

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**

Your COVID-19 Safety Plan

General practice and other primary health service providers

Business details

Business name	Daniel Searle Physiotherapy
Business location (town, suburb or postcode)	Albury 2640
Completed by	Daniel Searle
Email address	daniel.searle1@gmail.com
Effective date	2 August 2021
Date completed	16 October 2021

Wellbeing of staff and patients

Exclude staff who are unwell from the premises. Communicate regularly with staff to remind everyone that you should not attend work if unwell with respiratory symptoms or fever. Encourage testing of all staff with symptoms in line with advice from NSW Health.

Sole trader aware of regulations

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Sole trader not applicable

Request that patients call ahead if they have symptoms of COVID-19.

Provided on booking website

Emailed automatically to all patients at time of booking and 24hrs before appointment

Have a management plan in place for patients (and carers/family members of patients) presenting with COVID-19 symptoms, including appropriate separation from other patients and requirement to wear a mask. It is important that all patients presenting with relevant symptoms undergo a COVID-19 test to help with the early detection of cases.

Sole trader - no other staff

15min gap in appointments to avoid patient interaction

Use of masks advised during booking and 24hrs before appointments

Spare masks available for patient use

All patients advised of rules in regard to attendance and symptoms

Appropriate signage at clinic

Display conditions of entry (website, social media, venue entry).

Full details of requirements and regulations provided in clinic, on website, via email at time of booking and during appointment reminder.

Encourage staff to access COVID-19 vaccination.

Display sign at clinic entrance advertising the importance of getting vaccinated

Physical distancing

Where reasonably practical, ensure staff and patients maintain 1.5 metres physical distancing at all times. Where possible, assign staff to specific workstations. If staff are not able to physically distance, or work in a role with significant patient interaction, they should follow mask advice while in the workplace, except when working alone. If there is active community transmission, general practitioners should wear a mask for all clinical encounters and general practices should refer to NSW Health guidance that may require mask wearing by general practice staff.

Sole practitioner treating single patients

Only 1 patient allowed in rooms during treatment

Restricted seating in waiting room
Masks and hand sanitiser provided for all patients

Reduce crowding wherever possible and promote physical distancing, for example by appropriate spacing of chairs or using markers on the floor, where appropriate.

Chairs spaced to allow limited clients in waiting room.

Consider ways to minimise congestion in the waiting room, for example by moving or removing seats and furniture, having patients wait elsewhere if possible, staggering bookings and limiting walk-in patients.

As above. Space is limited to restrict patients waiting and appointments timed to ensure minimal patient/patient interaction

Consider physical barriers such as plexiglass around counters with high volume interactions with patients.

Not a requirement given the minimal possibility of patient interaction.

Encourage telehealth appointments where practical.

Available and advised during booking and on website

Use telephone or video for essential staff meetings where practical.

Sole trader - not applicable

Where reasonably practical, stagger start times and breaks for staff members and encourage breaks to be taken outside. Ensure physical distancing is maintained in common areas, such as break rooms or meeting rooms. Surgical masks should be worn where physical distancing cannot be maintained.

Sole trader - not applicable

Review regular deliveries and request contactless delivery and invoicing where practical.

No deliveries made to clinic

Hygiene and cleaning

Adopt and support good hand hygiene practices.

Advertised to patients

Cleaning done between patients

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Not provided

Have hand sanitiser at key points in the practice, such as entrances and exits, patient rooms and waiting areas.

Provided at entrance/exit and in rooms

Ensure staff wear PPE appropriate to the patient presentation and in line with the most recent advice from NSW Health. Ensure staff complete relevant PPE and infection prevention and control training. There are resources available from the Department of Health, the Australian Commission on Safety and Quality in Health Care, and the RACGP.

Full PPE not required for phsiotherapy consults

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Not possible but not a requirement due to the fact that patients are not interacting.

Clean frequently used indoor hard surface areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.

Completed after every consult.

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.

Done.

Staff should wash hands with soap and water before and after cleaning.

Done.

Encourage contactless payment options.

Done. Cash not taken.

Record keeping

Keep a record of the name, contact number and entry time for all staff, patients (including all people who accompany a patient to an appointment) and contractors for a period of at least 28 days. Contact details should be collected using a contactless electronic method such as the NSW Government a QR Code system or similar. Ensure it is possible to distinguish between in-person and telehealth appointments.

Note: A person entering any health or medical facility, other than a pharmacy, as a patient, is not required to provide contact details under the *Public Health (COVID-19 Gathering Restrictions) Order (No 2) 2021*.

Not required however records kept electronically during booking

Processes should be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

QR check in available however Not required however records kept electronically during booking

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

All patient details are kept indefinitely.

General practices and other primary health service providers should consider registering their business through nsw.gov.au

Done

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

Agreed

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes