

COVID-19 Safety Plan

Business details

Business name	Aspire Speech Pathology
Business location (town, suburb or postcode)	KURRI KURRI
Completed by	Andrea Cooper
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Effective date	10 January 2022
Date completed	10 January 2022

Wellbeing of staff and clients

Exclude staff who are unwell from the premises. Communicate regularly with staff to remind everyone that you should not attend work if unwell with respiratory symptoms or fever. Encourage testing of all staff with symptoms in line with advice from NSW Health.

See requirements of Aspire Speech Pathology Infection Control Policy.

Staff to adhere to this policy.

This policy is explained to all staff as part of Aspire SP's onboarding process and at the beginning of each calendar year.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

An internal memorandum regarding staff leave entitlements has been sent.

Request that patients call ahead if they have symptoms of COVID-19.

See requirements of Aspire Speech Pathology Infection Control Policy.

All clients to adhere to this policy.

This policy is explained to all clients as part of Aspire SP's onboarding process and at the beginning of each calendar year.

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Have a management plan in place for patients (and carers/family members of patients) presenting with COVID-19 symptoms, including appropriate separation from other patients and requirement to wear a mask. It is important that all patients presenting with relevant symptoms undergo a COVID-19 test to help with the early detection of cases.

As per Aspire Speech Pathology Infection Control Policy no clients are to be seen face to face if they themselves, their parents or their carers/family members are presenting with COVID-19 symptoms.

In this case telehealth sessions are to be conducted where applicable.

Display conditions of entry (website, social media, venue entry).

N/A

Aspire Speech Pathology is a mobile service.

Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.

Aspire Speech Pathology does not require proof of COVID-19 vaccination for the delivery of services.

Physical Distancing

Where reasonably practical, ensure staff and patients maintain 1.5 metres physical distancing at all times. Where possible, assign staff to specific workstations. If staff are not able to physically distance, or work in a role with significant patient interaction, they should follow mask advice while in the workplace, except when working alone. If there is active community transmission, general practitioners should wear a mask for all clinical encounters and general practices should refer to NSW Health guidance that may require mask wearing by general practice staff.

Where possible a 1.5m space between clinician and client is maintained.

Sessions are one-to-one with client and clinician in nearly all cases, sometimes a parent is present for part of the session.

In high-risk cases or where appropriate spacing can not be maintained telehealth therapy is the recommended/preferred therapy style.

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All required PPE is provided to staff and staff are trained in the use of such PPE where it is necessary.

Reduce crowding wherever possible and promote physical distancing, for example by appropriate spacing of chairs or using markers on the floor, where appropriate.

Sessions are one to one with client and clinician in nearly all cases, sometimes a parent is

present for part of the session.

All physically distancing guidelines are observed.

Consider ways to minimise congestion in the waiting room, for example by moving or removing seats and furniture, having patients wait elsewhere if possible, staggering bookings and limiting walk-in patients.

N/A

Aspire Speech Pathology is a mobile practice.

Consider physical barriers such as plexiglass around counters with high volume interactions with patients.

N/A

Aspire Speech Pathology is a mobile practice.

Encourage telehealth appointments where practical.

Telehealth appointments are encouraged and maintain our preferred method of therapy throughout the COVID-19 pandemic.

Telehealth therapy is the only way Aspire Speech Pathology clinicians interact with clients who are exhibiting symptoms of COVID-19 or whose carers/family members are exhibiting symptoms of COVID-19.

Use telephone or video for essential staff meetings where practical.

Where practical Aspire Speech Pathology uses video conferencing for meetings.

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Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact. Support physical distancing in common areas, such as break rooms or meeting rooms. Surgical masks should be worn where physical distancing cannot be maintained.

Social distancing is maintained.

Meal breaks are staggered when at office.

All surfaces are regularly cleaned with disinfectant.

Review regular deliveries and request contactless delivery and invoicing where practical.

All invoicing is digital and contactless.

DocuSign and other e-services integrated to limit face-to-face contact.

Hygiene and Cleaning

Face masks must be worn by people aged over 12 in indoor areas, unless exempt.

Note: A patient in a private health facility is exempt, but it is strongly recommended that they wear a mask and practices can require this in line with their face mask policy.

All current advice and regulations on facemasks are observed where applicable.

Adopt and support good hand hygiene practices.

All staff are provided with a mobile hand hygiene and resource cleaning kit in their car.

Supplies for restocking are provided at the office.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

All bathrooms are stocked with hand soap and paper towels or hand dryers.

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Have hand sanitiser at key points in the practice, such as entrances and exits, patient rooms and waiting areas.

Hand sanitiser is available in many different places around the office.

All staff members carry hand sanitiser on their person when conducting mobile speech pathology sessions.

Ensure staff wear PPE appropriate to the patient presentation and in line with the most recent advice from NSW Health. Ensure staff complete relevant PPE and infection prevention and control training. There are resources available from the Department of Health, the Australian Commission on Safety and Quality in Health Care, and the RACGP.

All staff are trained in and wear the appropriate PPE.

Telehealth therapy is the only way Aspire Speech Pathology clinicians interact with clients who are exhibiting symptoms of COVID-19 or whose carers/family members are exhibiting symptoms of COVID-19.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Where possible Aspire Speech Pathology Staff work in well-ventilated areas or take the necessary steps to increase natural ventilation by opening windows and doors.

Clean frequently used indoor hard surface areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.

Frequently used areas and touched surfaces cleaned multiple times a day.

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.

All disinfectant solutions are mixed and used in accordance with manufacturers instructions.

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Staff should wash hands with soap and water before and after cleaning.

All staff to wear provided disposable gloves while disinfecting surfaces and to use available facilities to thoroughly wash hands after.

Encourage contactless payment options.

All payments are contactless and are processed online or over the phone.

Record Keeping

Consider having a NSW Government QR code available so that workers and customers can check in using the Service NSW app, to support contact tracing if a person with COVID-19 visits the premises.

Aspire Speech Pathology utilises the web-based PowerDiary system for client management.

All staff locations/client contacts are logged through this platform.

Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case> and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.

Explain how you will do this:

All staff have been made familiar with the above-mentioned link.

All staff members that have been required to take a PCR test will be required to work remotely until a negative result has been obtained.

If a staff member tests positive to COVID-19 or has been a close contact to a person infected with COVID-19 they are required to immediately return home, self-isolate, and report this positive test to the Director or Business Manager.

All staff members will be required to log a positive RAT test result through the Service NSW app.

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In the event a COVID-19 positive staff member has attended the office all necessary cleaning efforts will be undertaken in accordance with the above-mentioned link. All staff, clients, families, and carers that have come into contact with the COVID-19 positive staff member will be notified immediately.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW if a worker has tested positive and is hospitalised or dies. Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus> for more information.

Explain how you will do this:

Aspire Speech Pathology will cooperate with and comply with any directive or request from NSW health if contacted in relation to a positive case of COVID-19.

Aspire Speech Pathology will notify SafeWork NSW if a worker has tested positive and is hospitalised or dies.