



**Monash
Health**

Returning to the Workplace Safely

Manager's Briefing

Wednesday 24th June 2020

Item	Key documentation (will be provided)
1 Five Core Principles for all employees	Returning to the Workplace Safely – A Guide for Employees ¹ Returning to the Workplace Safely – FAQs
2 How do we transition employees back to site?	Returning to the Workplace Safely – A Guide for Managers ¹
3 How do we manage non-Monash Health workers?	COVID-19 Factsheet Induction Checklist Site Access and Screening (COVID) Procedure
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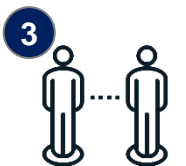
Five Core Principles will govern the return to work for non-clinical and non patient facing employees



If you're unwell, stay home



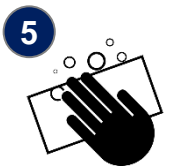
If you can work from home, you should



1.5m separation and one person per 4m²*



Rigorous hand and personal hygiene



Regular cleaning of high touch surfaces

What else do employees need to do?

- Notify your manager if you're unwell
- If symptomatic, get tested for COVID-19

- Agree with manager if working from home suits you, role and team (where operationally and clinically possible)
- Complete work-from-home training and checklists

- Obey signage regarding physical distancing
- Where there is no signage, be accountable for applying the rules

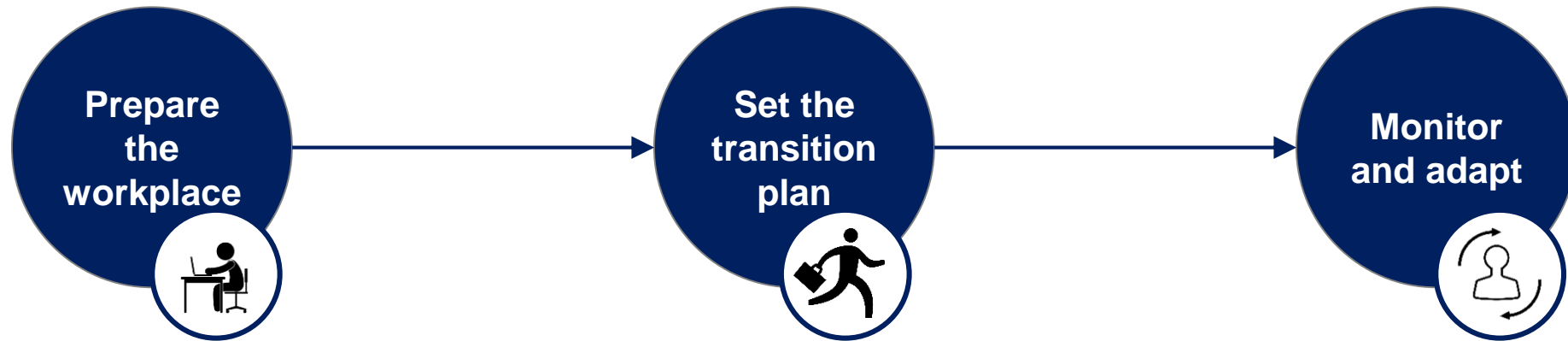
- Complete your Hand Hygiene
- Get your flu vaccination, or declare
- Use good personal hygiene practices

- Ensure all spaces are free of clutter
- Clean your Work Area before and after contact

* Preference is to work in separate enclosed spaces, only where practicable



There are three key actions that you as, managers need to complete to bring your teams back safely



Tasks to complete

- In-person survey of Work Area with HSR
- Make physical Work Area changes to ensure the *Five Core Principles* can be complied with
- Post communications to guide decisions

- Return to work planning meeting with each employee
- Collate employee information into a departmental plan

- Conduct a 'welcome back' meeting
- Monitor teams and Work Areas on a daily basis
- Complete regular 'check-ins' with each employee

Tools to assist

- Work Area Assessment Tool
- Signage documents and templates

- Conversation Record – Individual Employee
- Department and Workstation Plans

- Employee Checklist
- Daily Manager Checklist
- *Give Me 5* template (pre-existing)



Non-Monash Health workers¹ need to be made aware of the guidelines before entering our sites

	<u>What does it contain?</u>	<u>What do I need to do?</u>	<u>Where is it located?</u>
COVID-19 Fact Sheet	<ul style="list-style-type: none"> • COVID-19 information <ul style="list-style-type: none"> – Symptoms and what to do to prevent the spread – Screening stations at entry points – Monash Health Pandemic Plan and the 4 Phases 	<p>Send to contractor / partner and ensure receipt</p>	<i>PROMPT (in progress)</i>
Induction Checklist	<ul style="list-style-type: none"> • Way to communicate Monash Health Requirements to all contractors <ul style="list-style-type: none"> – PPE – Hand hygiene – Hazards – Expectations 	<ul style="list-style-type: none"> • Send to contractor / partner and ensure receipt • Manager to provide any additional information • Each person that enters the site has to complete and sign checklist • Signed copy returned to Monash Health • Keep copy of checklist 	<i>PROMPT (in progress)</i>
Site Entry Procedure	<ul style="list-style-type: none"> • Actions to be taken in the event the worker is unwell • Actions to be taken if delivery is for essential goods 	<ul style="list-style-type: none"> • Ensure responsible employees are aware and are implementing the procedure 	<u><i>PROMPT</i></u>

* Includes cohorts working on Monash Health sites such as contractors, delivery persons, students, etc. (non-exhaustive)

