

COVID SAFETY PLAN 2020-2021

All Aspect sites Australia-wide



Autism Spectrum Australia (Aspect) has developed this COVID-19 Safety Plan to help create and maintain a safe environment for all staff, students/participants, families, contractors and visitors.

Note: Throughout this document Aspect people refers to staff, students/participants, families, contractors and visitors.

The COVID-19 Safety Plan is grouped into six safety principles. These include:

1. Maintaining physical distancing
2. Wearing a face covering
3. Practising good hygiene
4. Keeping records and acting quickly if people become unwell
5. Avoiding interactions in enclosed spaces
6. Creating COVID-19 safe environments

Aspect's COVID-19 Safety Plan is reviewed and updated routinely and/or when restrictions or public health advice changes.

It is Aspect's priority to maintain a COVID-19 safe environment that all people feel at ease in when working or visiting. To help achieve this Aspect has implemented an organisation-wide action plan. Each individual site will also have actions relevant to their site.

It is the manager's/principal's responsibility to identify any additional risks and implement appropriate risk mitigation measures to eliminate or reduce the risk of COVID-19 transmission (see [Local, Project and Individual Risk Management](#) procedure) at their site.

Relevant Health Authorities

[Australian Government Department of Health website](#) [Department of Health website-](#)
[NSW Health website](#) [Health website-](#)

[Victorian Department of Health and Human Services website](#) [Department of Health and Human Services website-](#)

[South Australian Government CoVid-19 website](#) - <https://www.covid-19.sa.gov.au/>

[ACT Government CoVid-19 website](#) [Government CoVid-19 website-](#)
<https://www.covid19.act.gov.au/>

GUIDANCE	ACTIONS
<p>Exclusion of people who are unwell</p>	<p>Any person entering an Aspect site is required to sign in using either a QR code or sign in book.</p> <p>Anyone experiencing even mild COVID-19 symptoms (flu-like symptoms) is required to stay at home and get tested immediately (see Aspect's COVID-19 safe environment guidelines procedure).</p> <p>Anyone who displays flu like symptoms while on an Aspect site will be asked to leave and this is to be reported to the manager/principal (see COVID-19 safe environment guidelines procedure).</p> <p>Note: in addition some sites are temperature checking (see Temperature Testing instruction).</p> <p>Anyone who has tested positive to COVID-19 is required to follow the advice of the relevant health authority.</p> <p>Anyone who is a close/casual contact of a person who has tested positive to COVID-19 is required to follow the relevant health authority advice.</p> <p>All confirmed COVID-19 cases of staff and other people who have visited an Aspect site must be reported to the site manager and WHS immediately.</p> <p>WHS is responsible for reporting any COVID-19 positive cases to the relevant state regulatory body.</p>
<p>Communication and consultation with Aspect people</p>	<p>Aspect provides regular updates on COVID-19 safety measures via a number of communication channels, including, email, intranet, mail-outs, website and information at its sites, meetings, and training with staff and students/participants.</p> <p>Information communicated includes:</p> <ul style="list-style-type: none"> • Closure of sites • Postponement of services • Transition to alternative service models • Recommencement of services • Updates on Aspect's response • COVID-safe measures in place <p>Should an Aspect site be impacted by a confirmed COVID-19 test, a communication will work with the relevant health authority to contact anyone who has visited that site in the previous 14 day period.</p>
<p>For staff – communication around leave</p>	<p>In the event a staff member is diagnosed with COVID-19, they may be able to access leave for the duration of the exclusion period (see Leave procedure).</p> <p>Staff may also be able to access relevant government assistance (see relevant government/state website).</p>
<p>For staff - training</p>	<p>Aspect has developed and communicated to all staff a range of resources, available on the Aspect intranet, covering areas such as:</p>

	<ul style="list-style-type: none"> • Updated policies and procedures • Infection awareness (see Infection Control instruction) • Returning to a COVID-Safe workplace (see COVID-19 safe environment guidelines procedure) • PPE (see Personal Protective Equipment Management instruction) • Cleaning Guidelines (see Cleaning Guidelines Procedure) • Flexible or Alternative Working Arrangements procedure
Communication of conditions of entry	<p>The requirement to comply with the sign in requirements is communicated to all people entering a site.</p> <p>The following information is provided at entry and throughout the site:</p> <ul style="list-style-type: none"> • location of hand sanitiser • reminders and markers for social distancing requirements • reminders to stay home if you are unwell and to follow good hygiene
Flexible working arrangements	<p>Aspect is guided by government advice (see relevant health authorities) in relation to flexible working arrangements and also has in place a Flexible or Alternative Working arrangements procedure.</p>
Total number of people allowed to access the site/rooms	<p>The sites adhere to the current relevant health authority advice with regards to the total number of people allowed to access the site at any one time. This information is displayed at the site in the relevant areas. Managers/principals are responsible for having a system in place to monitor compliance with the requirements.</p> <p>All people working or visiting Aspect sites are required to adhere to the quotas and any instructions provided.</p> <p>Everyone is responsible for maintaining social distancing requirements as communicated by relevant government health authorities.</p>
Site set up – (see COVID-19 safe environment guidelines procedure)	<p>Sites have furniture/work stations that comply with safe distancing requirements, where reasonably practicable. If a safe work station is not available, the manager will assist the employee to find an alternative.</p> <p>Aspect people are required to bring their own food/utensils and not to share food and utensils when on site.</p> <p>All Aspect people are required to adhere to the information and instructions provided.</p> <p>All sites have, as a minimum, hand sanitiser readily available and alcohol wipes in all rooms for hard surfaces. Daily cleaning of the site is carried out and high touch points are cleaned as required throughout the day.</p> <p>Bathrooms contain anti-bacterial hand soap and paper towel and good hand hygiene practice posters are on display.</p>

	All Aspect people have the option to wear a face mask. These are provided by Aspect, or people may choose to wear their own.
Site Cleaning - (see Cleaning Guidelines Procedure)	<p>Sites are professionally cleaned on a daily basis.</p> <p>High touch areas are cleaned frequently throughout the day by Aspect staff that have been trained in the requirements.</p> <p>Aspect provides all relevant PPE for staff to undertake cleaning safely.</p> <p>Deep cleans are undertaken in line with Aspect's Cleaning guidelines procedure or as required by government notification.</p> <p>Alcohol-based wipes and disinfectant are supplied by Aspect and are readily available throughout all our sites.</p> <p>Disposable gloves are supplied by Aspect and are readily available throughout all our sites.</p>
Traffic Management - (see COVID-19 safe environment guidelines procedure)	Each site will develop and implement a traffic management plan, if required, to facilitate the arrival and departure of people in a COVID-19 safe manner.
Remote conferencing – (see Safe Hosting of Inclusive Zoom Meetings instruction)	<p>There are facilities at all sites for telephone or video conferencing when required.</p> <p>Some services have the capacity to deliver services remotely via teleservices.</p>
Deliveries to sites	All sites follow contactless delivery receipt arrangements.
Transportation	<p>Each site manager has a plan in place that identifies the maximum number of people and seating arrangements for Aspect vehicles, in line with current government guidelines, meeting individual student/participant needs and in consultation with relevant stakeholders.</p> <p>It is recommended that masks are worn when in a vehicle with others. Masks are provided by Aspect, or people may use their own masks.</p>
Record keeping	Aspect maintains QR code registers and/or sign in books securely on site for a period of at least 28 days. This information is not used for any other purposes other than being supplied to the relevant state health authority as requested.