

STAFF INFORMATION & TRAINING ACCORDING TO VTIC ACCREDITATION FOR COVID-19 PANDEMIC



- 1. All staff will be trained in enhanced cleaning and hygiene practices, and to follow the cleaning checklists and procedures as outlined in the Allambee Camp Cleaning Procedures document.**
- 2. Staff are trained in the correct use and storage of cleaning chemicals.**

Staff to follow the safety sheets provided by the cleaning chemical manufacturer. For information on safety data sheets which outline safe handling and storage of chemicals, please visit Safe Work Australia <https://www.safeworkaustralia.gov.au/sds>
- 3. Staff are trained in the appropriate cleaning methods for infection control.**

Staff to follow the Allambee Camp routine cleaning and disinfection methods for the workplace.
- 4. Staff need to read and understand the Allambee Camp COVID-19 Policy & Procedures.**
- 5. Staff training (and regular staff updates) will include the latest advice from the Australian Government, relevant State/Territory Government and Workplace Health and Safety departments.**
- 6. Staff are advised not to come to work when they are unwell, even if they feel fit to work, and are recommended to seek medical advice.**

It is important to stay home if experiencing any symptoms to prevent the spread of infection. It is recommended that anyone experiencing ANY symptoms consistent with COVID-19 seek medical advice. This may involve a visit to a general practitioner to assess whether testing and isolation will be necessary. An online COVID-19 Symptom Checker is available via the Department of Health website: <https://www.health.gov.au/resources/apps-and-tools/healthdirect-coronavirus-covid-19-symptom-checker>
- 7. Quarantine measures will be enforced for staff in accordance with public health guidelines at the time (e.g. for contacts of confirmed cases and for returned travellers).**
- 8. Staff have to follow the below hand wash guidelines by the Victorian Department of Health.**

With soap and water for at least 20 seconds. Workplace signage is posted around the workplace to remind staff of steps to washing hands.

Protect yourself and your family

Wash your hands regularly



1 Wet your hands.

Put soap on
your hands.



2



3 Rub the soap over all
parts of your hands for
at least 20 seconds.

Rinse your
hands under
running water.



4



5 Dry your hands thoroughly
with disposable paper towel
or hand dryer.

Stay germ free and healthy

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.
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9. Staff need to wash hands:

- Before and after eating
- After coughing or sneezing
- After going to the toilet
- After changing tasks
- After touching potentially contaminated surfaces
- After touching body parts
- After touching phone or personal items

Workplace signage is posted around the workplace to remind staff of when to wash hands.

10. Staff need to apply alcohol-based hand sanitiser as outlined by WHO below.

It is important to remember that hand rubs used without water may not work well when hands are visibly dirty, therefore, hand rubs should only be used when hands are visibly clean or when soap and water is not available. The following poster demonstrates correct hand sanitising practices.

How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

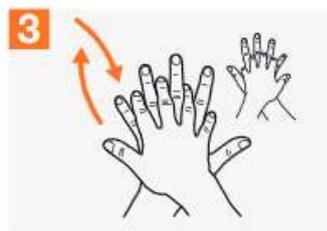
⌚ Duration of the entire procedure: 20-30 seconds



1a Apply a palmful of the product in a cupped hand, covering all surfaces;



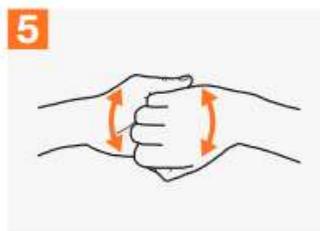
2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



4 Palm to palm with fingers interlaced;



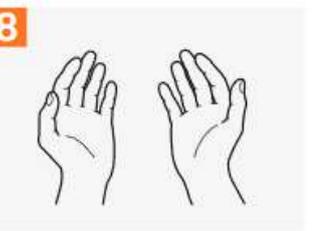
5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



8 Once dry, your hands are safe.



World Health
Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES

Clean Your Hands

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11/14/2015

11. Staff need to follow appropriate respiratory hygiene practices and cough/sneeze etiquette.

Cover coughs and sneezes with an elbow or a tissue, avoid touching the face, eyes, nose and mouth, dispose of tissues hygienically, wash hands immediately after coughing or sneezing.



12. Staff need to follow good hygiene measures to limit the spread of the virus.

Staff should cover coughs and sneezes with an elbow or a tissue, avoid touching the face, eyes, nose and mouth, dispose of tissues hygienically, wash hands before and after smoking a cigarette, clean and disinfect surfaces and shared equipment, wash body, hair (including facial hair) and clothes thoroughly every day, stay more than 1.5 metres away from others, don't shake hands and avoid any other close physical contact where possible, no spitting, put cigarette butts in the bin.

Workplace signage is posted around the workplace to remind staff of appropriate hygiene measures.

13. Signage is displayed around key staff areas with safe hygiene practices that need to be followed at all times.

Wash your hands

Wash your hands with soap and running water when **hands are visibly dirty**



If your **hands are not visibly dirty**, frequently clean them by using alcohol-based hand rub or soap and water



World Health Organization

Protect yourself and others from getting sick

Wash your hands



- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste



World Health Organization

Protect others from getting sick

When coughing and sneezing **cover mouth and nose** with flexed elbow or tissue



Throw tissue into closed bin immediately after use

Clean hands with alcohol-based hand rub or soap and water after coughing or sneezing and when caring for the sick



Protect others from getting sick



Avoid close contact when you are experiencing cough and fever

Avoid spitting in public



If you have fever, cough and difficulty breathing **seek medical care early** and share previous travel history with your health care provider



Coronavirus
(COVID-19)

KEEPING YOUR DISTANCE.

Help stop the spread of coronavirus by keeping your distance. Remember, don't shake hands or exchange physical greetings. Wherever possible stay 1.5 metres apart and practise good hand hygiene, especially after being in public places.

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.

Advice regarding **Coronavirus (COVID-19)** will change regularly. Keep up to date. Visit [health.gov.au](https://www.health.gov.au)



Australian Government

How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

⌚ Duration of the entire procedure: 20-30 seconds



Apply a palmful of the product in a cupped hand, covering all surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Once dry, your hands are safe.



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May 2009

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 Duration of the entire procedure: 40-60 seconds



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



14. There are adequate and accessible hand washing and hand sanitising stations to sustain workers & campers practicing good hygiene

Staff are to use the handwashing facilities in the kitchen, dining room, staff toilet or outside hand washing through.

There is hand sanitizer available in staff outdoor activity backpacks, near the outside deck, near the entry to the multipurpose room and near the rec shed. Hand sanitiser supplies are stored in the laundry / chemical's storage area.

Camper hand washing facilities are in their bathrooms, outside toilets, outside hand washing through and dining room (for duty group only). Staff to make sure campers going to activities use the hand sanitisers near the deck on their way to the activities. Staff to make sure campers going into the multipurpose room for activities used the

hand sanitiser at the entry to the multipurpose room. Staff to inform group leaders that there is hand sanitiser near the rec shed for use before and after play.

15. Staff need to follow pre-screening procedures and protocol for staff and customers.

Allambee Camp has implemented policies and procedures for pre-screening guests and staff for symptoms consistent with COVID-19 prior to attending the premises. The purpose of this is to identify potential cases, reduce the risk of spreading the infection, and to assist appropriate authorities with any contact tracing for confirmed cases.

The Workplace Screening record sheet is located near the entrance to the kitchen. Staff are to sign in and record their temperature, if they have any cold or flu like symptoms, if they have been in contact with someone that is confirmed to have COVID-19 or if they have been overseas in the past 14 days. If staff members have a temperature above 37.6 degrees or answer yes to any of the screening questions, they will ask to return home and seek medical advice.

The same screening process is in place for campers upon arrival.

16. Staff need to disinfect personal property that comes to work.

Staff need to disinfect personal property such as sunglasses, mobile phones etc. with disinfectant such as disinfectant wipes.

17. Staff need to follow social distancing procedures and protocols for staff and customers and need to understand how social distancing will be enforced in relation to all business operations.

The COVID-19 virus spreads through close contact with an infected person or by touching contaminated surfaces. The most effective way to slow transmission is through physical distancing and good hygiene practices.

Social distancing requires businesses to allow 4sqm per person, based on the overall footprint of the venue.

Individuals must maintain distance from others as much as possible, avoid shaking hands, kissing, hugging or touching others, ensure social distancing is maintained as required between staff, guests, and groups of guests.

Businesses must ensure social distancing guidelines enforced by State Government are adhered to.

Consideration should be given to training staff to maintain physical distancing while conducting their duties (e.g. what do you need to do, how will you do this, when will it happen, and what supplies will be needed).

18. Wearing of face coverings for regional Victoria

Our staff are recommended to follow the advice of the Department of Health Victoria from 22nd of July 2020:

Key points

If you live outside of metropolitan Melbourne and Mitchell Shire you should wear a face covering when you leave home if it is difficult to keep 1.5 metres apart from others.

- Wearing a face covering protects you and your community by providing an additional physical barrier to coronavirus (COVID-19).
- Keeping 1.5 metres between yourself and others and washing your hands are still the best defences against coronavirus (COVID-19).

- The recommendation to wear a face covering does not apply to children and people aged under 12 years, individuals with breathing difficulties, and those who have physical conditions that make it difficult to wear a face covering.
- Outside of metropolitan Melbourne and Mitchell Shire there will be no enforcement on the use of face coverings. You will not be fined if you don't wear one.

19. Staff are supported with provision of tools and resources to promote a psychologically healthy and safe work environment.

The COVID-19 pandemic is likely to cause heightened anxiety and stress for workers. Allambee Camp will support their workers and ensure they have a psychologically healthy and safe work environment.

Mental health resources can be accessed by staff under <https://www.dhhs.vic.gov.au/mental-health-resources-coronavirus-covid-19>

20. Staff are encouraged to download the COVID19 app

Staff are encouraged to download the COVID-19 app to help with contact tracing in case a co-worker or a camper is diagnosed with COVID-19. The COVID-safe App can be downloaded under

<https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>