



Our key defence against Covid-19 is vigilantly maintaining social distancing and adherence to infection control measures. Your support to do this in both your work and private lives, protects you, your family, your colleagues, our clients and gives us the best chance to keep on supporting our community throughout these difficult times

Social distancing

- Observe current public gathering limits <https://www.health.gov.au/news/health-alerts/novelcoronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/limits-on-public-gatherings-for-coronavirus-covid-19>
- Attempt to keep at least a distance of 1.5 meters between yourself and other people
- Avoid shaking hands, hugging, or kissing other people
- Avoid visiting vulnerable people, such as those in aged care facilities or hospitals, infants, or people with compromised immune systems due to illness or medical treatment

Infection control

- Clean your hands often and properly
- Use an alcohol-based hand sanitiser in between hand washing to provide additional protection
- Cover your nose and mouth with a tissue when coughing and sneezing or use your elbow, not your hands
- Avoid close contact with people unwell with cold or flu-like symptoms and stay home if you have these symptoms
- Avoid touching your face, including eyes, ears and mouth
- Avoid shaking hands with others
- Clean all surfaces that you and others have contact with regularly, using alcohol-based cleaners, disinfectant wipes, bleaches and detergents, paying special attention to surfaces that multiple people have contact with
- Stay home if you have cold, flu or Covid-19 symptoms and review/seek medical advice



Key PPE

PPE is Personal Protective Equipment and in the context of Covid-19 in our workplace includes gloves, face masks and alcohol-based hand sanitiser. CYS is providing a ready supply of PPE for all workers/volunteers to ensure ongoing safety.

- Gloves should be worn when having contact with more risky situations/surfaces. Ensure hands are washed with soap or cleaned with hand sanitiser before putting them on. When finished take gloves off without touching the outsides of the gloves and dispose in a covered bin. Then wash hands or use hand sanitiser again
- Masks are for single use only and should be carefully removed without touching the outside exposed area of the mask, and should be disposed of in a bin with a lid. Then wash hands or use hand sanitiser
- Hand sanitiser is an antibacterial treatment that disinfects your hands and is a convenient way to maintain hand hygiene in between proper hand washing or when it is not practical to properly wash your hands

Client Contact

Before allowing a client to meet with you please ask the following:

- (1) "Have you or anyone in your household returned from overseas within the last 30 days?"
- (2) "Do you have any flu-like symptoms or any of the symptoms associated with coronavirus?"
- (3) "Have you or anyone in your household been required to isolate or quarantine?"

- If a they answers YES to any of the above questions or presents with cold and flu symptoms, please take their details, (keeping a safe distance) advise that we will call them shortly and politely ask them to leave the area

Client Meetings/Appts

- If an assessment/intake needs to be completed, please locate a suitable location that ensures social distancing measures i.e. a large meeting room or outside area if appropriate
- Before/after assessment/intake please wipe down table, door hands etc with disinfectant surface cleaner and paper towel
- Wash hands or use antibacterial hand sanitiser once you finish assessment/intake



Vehicle

- If you need to transport a client, workers must discuss with their manager first to assess risk and explore all available options
- If transporting clients in vehicles take every precaution which may include all passengers including the worker wearing face masks, gloves
- Set the air-conditioning system to fresh external air not recycled air
- After traveling in a vehicle with clients or alone ensure you wipe down the steering wheel, gear stick, hand brake, inside door area and door handles (inside and outside) with disinfectant wipes/antibacterial cleaners
- Ensure car windows are down and air conditioner is off (unless absolutely necessary)
- Apply hand sanitiser upon entry and exit from vehicle
- Wash hands properly after returning to office etc.