



Outcome	Action	Accountable
<p><b>Continuity of Workforce</b></p>	<p>Enact contingent workforce strategies:</p> <ol style="list-style-type: none"> <li>1. Contact IRT agencies immediately advising them of outbreak &amp; potential resource requirements.</li> <li>2. Contact Federal Department of Health advising of potential need for Surge Workforce support.</li> <li>3. Contact IRT staff from non-impacted sites in the same region and coordinate their rostering at the impacted site.</li> <li>4. Implement IRT Contingency Workforce (those that have volunteered to help)</li> <li>5. Contact relevant LHD requesting access to available resources.</li> <li>6. Contact IRT Academy to access the 40 external students currently completing training with IRT Academy.</li> </ol>	<ol style="list-style-type: none"> <li>1. Employee Lifecycle Team Manager</li> <li>2. Employee Lifecycle Team Manager</li> <li>3. Relevant ACC Workforce Coordinator.</li> <li>4. ACC P&amp;C Business Partner</li> <li>5. Employee Lifecycle Team Manager</li> </ol>
<p><b>Contingent workers have received required training before entering site</b></p>	<p>Check the following training is complete for all contingent workers (regardless of source):</p> <ol style="list-style-type: none"> <li>1. Wearing and effective use of PPE</li> <li>2. Infection Control</li> <li>3. Food Hygiene</li> <li>4. Hand Hygiene</li> <li>5. Introduction to Aged Care</li> <li>6. Manual Handling</li> <li>7. Read and Understood IRT COVID Outbreak Management Plan</li> <li>8. COVID Module.</li> </ol>	<p>For ensuring contingent workers have completed required training:</p> <ol style="list-style-type: none"> <li>1. The relevant agency for agency staff (be they IRT agencies or government surge agencies).</li> <li>2. Group Head of L&amp;D for IRT staff.</li> <li>3. LHD for LHD staff.</li> </ol> <p>For reviewing evidence of required training before entering site:</p> <ul style="list-style-type: none"> <li>• ACC Workforce Coordination Team</li> </ul>



COVID-19 Outbreak Workforce Plan

<p><b>Contingent workers are effectively inducted onto site</b></p>	<p>Ensure contingent workers are effectively inducted to site:</p> <ol style="list-style-type: none"> <li>1. Hand Hygiene assessment onsite</li> <li>2. Overview of essential care processes provided at site</li> <li>3. Fire safety</li> <li>4. Site Map and Site Tour</li> <li>5. Contact List – internal and external (including GP’s , LHD and PHU)</li> <li>6. Access passes and IDs</li> <li>7. Access to desktop tools including COVID Outbreak Management Folder</li> <li>8. Local requirements e.g. door and security codes, sign in processes and drug safe access (as applicable)</li> <li>9. System access (Platinum) as viable</li> <li>10. Contingency documentation pack and care plans.</li> </ol>	<ol style="list-style-type: none"> <li>1. Clinical Nurse Educator (CNE)</li> <li>2. Clinical Nurse Educator</li> <li>3. *Firewarden or delegate</li> </ol> <p>* In the event of an outbreak, CNEs will be redeployed from other sites and regions to provide support</p> <p>**Care Manager to ensure Firewarden back-up in the event a firewarden is unavailable.</p>
<p><b>Provide accommodation for IRT staff reluctant to return home after shift</b></p>	<ol style="list-style-type: none"> <li>1. Contact listed accommodation providers and investigate preparedness to accept workers in the event of an outbreak.</li> <li>2. Make bookings on behalf of IRT staff with pre-approved accommodation providers.</li> </ol>	<p>Executive Officer to coordinate with the Executive Support Team</p>
<p><b>Utilise quarantined employees as ‘remote care workers’ with tech support</b></p>	<p>Use of IRT Connect / WebEx or other app to allow quarantining workforce to contribute via virtual clinical rounds, social and emotional support of residents, documentation support.</p>	<p>EGM IT in consultation with Quality &amp; Compliance Manager</p>
<p><b>Provide mental health and wellness support for staff working at an impacted site</b></p>	<p>Provision of onsite mental health support.</p> <ul style="list-style-type: none"> <li>• EAP provider to be available for debriefing of staff.</li> <li>• Back-up capacity provided by IRT registered psychologists</li> <li>• Post Outbreak Review/Debrief</li> </ul>	<p>WHS team</p>