



**yackandandah
health**

CORONAVIRUS (COVID-19) ACTION PLAN Reviewed 14/08/20

This is to be read in conjunction with the YH document link below.

[..\Downloads\COVID-19 Residential Aged Care Facilities action Plan 140820 V3 .docx](#)

YH AGED CARE

Delegation

Actions may be delegated, but the responsible person is accountable.

Close contact

In the current context, more than 15 minutes close contact with a confirmed case 24 hours before onset of symptoms.

Suspected resident case definition

Do not apply to staff, as the CDNA have different criteria for staff (see below in precautionary action plan), this may be due to younger people appearing to be less symptomatic.

A suspect resident case is a resident with a fever (above 37.5 degrees) AND one or more of the following symptoms:

- Cough
- Sore throat
- Fatigue
- Shortness of breath
- Other symptoms can occur also.

Infection Control Procedure

Please note this plan is adjunct to and not a replacement to current infection control procedures.

No compromise is to be made in relation to quantity or quality of PPE.

No compromise is to be made in relation to prescribed infection control procedures.

PRECAUTIONARY ACTION PLAN FOR CORONAVIRUS (COVID-19)

Action	Responsible	When	How
Precautionarily lock down with restricted access for end of life care or stressed resident.	CEO CM. Care Manager	Until pandemic over	Doors locked. Visitors restricted.
Sanitisation of hard surfaces.	Additional Cleaning staff x2	2 hourly	All touch points
Cancel group activities.	Life style coordinator	Until pandemic over	Notices
Remove shared condiments.	Catering	Until pandemic over	Physically
Organise staff to primarily work in one area if possible, to allow for quarantining if necessary, also to allow for tracing if necessary.	HR All	Until pandemic over	Email
Create register of all staff who have or plan to be going overseas.	HR Admin All contact staff	Until pandemic over	Google sheet
Staff to sanitise and wash hands on entry, and multiple times per shift.	All, CM	Every shift	Staff education
TimeTarget Kiosks to be sanitised before every shift with alcohol wipes.	CM or Delegate	Before every shift	Email
Quarantine new admissions for 14 days	CM	NA	NA
Update website pages for staff and residents and families daily.	Admin	Daily	Website
Communication with staff weekly.	HR	Bi Weekly	Email, Memo
Communication with residents loved one's weekly.	Admin. Lifestyle	Weekly or when requested	Email (Newsletter) Phone
Temperature check employees at beginning of each shift. Email CEO if staff member tests over 37.5. Recording staff who test under 37.5 is not necessary; we need to demonstrate we have a system, and we can without adding that workload.	All	Every shift	At entry point using infrared thermometers.
Temperature check residents twice daily.	CM and all staff	Twice daily	Medication round using infrared thermometers
Increase casual staff by 20%.	HR	ASAP	Commence advertising
Social distance residents in dining rooms.	CM and All staff	Until pandemic over	In place
Ensure 4 hours of PPE available.	CM	ASAP	Available

Set up social distancing in staff room.	Catering Staff	ASAP	Email
Source personal protective equipment.	CM	Ongoing	Keep in contact with suppliers.
PPE Holders, 250 stored	Maintenance	31/03/2020	Stored
Waste Bins 150 Stored	Maintenance	31/03/2020	Stored
All employees to be Influenza vaccinated. Note, now not a requirement due to the low risk of infection.	HR	14/08/20	Email
Employees who have a fever or recent history of fever, OR acute respiratory infection including cough, shortness of breath, and sore throat must be tested and have negative results for COVID-19 prior to coming to work.	CM	Every occurrence	Education
Educate staff on COVID-19, infection control, and donning and doffing PPE.	CM	ASAP	Email
Convene daily meeting of Pandemic Taskforce, members to be nominated as appropriate.	CM and CEO	Until pandemic over	Video conferencing
Convene special weekly board meetings	CEO	Until pandemic over	Video conferencing
Ensure supplies of palliative care equipment including syringe drivers, subcutaneous butterflies and syringes.	CM or Delegate	ASAP	Stored
Increase medications for palletisation.	CM or Delegate	ASAP	In person or telephone
Prepare public communications for no cases, confirmed case(s), and severe outbreak.	CEO	ASAP	In person or telephone

ACTION PLAN FOR A SUSPECTED CASE OF CORONAVIRUS (COVID-19)

Action	Responsible	When	How
Notification of suspected case to CEO	CM	Immediately	In person or telephone See LASA Alert last page
Suspected case(s) isolated to room and initiate 1:1 care (or cohort care if more than one case). Environmental cleaning to be performed by same 1:1 staff member. Equipment only to be used for isolated case(s). Install back of door PPE holder and PPE bin. Due to Government stockpile, 1:1 staff member to utilise same PPE unless instructed otherwise. 1:1 staff member to be provided meals and drinks with disposable supplies. 1:1 staff member to use suspected case's bathroom. Apply 2:1 ratio if deemed necessary.	CM or Delegate	Immediately	In person or telephone
Suspected case(s) to wear surgical mask if able.	All contact staff	Immediately	Staff to assist
Staff to wear gown, surgical mask, eye shield and gloves when caring for suspected case(s) using on-site stock. Attempt to maintain 1.5 metres and limit time within close proximity.	All contact staff	Immediately	In person or telephone
Disposable catering supplies to be used for all residents in area. Food delivered to entry point of area. Trolley to be thoroughly cleaned prior to exit.	All contact staff	Immediately	In person or telephone
Laundry for the suspected case to be alginate bagged. Laundry delivered to entry point of area. Trolley to be thoroughly cleaned prior to exit.	All contact staff	Immediately	In person or telephone
All deliveries to be delivered to entry point, including pharmacy.	All contact staff	Immediately	In person or telephone
All residents located in the area to be isolated in their rooms (no communal dining). PPE and 1:1 care not to be initiated unless suspected case(s). Equipment to remain in isolated area.	All contact staff	Immediately	In person or telephone

Staff working in area to remain in area for the duration (to the extent possible) of event including cleaner. No access to other areas of home including staff room, smoking area or any other area. No allied health or other external providers (except GP).	All contact staff	Immediately	In person or telephone
Consider closing fire/smoke doors. Put up signage on entry points to area and room.	Maintenance	Immediately	In person or telephone
Notify GP of suspected case.	CM or Delegate	Immediately	Telephone
Notify public health.	CM or Delegate	Immediately	Telephone VIC: 1800 675 398
Notify next of kin - of suspected case(s), only.	CM or Delegate	Immediately	Telephone using script in COVID-19 folder G Drive
Begin close contact (greater than 15 minutes in the 24-hour period preceding onset of symptoms) tracing. Tracing can be conducted using TimeTarget, and visitor register. Isolate staff and visitors who are close contact.	CM or Delegate	Immediately	Telephone Diagram in COVID-19 folder in G Drive
Centralised PPE stock, back of door PPE holders, and PPE bins delivered to home.	Stores	Immediately	In person
Order PPE from national stockpile.	Stores	Immediately	Telephone: (03) 6221 1522 and Email: agedcareCOVIDPPE@health.gov.au
Notify CEO of suspected case.	CM	Immediately	In person or telephone
Hospital to be notified of suspected case at home.	CM or Delegate	Immediately	In person or telephone
Resident to be transferred via ambulance to hospital where there is capacity	CM or Delegate	Immediately	In person or telephone
If media contact, refer to CEO and provide email address ceo@yackhealth.com.au	All staff to refer to CEO	As needed	In person or telephone

ACTION PLAN FOR A CONFIRMED CASE OF CORONAVIRUS (COVID-19)

Action	Responsible	When	How
Continue previous actions.	CM or Delegate	Immediately	N/A
Cancel all non-essential clinical activities such as allied health.	CM or Delegate	Immediately	Telephone
Consider cohorting confirmed cases if able depending on site and discuss with CEO.	CM or Delegate	Immediately	Telephone
Consider shutting all dining rooms and lounge areas.	CM and Catering staff	Immediately	Telephone
Send email to staff regarding confirming case using template.	HR	Immediately	Email template COVID-19 folder in G Drive
Cancel all staff leave.	HR	Immediately	Email and SMS template COVID-19 folder in G Drive
Contact national stockpile for PPE.	Stores	Immediately and until no cases.	Telephone: (03) 6221 1522 and email agedcareCOVIDPPE@health.gov.au
Contact all resident's next of kin using script.	CM or delegate with CEO Support	Immediately	Telephone using script in COVID-19 folder in G Drive
Update all resident's next of kin daily using script.	CM	Daily	Telephone using script in COVID-19 folder in G Drive
Increase casual staffing.	HR	Immediately	Advertising
Update the case list and provide to public health unit and CEO.	CM	Daily	Email using template in COVID-19 folder in G Drive
Notify via email agedcareCOVIDcases@health.gov.au			
Relief Food items in case Chefs go down PFD, has loaded 20 main meals and 15 Desserts as backup so staff can order and have within 24 hours.	Catering Manager	Emergency	Current stocks of food will last one week.
If media contact, refer to CEO and provide email address.	All staff	As needed	In person or telephone

ACTION PLAN FOR SIGNIFICANT CORONAVIRUS (COVID-19) COMMUNITY TRANSMISSION

Significant number of confirmed cases of COVID in immediate local community including surrounding areas.

Action	Responsible	When	How
Continue precautionary action plan.	CM or delegate	Immediately	N/A
Cease staff working across multiple positions and exclude staff who have multiple jobs.	HR	Immediately	N/A

ACTION PLAN FOR A CONFIRMED OUTBREAK OF CORONAVIRUS (COVID-19)

2 or more cases of COVID like illness in residents or staff within 72 hours, at least one of which is laboratory confirmed as COVID-19

Action	Responsible	When	How
Continue previous actions	CM	Immediately	N/A
Increase casual staffing.	HR	Immediately	Advertising

ACTION PLAN FOR A CONFIRMED SEVERE OUTBREAK OF CORONAVIRUS (COVID-19)

Significant number of confirmed cases of COVID like illness in residents or staff, leading to staff shortages.

Action	Responsible	When	How
Continue previous actions	CM or delegate	Immediately	N/A
Implement Severe Outbreak Action Plan	CM or delegate	Immediately	N/A

LASA eAlert



A strong voice and a helping hand for all providers of age services #strongvoicehelpinghand

Saturday 8 August 2020

New protocol for ensuring a rapid response if you have a positive case of Covid-19 in your residential aged care facility

Several Members have notified LASA of delays receiving a response from PHUs and the DoH when they are notified of a positive Covid-19 case in residential aged care.

We have taken this up with the department who have agreed a new protocol, effective immediately.

- In the event that you have a positive case, you are to contact the PHU and DoH immediately as per current arrangements
- If you are not getting a timely response (consistent with the [First 24 Hours document](#)) you should contact your LASA State Manager as a matter of urgency.
- LASA will then liaise with the department to action an immediate response

We have also received this [letter from Dr Brendan Murphy](#) today, regarding the reporting of Covid-19 related deaths which is being sent to all Victorian providers.



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