

Review of COVID-19 Contingency Plan Action Plan

Date Reviewed: 18/03/2021

Version Number: 4

Status = To Commence/In Progress/Pending/On Hold/Completed/Cancelled

Rec No	Task	Action	Responsibility	Activities	By When	Status
1	Review original COVID-19 Contingency Plan using relevant resources and feedback.	1.1 Convene review group, outline timelines.	Manager Business Development		3/08/2020	Completed
		1.2 Establish method for updating Plan	Manager Business Development	MBD to update as advice is provided via Department, Peak Body or workforce/ client feedback.	18/03/2021	Completed
		1.3 Identify new process/ and or opportunities to improve existing processes.	Team Leaders	Hazard Form to be used. New process communicated to all workforce.	18/03/2021	Completed
		1.4 Consult with stakeholders as required.	Manager Business Development Team Leaders	Update website with links to Covid Action Plan	18/03/2021	Completed
2	Establish and implement a COVIDSafe checklist for use by clients/ workforce: 1. Are you or anyone else in your household unwell? 2. Have you or anyone in close contact with you been tested for	2.1 Identify CHS processes that require updating and developing (implementing) vis clients/ workforce/ brokered agencies/ visitors to site/ corporate services.	Team Leader Brokerage	Refer Contractor Updates (Feb – Dec 2020) Encourage/ incentivise Fluvax.	22.07.2020 04.09.2020	Complete In Progress 70% complete
			Team Leader Service Support	Signage in offices. Sign in books at each office. Infection Control procedures in place at each office.	22/01/2021	Completed
			Manager Business Development	Refer Valley to Coast Newsletters (Feb – Dec 2020)	22/01/2021	Completed
		2.2 Implement a process to monitor the use of the checklist through feedback mechanisms.	Team Leaders Quality Coordinator	Coordinators to query client and IC at review. To refer to TL for corrective action if required.	30/08/2020	Completed

COUNTRY HOME SERVICES

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	<p>COVID-19 in the past 14 days?</p> <p>3. Have you or anyone else in close contact with you been overseas or interstate in the last 14 days?</p>	2.3 Refer to Quality Coordinator for audit, as determined.	Team Leaders Quality Coordinator	Hazard Reports to be provided for all reported cases of tests. Data to be reported to Board of Directors and Risk Register to amended as required.	Board Meetings: May 20 July 20 Aug 20 Oct 20 Dec 20 Feb 21	Completed. Ongoing reporting required in 2021
3	Examine the use of CHS infection prevention and control processes (including PPE) and measure their effectiveness. Develop strategies for increased use of PPE.	3.1 Use Commonwealth/State references. Provide a report to Manager Business Development with recommendations for improvement, if required. Include business processes that may be amended.	Team Leader Brokerage	Review as required		Ongoing
			Team Leader Service Support	Review as required		Ongoing
		3.2 Establish a process for measuring the availability of PPE. Update this data, accordingly.	Team Leader Brokerage	Monitored as required. Contractor Update Aug queries current PPE – currently gloves/sanitiser and masks.	18/03/2021	Complete. Refer to SA Govt site for supply.
4	Review 'at risk' client methodology (refer previous action plan) and identify process improvements.	4.1 Deliver a mapped process – at risk clients.	Manager Operations			In development
		4.2 Establish and implement a process for noting the scope of work delivered by contractors.	Team Leader Brokerage	Report on service type can be delivered through Visual Care.	18/03/2021	Completed
		4.3 Update and/ or amend/ or archive the COVID-19	Manager Business Development	Current folder contains updated resources for review as required.	18/03/2021	Completed. Update as required.

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		Resources document (external supports).				
5	Establish ongoing COVIDSafe messaging tools	5.1 Develop a standard COVIDSafe message for use in Contractor Update/ Valley to Coast/ Webpage. Including: <ul style="list-style-type: none"> • Do the three. • Promote use of COVIDSafe App. • Reschedule services when unwell. 	Marketing Officer	JPEG file circulated to TL's for use as required. Stored in this folder.	9/10/2020	Completed. Archived off email 16/03/2021
6	Proactive service planning.	6.1 Identify strategies to enact in the event of a cluster/ hot spot in service area including: <ul style="list-style-type: none"> • Change to care approach/ time/ place/ equipment/ rostering/ office operations • Cancellation of non-essential services. • Use of hot line or other communications 	Managers	As required - to identify hot spot intra or interstate. Management meeting to identify service types available, at risk clients in area and ability to provide those services in a safe manner dependent on hot spot.		Managers discuss matters as they arise on an ad hoc basis.
7	Develop communications process vis COVID-19 Vaccination	7.1 Leadership team formulates the CHS approach to vaccination.	Leadership Team	Scan information (HR/ Safety), determine a position.		Complete
		7.2 Communicate position to workforce, using 'Update' process	Manager Business Development + Manager Operations	Update 12: Purpose to clarify latest information vis COVID vaccination and CHS approach/ process	18/03/2021	Complete

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				Send update when decision made vis the storing of evidence vis vaccination.		
		7.3 Communicate position to clients.	Manager Business Development	Use Valley to Coast/ Autumn edition, insert page	26/03/2021	
8	Monitor notifications: SA Health and the Commonwealth.	8.1 Update this Action Plan accordingly.	Manager Business Development	Subscribed to sites as noted in Resources	18/03/2021	Complete
		8.2 Report changes to this Action Plan to Manager Business Development.	Managers Team Leaders	As required		Ongoing