

23rd OCTOBER 2020 – Version 4

We value the services that you provide to the communities and want to work with you to provide safest possible environment for our communities. MTHCS has developed some guidelines for visiting service providers to follow to support infection control practice whilst using MTHCS facilities.

PRIOR TO SERVICE DELIVERY

1. Complete Credentialing process
2. Submit COVID safe plan to MTHCS
3. Develop MOU
4. Complete booking MTHCS facility form.

Booking will be confirmed.

Visiting Service to contact MTHCS on the day prior to ensure COVID safe to attend the service.

All service providers are to be screened when entering a MTHCS facility. In Ouyen, Sea Lake and Early Years services MTHCS staff will complete the screening.

In Visiting Service Building, Underbool and Murrayville site visiting staff will need to undertake own screening and that of their consumers when they enter the building and complete the screening record to attest they are well.

Service providers must not come onsite if they have any of the following symptoms:

- Fever, night sweats or chills
- Cough
- Runny nose
- Sore or scratchy throat
- Shortness of breath

ACTIONS TO FOLLOW WITHIN YOUR CLINICS

SCREENING

- We ask that you screen all consumers accessing your service using the questions prior to attending the clinic and on the day of the appointment. Each site has documentation and temperature device for this screening to occur. Completed sheet is to be emailed into Infection Control Nurse – Sue White swhite@mthcs.vic.gov.au or handed to MTHCS admin staff at the conclusion of the day's clinic.

On track for a *vibrant future*

Mallee Track Health and Community Service

📍 28 Britt Street (PO Box 130) Ouyen VIC 3490 | 📞 (03) 5092 1111 | 📠 (03) 5092 1177

✉ mail@mthcs.vic.gov.au | www.mthcs.com.au ABN 43 518 931 864

SOCIAL DISTANCING

- All staff should also be monitoring that social distancing of 1.5m is maintained within the space.
- Clinic appointments are to be spaced out to support social distancing or ask people to wait outside or in their vehicle to support waiting areas from being a shared space

HAND HYGIENE

- On entry to the building please encourage consumers to attend to hand hygiene – alcohol based hand sanitiser/handwashing facilities available.

CLEANING

- Some sites/buildings are not cleaned every day. It is important that you inform MTHCS every room that is accessed as part of your service to support cleaners to complete their duties.
- If you are bringing in equipment for consumers to use/touch it must be wiped clean with disinfectant wipes on entry to the facility
- Clinic space to be cleaned over with disinfectant wipes in between each client and at the end of the day including frequently touched surfaces such as door handles.

FLU VAX

- If providing services into Residential Aged Care facility you must provide evidence of current flu vax immunization prior to entrance. Please make arrangements with Sue White Infection Control Nurse prior to attending the service.

PPE

- As per current DHHS advice. Please check with Nursing staff prior to entry into residential aged care facility due to changing nature of PPE and visiting guidelines.

Should you have any concerns regarding your service complying with the guidelines please contact:

Sue White Infection Control Nurse swhite@mthcs.vic.gov.au or 50921111

Lyndal Munro lmunro@mthcs.vic.gov.au Director of Community Services 50921111.

Thank You
Lois O'Callaghan
Chief Executive Officer