

# Pursue Health COVID Safe Plan

27th October 2021

The following document outlines the measures that have been implemented by Pursue Health to minimise the risk of COVID-19 transmission within our workplace. This document will be updated regularly.

**Business Name:** Pursue Health

**Site Location:** Suite 2, 1104 Nepean Hwy, Highett VIC 3190

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## Attending Appointments or Work at Pursue Health

- As of 18/10/2021 all patients and accompanying persons over the age of 16 attending a face-to-face session must produce evidence of one of the following:
  - 1<sup>st</sup> dose vaccination certificate
  - a negative COVID-19 test within the 48 hours prior including the relevant isolation period
- Exclusions for the above policy can include medical exemptions, religious beliefs and pregnancy
- Upon entering the building all staff, patients and others will be required to wear a face mask.
- Upon entering the building all staff, patients and others will be required to sanitise their hands. A touchless sanitising station has been placed in front of the reception desk.
- Upon entering the building all staff, patients and others will be required to have their temperature taken.
- Upon entering the building all non-staff members, patients and others will be required to register their attendance using the digital QR code linked to the Victorian contact tracing app.
- Any person who does not wish to follow the above protocol will be asked to leave the premises.
- Any person who records an elevated temperature (>37.5 degrees) will be asked to leave the premises, self-isolate and recommended to seek medical advice and/or a COVID-19 test.
- All staff, patients and others have been advised that there will be no penalty for non-attendance of work or appointments if they are feeling unwell. Any person who reports feeling unwell will be advised to self-isolate and recommended to seek medical advice and/or a COVID-19 test.
- Any person who has reported an elevated temperature (>37.5 degrees) or reported being unwell will not be permitted to enter the premises again until displaying proof from a qualified medical practitioner that they are fit to do so or providing evidence of a negative COVID-19 test.
- All patients will be asked about their health status when booking an appointment and advised of our protocols regarding illness and attendance at the time of the booking.
- Online bookings for appointments will remain open. The booking website has been updated to advise patients of their requirements as per this document to attend an appointment.

Reception will contact all online bookings prior to their appointment to ensure that the patient understands their obligations to attend for treatment.

- All patients attending are recorded in the practice management software. If a patient requires a guardian/carer to attend their appointment with them, the guardian/carer's details will be recorded in the patients appointment notes.
- If a clinical staff members hours change this must be officially recorded in the appointment diary to ensure it is an accurate reflection of attendance at the clinic for contact tracing purposes.
- If an administration or reception staff member hours change this must be officially recorded in SLING with the practice manager to ensure it is an accurate reflection of attendance at the clinic for contact tracing purposes.

### **Social Distancing at Pursue Health**

- The chairs in the waiting room have been distanced at 1.5m apart and extra furniture removed.
- Patients have been requested to attend only for their designated appointment times and must not enter the clinic more than 10 minutes before their appointment time.
- Patients have been requested to wait outside the clinic or in their car where possible until notified by our staff that their practitioner is ready to start their appointment.
- All people attending the premises are required to follow social distancing requirements.
- Markings have been placed on the floor at reception for patients to stand on that are 1.5m apart.
- Signs reminding people of social distancing have been displayed throughout the premises.
- No other person except the practitioner and patient will be able to attend a consult in the clinic. An exception can be made for minors and people that require care/translator to attend their session.
- Wherever possible Telehealth consults are advised to help minimise patient contact and reduce the number of people entering the premises.

### **Hygiene at Pursue Health**

- All common surfaces will be cleaned (with the products recommended by DHHS) every 4 hours (at a minimum). This includes hand railings, door handles, the reception desk, waiting room chairs, bathroom surfaces.
- Clinical staff will clean all common surfaces in the treatment room after each consult including beds, desk, door handles and chairs and any equipment used during the appointment (with the products recommended by DHHS).
- The appropriate cleaning materials have been supplied in all treatment rooms, common spaces and reception.
- Clinical staff will wash and disinfect their hands between every consultation at a minimum.
- Hand sanitiser has been placed in reception and every treatment room and space in the clinic.
- Perspex screens have been installed on the front desk at reception.
- All payments will be contactless. Cash payments are not accepted.
- All magazines and marketing material have been removed from the patient waiting areas.
- Clinical staff are not to hand any paper products to patients. All communications will be electronically delivered.
- All products available for sale have been placed behind the reception desk or in storage to minimise contact.

### Working at Pursue Health

- All administration staff that are not involved in patient interaction are required to work from home wherever possible.
- Wherever possible the reception roster will be reduced to the minimum requirement to minimise contact time between staff.
- Any staff member that does not feel comfortable attending work in the current environment is able to take leave or stand down at any time without prejudice.
- Clinical staff members who wish to work from home will be provided with access to Telehealth software to enable remote consults.
- All staff are required to wear a surgical mask at all times within the building. These masks should be changed every four hours or if they become damaged, soiled or damp.
- Clinical staff must work from the space allocated to them for the entirety of their shift. If they are consulting in a different space (i.e. the rehab gym) this must be reflected in the diary.

### Pursue Health Response to a Positive COVID Case

- In the instance that a staff member or patient reports a positive COVID test result Pursue Health will immediately notify DHHS, Worksafe Victoria and the entire staff of the clinic.
- Pursue Health will then follow protocols as advised by DHHS with regard to
  - patient notification
  - contact tracing
  - business closure
  - deep cleaning
  - business continuity
- If a patient tests positive then the staff member/s that was/were in contact with the individual will be required to isolate and undertake a COVID test and follow DHHS protocols before returning to work.
- In the instance that a staff member returns a positive COVID test or is required to self-isolate, their Permitted Workers Permit will be cancelled and not re-issued until they have satisfied the DHHS protocols for return to work.

In the instance that a fully vaccinated COVID-19 Patient has attended the clinic but there has been no official direction from DHHS we will:

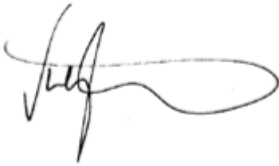
- Direct any staff member that was in “contact” with the individual to get tested and isolate until there is official direction from the DHHS. “Contact” is defined as 15 minutes or greater of face to face contact or direct physical contact.
- If there is no direction from DHHS then the staff member will be classified as a close contact and will continue to isolate for 7 days from the exposure date.
- Any staff member that has “contact” with a staff member deemed a close contact will be considered a secondary contact and be required to get tested and isolate until they return a negative COVID test result.
- Staff members who were in the building who did not have “contact” with the patient or their close contact/s will not be required to get tested or isolate.

In the instance that a partially vaccinated COVID-19 Patient or an unvaccinated COVID-19 patient has attended the clinic but there has been no official direction from DHHS we will:

- Direct any staff member that was in “contact” with the individual to get tested and isolate until there is official direction from the DHHS. Contact is defined as 15 minutes or greater of face to face contact or direct physical contact.

- If there is no direction from DHHS then the staff member will be classified as a close contact and will continue to isolate for 14 days from the exposure date.
- Any staff member that has spent 15 minutes of "contact" with a staff member deemed a close contact will be considered a secondary contact and be required to get tested and isolate until they return a negative COVID test result.
- Staff members who were in the building who did not have "contact" with the patient or their close contact/s will not be required to get tested or isolate.

I acknowledge and understand my responsibilities and have implemented this COVID Safe plan in the workplace.



Steven Whytcross  
27<sup>th</sup> October 2021