

APC Prosthetics COVID Safety Plan

Current as of July 2022

Introduction

This plan provides members of the practice team guidance on operating in a COVID-safe way and helps identify and mitigate risks during the ongoing pandemic.

Purpose and objectives

Our practice is dedicated to the health, safety, and wellbeing of all team members, clients, contractors, and visitors. In this pandemic environment, we acknowledge additional precautions are required and that these are outlined in this COVID Safety Plan.

1. Practice access and client flow

To control the flow of people into and through the practice, we will:

- have a management plan in place for clients presenting with symptoms suggestive of COVID-19 which enables immediate isolation of that Client, as well as the requirement that the client wears a surgical face mask to reduce the risk of transmission.
- limit the number of clients at the reception areas at one time. Where possible, clients will be directed to the consulting room as soon as they arrive
- display information at the entrance outlining the requirements of entry complying with the Public Health Directive
- recommend all people entering the practice to use a face mask [Clients are asked to bring their own, but will be supplied with one if they present without a mask]
- provide access to hand-hygiene products upon entry and exit (and at appropriate locations throughout the practice), such as an alcohol-based hand sanitizer or hand-washing facilities.

2. Physical distancing

While acknowledging the nature of prosthetic care means maintaining a physical distance of 1.5 m with a client is not always possible, our practice will put in place physical distancing measures by:

- providing training to all members of the team
- minimizing client congestion in the waiting room by
 - limiting the number of people on the premises at any one time
 - spacing furniture in the waiting room
 - encouraging clients to only bring a maximum of 2 adults for care support

3. Infection-control training

All members of the APC Prosthetics Team, including front-facing and back-office personnel, will undertake infection-control training.

All training will be documented and include:

- completion of Infection Control Training

- ensure team members are aware of their role when managing a client exhibiting symptoms suggestive of – COVID-19.

4. Use of personal protective equipment

Appropriate use of personal protective equipment (PPE) is critical in limiting the spread of COVID-19. All members of the practice team will:

- ensure standard precautions, including hand hygiene, cough etiquette, and appropriate waste-management techniques, are maintained
- be trained in donning and doffing PPE
- wear PPE appropriate to the Client presentation and as per advice from the local public health unit
- dispose of all used PPE in accordance with standard precautions.

5. Environmental management and cleaning

Our practice will regularly clean and disinfect shared spaces, surfaces, and communal items. Our practice will:

- enhance airflow by opening windows and doors in shared spaces (where and when appropriate) and optimizing fresh air flow in air conditioning systems (by maximizing the intake of outside air and reducing or avoiding recirculation of air)
- minimizes the volume of equipment in clinical areas and waiting rooms to reduce the cleaning burden and risk of transmission
- minimizes the sharing of clinical and administrative equipment between team members
- adhere to strict environmental cleaning as per the most current advice from the Department of Health or our local public health unit
- clean and disinfect frequently touched surfaces with detergent and disinfectant wipe/solution between each episode of client care – using a cleaning detergent followed by a disinfectant, or a two-in-one product with cleaning and disinfecting properties
- require team members who are cleaning an area or equipment possibly exposed to SARS-CoV-2 to wear fresh non-contaminated gloves, a surgical mask, and eye protection

6. Record-keeping

To aid contact tracing in the event a client, team member, contractor, or any visitor to the practice tests positive for COVID-19, our practice will:

- maintain a record of all Client appointments, team member work times, and contractors/visitors to the practice, including entry and exit times
- utilizes a contactless electronic system (ie QR code or similar) to record contact details if required by Public Health Directive, ensuring data is stored confidentially and securely and is only used for the purpose for which it was intended.
- maintain these records for a minimum of 28 days.

7. Practice team management and limiting interactions in closed spaces

To reduce the risk of COVID-19 transmission between practice team members, we will:

- regularly communicate with all team members regarding the requirement to not attend the practice if they have any symptoms consistent with COVID-19, regardless of how mild, and will encourage testing in line with local public health unit advice
- support any team member who tests positive for COVID-19, is identified as close contact, or is required to self-isolate – including by making them aware of their leave entitlements
- where a team member typically works across several sites within the business, minimize movement between sites by scheduling shifts at one location (where possible)
- encourage physical distancing in common areas (ie tea room), through the organization of furniture, floor

markings, and signage

- encourage tea breaks/lunch breaks to be taken outside
- stagger breaks to limit the number of people in common areas
- require all team members to thoroughly clean communal items (eg cutlery) immediately after use by washing with hot water and detergent or by placing them in the dishwasher to be washed on the hottest possible setting

8. Responding to a positive case, or close contact, in the practice team

If a member of the practice team tests positive for COVID-19, our practice will:

- implement 'close contact' requirements as outlined by our state/territory health department, including contact tracing if any Client or team member meets the criteria for being a 'close contact'
- ensure the team member does not return to the practice until they meet the criteria for release from isolation, and as per local requirements.

Plan review

This plan will be reviewed regularly to ensure it reflects the current processes and procedures of APC Prosthetics as well as current legislation requirements and public health directives. The plan will be reviewed on or before 31 January 2023