

COVID-19 PROTOCOL FOR REGIONAL STAFF UNDERTAKING PROPERTY INSPECTIONS



Staff may attend several locations each day and may encounter tenants at higher risk because they are elderly, unwell or experience disability.

HHS staff must adopt infection control measures to protect yourself and help prevent the spread of the Coronavirus in our community.

Haven; Home, Safe will not knowingly dispatch staff to a site tenanted by a person exposed to or diagnosed with Coronavirus (COVID-19).

Haven; Home Safe Staff Property Inspection protocol:

- Staff are expected to carry and use hand sanitiser before entering each property and after leaving each property
- At sites which are staffed by support workers, follow any additional instructions about infection control
- Wear Personal Protective Equipment (PPE) to each site as appropriate (minimum: protective mask, glasses/face shield, and gloves).
- No sharing of pens or paper, tools, or other objects
- Photos of property are to be taken (no sharing of mobile phone)
- If travelling as a pair, passenger is to sit diagonally opposite the driver in the rear seat of the vehicle. Masks must be worn by all staff at all times while in the vehicle.
- **Prior to attending each site**, please telephone the tenant and ask:
Have you been in contact with anyone who has tested positive or is in the process of being tested for the virus?
Are you in self-isolation?
Are you feeling unwell?
 - If the answer is **YES** to any of the above, you must not attend the property, reschedule the inspections, AND advise your line Manager.
 - If the answer is **NO**, you should attend wearing PPE as required.
- When arriving at site and before entering the property, staff must ask the same questions again to confirm there is no-one at the site who is either waiting for COVID19 test results, or has tested positive and is in isolation.
- You must stay at a safe “social distance” of 1.5m from any other person whilst on site.



- Limit the site attendance to a maximum of 15 minutes.
- Continue to sanitise your hands frequently for the duration of the job, and always after coughing, sneezing, and handling tools and other objects.

Reminder: Haven; Home, Safe requires immediate notification by phone or email to either Kerri Carr or Trudi Ray from anyone who undertakes the COVID19 test, is pending results, or returns a positive COVID-19 test.

Staff Name: Click or tap here to enter text.

Signature:

Date: Click or tap to enter a date.



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