





COVID-19 Safety Plan

Richmond Fellowship Tasmania and Richmond Futures COVID-19 Safety Plan has been developed to help maintain a safe environment for our employees, participants and visitors.

This safety plan follows Tasmanian Public Health Guidelines and manages risk to employees and other people in accordance with Work, Health and Safety Legislation. It will be updated as advice changes.

<p>Preparation</p> 	<ul style="list-style-type: none"> • Each site maintains a COVID-19 emergency management plan • All COVID-19 resources are available on SharePoint for employees to access • Policies have been aligned with Tasmanian Governments COVID-19 guidelines • Check In Tas codes are present at all sites • Hand hygiene, social distancing and other COVID-19 safe measures posters are visible at all site
<p>Vaccinations</p> 	<ul style="list-style-type: none"> • All employees are vaccinated for COVID-19 • Participants and other people are encouraged to access COVID-19 vaccinations
<p>Wellbeing</p> 	<ul style="list-style-type: none"> • Employees, visitors and participants (excluding Independent Living and Residential Recovery participants) who are unwell or have COVID-19 symptoms must not enter Richmond Fellowship Tasmania / Richmond Futures sites until a negative PCR test is received • Independent Living and Residential Recovery participants must advise if they have symptoms, get tested and quarantine until a negative PCR test is received • Social distancing of 1.5ms are to be enforced at all locations • Screening processes are established: <ul style="list-style-type: none"> • Voluntary Rapid Antigen Testing – Participants and Visitors • Proactive and responsive Rapid Antigen Testing – Employees • COVID-19 risk assessment – Participants within the community • COVID-19 risk assessment – Visitors to Independent Living and Residential Recovery Sites • Visitation to sites may be restricted from time to time to help reduce risk of exposure or spread of COVID-19 virus
<p>Hygiene</p> 	<ul style="list-style-type: none"> • Hand sanitiser is available at all sites and offices • Employees, participants, and visitors are to always maintain good hand hygiene practices • Bathrooms are stocked with hand soap and paper towel • Masks must be always worn by employees and visitors

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Cleaning



- Employees are responsible for cleaning their individual work area after each shift
- Frequently used areas are cleaned regularly

Record Keeping



- Visitors are required to check in using the Check In Tas App at all sites and offices
- COVID-19 risk assessments to be kept on participants file

Key Policies



- Outbreak Policy and Handbook
- Vaccination Policy
- Infection Control Policy
- COVID-19 risk assessments
- Screening, Testing and Exposure Policy