



AMAZEIN'
MINDS
PSYCHOLOGY

COVID Safe Plan

Business details

Name of business: aMAZEin' Minds Psychology ('us', 'we', 'our')

Address of business: Unit 11B/475 Blackburn Rd, MOUNT WAVERLEY, VIC 3149

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This plan was last updated on 24 October 2022

1. COVID-19 Safe Plan Creation and Revisions

The purpose of this COVID-19 Safe Plan is to help reduce the introduction and spread of COVID-19 at aMAZEin' Minds Psychology. It aims to protect the health of all staff, clients, and visitors.

This COVID-19 Safe Plan will be periodically reviewed and updated to be consistent with the most recent COVID-19 Safe workplace recommendations published by the Victorian Government.

2. Current Legislation

The Pandemic (Public Safety) Order 2022 (No. 5) commenced at 11:59pm on 22 September 2022 and was revoked at 11:59pm on 12 October 2022 (see <https://www.health.vic.gov.au/covid-19/public-safety-order-2022> for a copy of this). It has now been replaced by **Victoria's pandemic management framework** – see <https://www.health.vic.gov.au/covid-19/victorias-pandemic-management-framework>. As such, our COVID-19 Safe Plan has been updated to be consistent with this framework.

3. Contents of Our COVID-19 Safe Plan

Our COVID-19 Safe Plan provides information on our procedures for how we:

- manage a COVID-19 case at the workplace;
- address record keeping requirements, including the process for recording vaccination status of workers, if applicable to their sector;
- respond to any symptomatic worker or confirmed cases of COVID-19;
- address relevant face mask and protective personal equipment requirements;
- take steps to mitigate the introduction of COVID-19 to the workplace; and
- document evidence of compliance with the COVID-19 Safe Plan.

4. Management of and Response to COVID-19 in the Workplace

Staff, clients, and visitors are asked to monitor for mild to severe symptoms of COVID-19 (e.g., runny nose, sore throat, cough, fever, chills, sweats, shortness of breath). Clients and visitors are asked not to attend the workplace site if they are showing mild to severe symptoms of COVID-19. They are also encouraged to wear face masks and maintain social distancing, as is appropriate and practicable.

A staff member who is suspected to have COVID-19 will be supported to travel home immediately and will be requested to undergo a COVID-19 test and self-isolate/work remotely. Management will inform all staff and any clients who have had recent contact with the staff member to be vigilant about the onset of COVID-19 symptoms, and be tested for COVID-19 as soon as is needed or reasonably practicable.

In the event of a case of COVID-19 in the workplace, we will close the site for as long as is required to thoroughly clean the site. A log of staff and clients who have visited the building is maintained for billing purposes which will facilitate in contacting any individual who may have been on site during the duration that the case of COVID-19 was.

5. Record Keeping of Workers' Vaccination Statuses

Upon employment, all staff are required to supply a copy of evidence of their Fully Vaccinated (boosted) status, as defined by the Victorian Government's **Vaccination requirements for healthcare workers 2022: Policy guidance for healthcare settings**.

If/when there are updates to these requirements, we will request our staff to submit copies of proof that they have met the appropriate vaccination requirements for workers in healthcare settings of

the category that our workplace setting belongs to. This will be documented securely in our internal systems that maintain and manage personnel information.

6. Relevant Face Mask and Personal Protective Equipment (PPE)

According to the current Victoria's pandemic management framework, face masks and personal protective equipment in a Category C healthcare setting, such as our workplace, is **recommended** but not mandated. As such, staff and clients will be encouraged to follow the Victorian Government's guidelines, as specified at <https://www.coronavirus.vic.gov.au/face-masks>

7. Steps to Mitigate the Introduction of COVID-19 to the Workplace

Workplace's COVID-19 Safe Goal	Actions to mitigate the introduction and spread of COVID-19
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	Hand sanitiser is made available to all staff and clients at the entrance/exit of the building, in consulting rooms, and at the reception area. Hand soap and paper towels are provided in each bathroom. Disinfectant spray and wipes are also available to clean common areas such as the reception desk, EFTPOS machine, door handles, assessment materials, and consulting rooms between sessions.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	All windows that can be opened without disturbing the provision of psychological services will be opened. Where possible, air conditioning settings will be adjusted to increase external airflow (rather than use recirculated air).
Wearing of facial masks is recommended but not required.	Face coverings will be made available to all staff and clients who do not have their own and wish to wear one.
Provide information to staff for how to correctly use and dispose of PPE, and good COVID-19 hygiene practices.	Bins will be made easily accessible to all staff, clients, and visitors. Masks will be disposed directly into bins by staff and clients/visitors may be asked to do the same.
Replace high-touch communal items with alternatives.	Hand towels have been replaced with paper towels. Work-related paperwork (e.g., forms, surveys, assessments) will be administered online as far as is practicable to minimise shared touching of such materials. Clients may be encouraged to bring their own pens but will be provided with a disinfected and untouched pen if they do not have their own.
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	Staff are required to clean common areas, including bathrooms, at regular intervals and will wipe down surfaces in consulting rooms and reception with disinfectant spray between sessions.

Workplace's COVID-19 Safe Goal	Actions to mitigate the introduction and spread of COVID-19
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	Disinfectant spray and wipes are available to all staff. Soap is available in all bathrooms.
Use COVID-19 Safe practices, where possible and practicable.	COVID-19 Safe signs and information posters are placed around the building to remind and encourage the use of COVID-19 Safe practices by all individuals on site.
Request that all staff who can work from home, do work from home.	Our staff are working from home using telehealth where possible. Psychologists may need to come into the office where the provision of a face-to-face service is critical to the service delivery or client wellbeing.
Establish a system that ensures staff members are not working across multiple settings/work sites.	Psychologists have been instructed not to work across different locations and have been notified that they are required to declare to management if they do work across multiple sites.
Configure communal work areas in ways that encourage and support physical distancing.	Waiting room chairs and chairs within the consulting rooms will be separated by at least an "arm" of distance. Signs about physical distancing have been placed around the workplace to remind staff and clients about these COVID safe practices.

8. Documenting COVID-19 Safe Plan Compliance

Our implementation of our COVID-19 Safe Plan is evidenced by the following:

- Physical manifestations of the plan (e.g., signs, hand sanitiser) in the workplace;
- Recording staff, client, and visitor attendance on site that include dates and times, to monitor potential chains of transmission and thus facilitate communication between close contacts in the workplace; and
- Documentation of staff communications and leave requests relating to management of their feeling unwell with COVID-19 symptoms (diagnosed or undiagnosed)