



AGED CARE

CORONAVIRUS (COVID-19) ACTION PLAN

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Delegation

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

CEO - Chief Executive Officer

DOC - Director of Care (or delegate)

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

Infection Control Procedure

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

YH 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.		Until pandemic over	Doors locked. Visitors restricted.
Sanitisation of hard surfaces.		Daily	
Limiting resident activities.		Until pandemic over	
Remove shared condiments.		Until pandemic over	
Organise staff to primarily work in one area if possible, to allow for quarantining if necessary, also to allow for tracing if necessary.		Until pandemic over	Email
Create register of all staff who have or plan to be going overseas.	DOC	Until pandemic over	Google sheet
Staff to sanitise and wash hands on entry, and multiple times per shift.	DOC	Every shift	Staff education
Staff to wipe down computers and DECT phones each shift with alcohol wipes.	DOC	Before every shift	Email
Quarantine new admissions for 14 days and/or negative Covid swabs	DOC		
Update website pages for staff and residents and families weekly, as required.		Weekly/as required	Website
Communication with staff weekly.		Weekly	Email
Communication with residents loved one's weekly.		Weekly	Email (Newsletter)
Temperature check employees at beginning of each shift. Email CEO if staff member tests over 37.5.	DOC	Every shift	At entry point using infrared thermometers.
Temperature check residents once daily.	DOC	Once daily	Medication round using infrared thermometers
Social distance residents in dining rooms.		Until pandemic over	
Ensure 4 hours of PPE available.		ASAP	Waiting on national stockpile
Set up social distancing in staff room.		ASAP	Email
Source personal protective equipment.		Ongoing	Keep in contact with suppliers.
PPE Holders, 250 stored		31/03/2020	Stored
Waste Bins 150 Stored		31/03/2020	
All employees to be Influenza vaccinated.		1 May 2020	

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.		Every occurrence	
Educate staff on COVID-19, infection control, and donning and doffing PPE.	DOC	ASAP	Email
Convene daily meeting of Pandemic Taskforce, members to be nominated as appropriate.		Until pandemic over	Video conferencing
Convene special Board meetings weekly/fortnightly	BoM	Until pandemic over	Video conferencing
Ensure supplies of palliative care equipment including syringe drivers, subcutaneous butterflies and syringes.	DOC	ASAP	
Increase medication stores for palliation.	DOC	ASAP	
Prepare public communications for no cases, confirmed case(s), and severe outbreak.	CEO	ASAP	
Update information on YH website as changes occur	CEO	As required	

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

Action	Responsible	When	How
Notification of suspected case to CEO	All staff	Immediately	In person or telephone
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.	DOC	Immediately	In person or telephone
Suspected case(s) to wear surgical mask if able.	DOC	Immediately	
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.	DOC	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.	DOC	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.	DOC	Immediately	In person or telephone
All deliveries to be delivered to entry point, including pharmacy.	DOC	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.	DOC	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).	DOC	Immediately	In person or telephone

Consider closing fire/smoke doors. Put up signage on entry points to area and room.	DOC	Immediately	In person or telephone
Notify GP of suspected case.	DOC	Immediately	Telephone
Notify public health.	CEO	Immediately	Telephone VIC: 1800 675 398
Notify next of kin - of suspected case(s), only.	DOC	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 visitor register. Isolate staff and visitors who are close contact.	DOC	Immediately	Telephone Diagram in COVID-19 folder in G Drive
Centralised PPE stock, back of door PPE holders, and PPE bins delivered to home.		Immediately	In person
Order PPE from national stockpile.	DOC	Immediately	Telephone: (03) 6221 1522 and Email: agedcareCOVIDPPE@health.gov.au
Hospital (AWH) to be notified of suspected case at home.			
Resident to be transferred via ambulance to hospital if there is capacity			
If media contact, refer to CEO and provide email address ceo@yackhealth.com.au	All staff	As needed	

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

Action	Responsible	When	How
Continue previous actions.	DOC	Immediately	N/A
Cancel all non-essential clinical activities such as allied health.	DOC	Immediately	Telephone
Consider cohorting confirmed cases if able depending on site and discuss with CEO.		Immediately	Telephone
Consider shutting all dining rooms and lounge areas.		Immediately	Telephone
Send email to staff regarding confirming case using		Immediately	Email template COVID-19 folder in G Drive
Cancel all staff leave.		Immediately	Email and SMS template COVID-19 folder in G Drive
Contact national stockpile for PPE.		Immediately and until no cases.	Telephone: (03) 6221 1522 and email agedcareCOVIDPPE@health.gov.au
Contact all resident's next of kin using script.	DOC with CEO Support	Immediately	Telephone using script in COVID-19 folder in G Drive
Update all resident's next of kin daily using script.	CEO	Daily	Telephone using script in COVID-19 folder in G Drive
Increase casual staffing.		Immediately	Advertising
Update the case list and provide to public health unit and CEO.		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.		Emergency	
If media contact, refer to CEO and provide email address.	All staff	As needed	

YH 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.	DOC	Immediately	N/A
Cease staff working across multiple positions and exclude staff who have multiple jobs.	DOC/CEO	Immediately	N/A

YH 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	DOC	Immediately	N/A
Increase casual staffing.	DOC	Immediately	Advertising

YH 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	DOC	Immediately	N/A
Implement Severe Outbreak Action Plan	DOC/CEO	Immediately	N/A