

# COVID-19 Safety Plan



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## Contents

Document Control.....	2
COVID-19 Safe Commitment .....	3
Extra Measures .....	3
• Hand hygiene products available .....	3
• Wherever promote physical distancing of at least 1.5 metres between groups of people not known to each other, and physical contact avoided wherever possible.....	3
• Other Measures implemented at Greenhills .....	4
Ongoing Vigilance .....	4

## Document Control

Greenhills Centre will regularly review the plan in light of ACT and Australian health authority guidelines.

Date	Version	Description	Prepared by
1 July 2020	1.0	Initial	EL/JB
1 Feb 2021	2.0	Revised	EL/JB
15 April 2021	3.0	Revised	EL/JB
30 June 2021	3.1	Revised to include wearing masks	EL/JB
23 Nov 2021	4.0	Revised	EL/JB
8 March 2021	5.0	Revised	EL/JB
28 November 2022	6.0	Major Revision	EL/JB

## COVID-19 Safe Commitment

This COVID-19 Safety Plan was developed with regard to advice published on [www.covid19.act.gov.au](http://www.covid19.act.gov.au).

The [ACT Public Health Direction](#) dated 14 October 2022, states

*9 Diagnosed person to register positive RAT result—direction*

*(1) This section applies to a person (a diagnosed person) who tests positive to COVID-19 as a result of a rapid antigen test.*

*(2) The diagnosed person must, as soon as practicable after becoming aware that they have tested positive, register the positive result with ACT Health.*

*Note The online form for registering a positive RAT is accessible at [www.covid19.act.gov.au](http://www.covid19.act.gov.au).*

*(3) However, if the diagnosed person is detained at a correctional centre or detention place, the responsible director-general for the centre or place must, as soon as practicable after becoming aware of the positive result, notify the chief health officer in writing of the relevant information for the diagnosed person.*

*(4) Also, if the diagnosed person is a resident of a residential aged care facility, the operator of the facility must, as soon as practicable after becoming aware of the positive result, notify the chief health officer in writing of the relevant information for the diagnosed person.*

*(5) For subsections (3) and (4), the relevant information for a diagnosed person is the following:*

*(a) the person's name and date of birth;*

*(b) the day the positive test was taken;*

*(c) where the person is living;*

*(d) the contact details of a person ACT Health can communicate with on behalf of the diagnosed person if unable to communicate with the diagnosed person directly.*

In the ACT, as of 14 October 2022, people who are diagnosed positive for COVID-19 do not have to isolate nor wear a mask when leaving their designated premises. However, Greenhills encourages people diagnosed with COVID-19 to be roomed separately and to wear a mask in other indoor areas.

## Extra Measures

Greenhills Centre will ensure that extra measures are in place to reduce the risk of the spread and exposure to COVID-19. We will do this by informing our staff, clients, visitors, and other persons who may come onsite of the following measures.

### Hand hygiene products available

- Greenhills has hand sanitiser stations in common areas
- Greenhills staff check hand sanitisers before and during guest attendances
- Posters have been put in place to promote hand washing, masks and cough etiquette
- Greenhills encourages all staff and guests to regularly wash their hands with soap and water.

### Wherever promote physical distancing of at least 1.5 metres between groups of people not known to each other, and physical contact avoided wherever possible

- Awareness posters have been placed in every room
- Furniture has been moved or removed to facilitate these measures where possible
- Staff and guests to avoid shaking hands or other physical touching
- Greenhills requests guests maintain at least 1.5 metres distancing when not in the same cohort
- Greenhills requests that guests sit in household or regular groupings where possible

- Greenhills requests guests to only use toilets in their allocated rooms wherever possible
- Greenhills recommends that groups maximise the use of our many outdoor areas wherever possible
- Greenhills requests that all groups limit their time in the Dining Room to less than one hour
- Most rooms at Greenhills have reverse cycle air conditioning and groups need to carefully monitor people and air flow and ensure ventilation where possible
- Rotary Hall and the Games Room have active air ventilation which may be able to be used in preference to the Moore Auditorium
- Self-service tea and coffee stations may be used but guests should use hand sanitiser beforehand and the provided disinfection equipment after use.
- Greenhills staff or group leaders should direct the guests to empty their plates into the bins provided and return the plates for washing in the commercial dishwasher
- Greenhills staff will ensure the washing up is completed to a high standard and with the water temperature above 70°C
- Greenhills staff will assist and monitor groups in the best use of rooms and facilities to minimise physical contact between staff and guests
- Greenhills requests all guests stay within the allocated spaces.

### **Other Measures implemented at Greenhills**

- Greenhills has requested that all staff not attend if they have a fever, have a dry cough, are feeling unwell, or have been a close contact. If unwell, staff are encouraged to contact their manager, to seek COVID-19 testing or other medical assistance as required
- Greenhills requests that all groups monitor the health of their group at all times
- If before attending Greenhills, it is noticed that a group member is unwell, Greenhills requests that the person does not attend Greenhills
- If during a stay, it is noticed that someone is unwell, a group leader should discuss the situation with Greenhills staff. Possible outcomes are: sending the person home; isolating the person and their close contacts in their room; seeking testing for COVID-19; or seeking other medical attention
- If after a stay, it is noticed that someone is unwell and tests positive for COVID-19, the group must advise Greenhills so that further testing and cleaning can be undertaken.
- Greenhills staff will use appropriate cleaning and disinfectant agents and use appropriate personal protective equipment when undertaking cleaning or other high-risk activities
- Greenhills uses a premixed “two in one” detergent/sanitising agent as approved by the Therapeutic Goods Administration
- If there is more than one group on site, meals and activities are to be separated as much as possible in time and/or space.

### **Ongoing Vigilance**

All Greenhills staff and guests are responsible for taking ongoing measures to minimise the risk of transmission of the virus that causes COVID-19.

Any suggestions of improvements to this COVID-19 Safety Plan can be brought to the attention of the Executive Director, Greenhills Centre.