

COVIDSafe Plan

CREATIVE SPIRIT ARTS THERAPY COVIDSafe Plan

Business name: Creative Spirit Arts Therapy
 Site location: 65 -67 Percy St Mitcham
 Contact person: Lauren Foster
 Contact person phone: 0415 809 892
 Date prepared: 9 . 8 .2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</p>	<p><i>Lauren Foster and all clients must wash their hands and/or use the sanitiser before the art therapy sessions and also for Lauren Foster between clients. Sanitiser, A sink with soap and paper towels are provided.</i></p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p><i>Ability to keep the door and windows open</i></p>
<p>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</p>	<p><i>Lauren Foster is required to wear a face mask during art therapy sessions, All clients over the age of 12 are also required to wear a face mask during art therapy sessions.</i></p>
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p><i>Lauren Foster has been trained regarding hygiene and the use and disposal of face coverings used.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Replace high-touch communal items with alternatives.</p>	<p><i>All art materials used will be sanitised before and between each client. Tables, door handles, sinks, and toilets will be sanitised between clients.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>The owner of the building will continue to maintain the cleaning of the premises at 65 -67 Percy St Mticham. Lauren will maintain the cleaning before and between clients, of toilets, door handles, sinks, tables and all art materials.</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Lauren Foster will provide all hand sanitiser, hand soap, paper towel and cleaning products for cleaning before and between clients. The owner of the premises will provide the cleaning for the premises daily.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p><i>Lauren Foster will work from home if it is feasible.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>Lauren Foster will work at Mitcham premises and 2 client's homes.</i></p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p><i>Lauren Foster will check with all clients that they have been well (meaning no sign of cold or covid symptom) before being able to enter to the premises. Lauren Foster will check with the families where she visits their home to check that all members of the home are well, before entering the premises.</i></p>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one worker per four square meters of enclosed workspace • workers are spaced at least 1.5m apart • there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<p><i>Lauren Foster will maintain a 1.5 metre distance between herself and clients at all times.</i></p>
<p>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies the 1.5 metre distancing between individuals.</p>	<p><i>Signs have been erected in various locations within the building at Percy st Mitcham.</i></p>

Guidance	Action to ensure effective record keeping
Record keeping	

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<p>Establish a process to record the attendance of clients.</p>	<p><i>A record is being kept of who has entered the building and what day and time this occurred.</i></p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>If Lauren Foster or a client that has been exposed to COVID or has a positive result for Covid, all clients will be contacted and advised to get a covid test. Creative Spirit Art Therapy will cease all appointments, Lauren will be tested and will self- isolate until results are confirmed.</i></p>
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises. Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</p>	<p><i>I would advise the owner of Percy St Mitcham and she would organise a cleaning of the premises. Creative Spirit Arts Therapy would discontinue to operate until there had been COVID testing of Lauren Foster the therapist and all clients. If positive results occur, the business will continue to stay closed, self-isolation will occur until medical professionals can give the all clear</i></p>
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<p><i>Contact all clients and premises owner, and close the business, and advise them to get tested as soon as possible.</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>Advise 132360 Worksafe Victoria if there is a confirmed case within the premises.</p>
<p>Prepare to re-open your workplace once therapist and clients have been advised they can return to work, from medical professionals.</p>	<p><i>Advise all clients that the therapist has been given the all clear by the medical professionals, check that all clients have negative results and have been given the all clear to resume therapy.</i></p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed: Lauren Foster

Date 9.8.2020