cover Ejector button . To achieve accurate measurements, use a new, clean probe cover for each measurement. To take another measurement, place a new, clean probe cover on the thermometer.

8. If secondary tympanic ear reading is **BELOW 37.5 degrees**- Reception Staff will complete the Sign In Register and Entry is permitted.
9. If secondary tympanic ear reading is **ABOVE 37.5 degrees**, Reception Staff will advise person to wait outside for 15 minutes and then retest (after hand hygiene on re-entry)
10. If temperature **remains ABOVE 37.5 degrees**, Reception Staff are to contact **The COVID RESPONSE TEAM** for further advice
11. The **COVID RESPONSE TEAM** will either give approval for entry, or deny entry based on case by case evaluation.
12. The Reception Staff are to update the **Entry Register** with whom was spoken to and what advice was given. If person denied entry, Reception staff are to report details to hello@cls.org.au.
13. If any person refuses to adhere to **COVID ENTRY POLICY**, Reception Staff will request them to leave the CLS premises immediately. IF any person's behaviour poses a risk to the safety of CLS staff or clients, Emergency Services may be called.

All entering persons are to ensure CLS Infection Control Policy and Guidelines are adhered to whilst on CLS Locations:

- Ensure social distancing of 1.5m between **all** persons as per Australian Government Regulations
- Attend to frequent hand hygiene to ensure optimal safety
- Ensure any skin breakages (cut, tear or laceration or wound) is covered with a waterproof dressing
- Moisturise hands several times a day to preserve skin hydration and reduce risk of dryness to ensure skin integrity

CLS BUS AND CAR TRANSPORT TO SKILLS CAMPUS

- CLS Clients and Staff who get picked up on The CLS Buses will now be required to follow the above **13 Step Condition Of Entry** Protocol **before** entering the bus.
- **ALL persons must attend to hand hygiene on entry to 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 persons are to attend a twenty second Hand Wash/Hand Rub 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 Response Team	Revised and Approved
1.1	07.04.2020	Meg Anderson (CLS Registered Nurse)	Modified and Updated
1.1	08.04.2020	COVID Crisis Response Team	Revised and Approved

