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**AWCH WA COVID-Safe**

**Policy & Procedures**

The following policy and procedures have been developed in collaboration with AWCH WA committee and HFP employees and are in accordance with regulations enforced by the WA Government, the Education Department of WA and Department of Health WA Covid-19 public health guidelines.

# **COVID-Safe Policy**

AWCH WA endeavours to provide a safe environment for all employees (presenters) and all recipients of the HFP (Hospital Familiarisation Program). In particular, we recognise all participants need to be offered services guided by the most up to date advice from the WA Department of Health on the COVID-19 pandemic and implementation of restrictions to reduce community health risk.

AWCH WA is a COVID Safe organization. We have adopted COVID-Safe Operational Procedures that comply with government directives for Business and Industry to ensure public health and safety. These procedures will be reviewed, when necessary, according to WA Government notifications and regulations as we progress through each *Phase*, 1-6, of the *Covid-19 WA Roadmap*.

Our operational procedures also comply with the WA Department of Education Covid-19 regular updates and Operating Guidelines for Western Australian Public Schools.

**COVID-Safe Guidelines on Operational Procedures**

All HFP presenters are required to understand and comply with the following:

* Certificate in COVID-19 Infection Control Training (provided by the Australian Government Department of Health).
* Request to be vaccinated with the current flu vaccine to reduce personal risk of contracting both flu and Covid-19 simultaneously.
* Request to take a photo of their temperature reading on the day of roster and forward to the HFP coordinator to record with the booking reference.
* Staff must remain at home if they have a fever, any symptom, even minor, of respiratory illness, such as cough, shortness of breath, sore throat, runny nose or nasal congestion OR had close contact with someone diagnosed with or suspected of having Coronavirus in 14 days before getting sick.
* Presenters are encouraged to utilise the Covid Safe App.
* On entering school site presenters must ensure they sign in and sign out when leaving.
* Presenters must perform handwashing or alcohol hand sanitising before and after HFP session.
* Ensure that all children have performed handwashing prior to and after HFP presentation – teachers advised to arrange this.
* Presenters to direct children to handwashing after sneezing or hand/mouth/nose contamination.
* Presenters maintain 1.5 metre physical distancing (two arm lengths) from staff or assistants.(does not include distancing from children)
* Hand sanitising regime and protective gloves must be utilised by each presenter. Single use gloves are to be used when cleaning any equipment before and after each session, and hand sanitiser must be used in accordance with the World Health Organisation hand hygiene guide.
* Cleaning protocols as directed in the AWCH WA COVID-Cleaning Protocol document must be undertaken at each session.

HFP Co-ordinator is required to inform teachers;

* They must ensure children have performed handwashing before and after the HFP session.
* They must assist in ensuring that the HFP play time concludes on time so that cleaning protocols may be performed in order to maintain our Covid-safe standards.
* They are to arrange disposal of bin bags containing cleaning products and disposable play items in the outside general rubbish bin and not the classroom bin.

In line with these measures, AWCH WA will provide each presenter delivering the HFP with the following, to ensure they are informed and comply with the regulation infection control standards.

* AWCH WA COVID-19 Cleaning Protocol information sheet
* WHO Hand Rub and Hand Wash Fact Sheet
* Personal Hygiene Cough and Sneeze Etiquette visual resource
* Viraclean –Hospital Grade Disinfectant Wipes PPE - Single use Gloves and Sanitol Antibacterial hand sanitiser.