



COVID Safe Plan

Date reviewed: 30 April 2022

Next review: 31 December 2022

Managing a COVID-19 case

- At the first sign of COVID-19 symptoms, staff/practitioners are required to get tested.
- Staff/practitioners who have tested positive for COVID-19 and have been in the workplace during their infectious period must follow the advice as noted at <https://www.coronavirus.vic.gov.au/>
- When you become aware of a case of COVID-19 in the workplace, you must follow government advice as noted at [coronavirus.vic.gov.au/case-workplace](https://www.coronavirus.vic.gov.au/case-workplace)
- If you need help with any of the steps, call the Department of Health on 1300 651 160.

Vaccination requirements

Visit [coronavirus.vic.gov.au/worker-vaccination-requirements](https://www.coronavirus.vic.gov.au/worker-vaccination-requirements) for the latest information and advice.

- Lygon Therapy has a policy to sight and record the vaccination status of workers and practitioners.
- Reception staff will ask for your vaccination status.
- Records of vaccination status will be kept by reception staff (confidentially).
- As we operate across 2 sites, all records will be managed centrally at 622 Lygon Street Carlton North.

Reducing the risk of COVID-19 transmission

Visit [coronavirus.vic.gov.au/face-masks-when-wear-face-mask](https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask) for the latest information and advice. All workers and practitioners must follow the current Victorian Government **face mask requirements**.

- If face masks are required, they should be worn for up to four hours and replaced after this time.

- For workers who are required to use N95/P2 masks, they should be fit-tested where practicable with a worker having access to the respirator mask as determined by their fit-test. Workers should also know how to do a fit-check with each wear.

Indoor air quality will be improved to reduce the risk of COVID-19 transmission in the workplace by undertaking the following actions.

- Opening windows when practical.
- Leaving doors open in hallways and corridors when practical.
- Adjusting the settings on heating, ventilation, and air conditioning (HVAC) systems or air conditioning units to increase the proportion of outdoor air when practical.
- Regularly servicing of our HVAC systems including upgrading filters.
- Portable filtration units are available in each therapy room and group space to increase the clean air and reduce the concentration of viral particles.
- Portable filtration units are maintained regularly, and staff / practitioners are encouraged to use them while in the rooms.
- We continue to monitor advice at coronavirus.vic.gov.au/ventilation.

Additional steps

- Professional office cleaning twice a week.
- Provision of TGA approved surface spray bottles & cloths in rooms.
- Disinfectant spray, clothe and TGA hand sanitizer in all consulting rooms, training rooms, and waiting areas.