

Visitation guidance factsheet for contractors visiting Western Health



Western Health

COVID - 19

Be Safe -- Be Smart -- Be Kind

Last updated 7th December 2020

Visitation guidance changes for contractors visiting Western Health

Western Health is closely monitoring developments regarding coronavirus (COVID-19). Advice from the Department of Health and Human (DHHS) is being continuously updated so may change quickly or new rules may apply in the future.

The health of our community, patients, support persons, carers, visitors, contractors and staff is our biggest priority during the outbreak of COVID-19. We have put in place a number of measures to keep our community safe while supporting the provision of the highest level of care.

Western Health acknowledges that COVID-19 is raising concerns for staff and contractors regarding adequately maintaining personal safety, as well as the safety of their colleagues, family and friends. In the context of COVID-19 Western Health is committed to continuing to provide a safe environment for everyone to work in.

Who should read this?

This factsheet is for all contractors engaged by Western Health to perform works at Western Health sites, as well as Western Health staff engaging in contractor management (Contractor Managers).

What is this factsheet about?

This document provides directions that contractors need to take while visiting Western Health to help limit the spread of COVID-19. This document also outlines the requirements of Contractor Managers to ensure the safety of all visiting contractors.

This document should be used in collaboration with existing Western Health policies, procedures, guidelines and induction requirements, as well as relevant guidelines released by the State Government and the Victorian Health and Human Services Building Authority.

The Department of Health and Human Services guidelines relating to construction sites (see reference list for details) are to be implemented in addition to the guidance within this Western Health factsheet.

Contractor COVID-19 symptom screening

You must **NOT** work **OR** enter a hospital in Victoria if you have:

- Tested positive for coronavirus (COVID-19) OR are awaiting test results and have not met the criteria for discharge from isolation; or
- Returned to Australia from overseas in the last 14 days, unless you have been granted a special exemption by DHHS coronavirus (COVID-19) Quarantine; or
- Had known contact with someone who has coronavirus (COVID19) or been notified by the Department of Health or anyone else in the last 14 days to let you know that you may have

been in close contact¹ with someone who has Coronavirus or COVID-19 or that you may be part of a suspected cluster or outbreak of coronavirus

- A temperature higher than 37.5 degrees or symptoms of acute respiratory infection such as:
 - o breathing difficulties such as breathlessness
 - o cough
 - o sore throat
 - o runny nose
 - o fatigue or tiredness
 - o acute loss of taste or smell.

¹ 'Close contact' refers to having face-to-face contact for more than 15 minutes (cumulative) or sharing a closed space for more than two hours

What must I do when I am at the hospital?

- Enter the hospital via a designated entry point listed below to enable COVID-19 symptom screening and sign in:
 - o Sunshine Hospital – Main entry, Furlong Road
 - o Footscray Hospital – Main Entry, Gordon Street or Eleanor Street
 - o Williamstown Hospital – Main Entry, Railway Crescent
- You are required to wear a surgical mask in all areas on all sites.
- You must maintain social distancing requirements, that is no physical contact, and keep a distance of at least 1.5 meters or two arm's length between yourself and others
- Gatherings of more than two people are not allowed
- Limit the number of personal items that you bring into the hospital when you visit. This will reduce the number of unwanted germs that you take back home with you
- When your visit is over, please leave the hospital. Do not wander through hallways or spend time in public areas, including lobbies, waiting areas, cafeterias and vending areas
- You should wash your hands or use an alcohol-based hand sanitiser after using the lifts, holding railings and every time you enter or exit a patient room or ward
- Keep your mask on when you cough or sneeze
- On entering a clinical area, please speak to the nurse in charge prior to progressing with any work. Additional Personal Protective Equipment may be required.

Personal Protective Equipment (PPE) requirements

In alignment with the Western Health Contractor Management guideline, the Contractor Manager will be held accountable for ensuring safe work on site.

All contractors should abide by, and be supported by the Contractor Manager to abide by, the Western Health PPE guidelines available on the Western Health COVID-19 microsite

<https://coronavirus.wh.org.au/quick-reference-guides/> and the Department of Health Human Services healthcare worker personal protective equipment guidance (see reference list).

PPE requirements differ depending on the risk level of a clinical space, therefore prior to commencing any work the Contract Manager must check the level of risk with the management of the clinical area (e.g. Nurse Unit Manager, Service Manager, Operations Manager).

Upon entry to any patient area, please check with the Nurse In Charge/ Nurse Unit Manager if the area is a high risk area. Contractors working in high risk areas may be required to wear additional PPE items.

If a contractor is required to abide by infection prevention precautions for the purpose of their work at Western Health they must be provided with the necessary PPE and training to safely don and doff the PPE.

If a contractor is unable to abide by physical distancing, additional PPE to a surgical mask may be required. PPE requirements can be discussed with the Infection Prevention team on a case by case basis.

Contractors should also wear additional industry specific PPE per their OH&S requirements. If unsure, please contact the Western Health OHS Department.

Risk assessment

Risk assessment to ensure contractor safety should occur as per usual Western Health processes outlined in the Contactor Management guideline and associated documentation.

Employment related matters

For information relating to employment related matters such as alternative working conditions, special leave entitlements and employees who are considered at 'higher risk' please refer to Department of Health Human Services Guidance note on employment related matters (see reference list).

Where can I find out more information?

Please note that Safer Care Victoria is currently preparing advice to support health services in the appropriate implementation of these directions.

For Victorian updates to the current incident, go to: <https://www.dhhs.vic.gov.au/coronavirus>

For national updates: <https://www.health.gov.au/news/latest-information-about-novel-coronavirus>

For international updates: <https://www.who.int/westernpacific/emergencies/covid-19>

WHO resources: <https://www.who.int/health-topics/coronavirus>

References

This document is based on the following DHHS guidance document:

Department of Health and Human Services (2020) *Visiting Hospitals in Victoria*. Retrieved from: <https://www.dhhs.vic.gov.au/visiting-hospitals-covid-19>

Department of Health and Human Services. (2020) *Best practice for managing construction sites in the coronavirus environment*. Retrieved from:

https://www.vba.vic.gov.au/_data/assets/pdf_file/0018/110628/COVID19-Best-Practice-Managing-Construction-Sites.pdf

Department of Health and Human Services. (2020) *Guidance on the use of Personal Protective Equipment for health workers (PPE)*. Last updated 7 August 2020. Retrieved from:

<https://www.dhhs.vic.gov.au/health-services-and-general-practitioners-coronavirus-disease-covid-19>

Department of Health and Human Services. (2020) *Guidance note on employment related matters*.

Advice as at 22 April 2020. Retrieved from: [https://dhhsvicgovau.sharepoint.com/sites/Covid-19-](https://dhhsvicgovau.sharepoint.com/sites/Covid-19-HealthSectorUpdate)

[HealthSectorUpdate](https://dhhsvicgovau.sharepoint.com/sites/Covid-19-HealthSectorUpdate)