



Illawarra Health and Medical Research Institute (IHMRI)

COVID-19 Safety Plan

Our COVID-19 Safety Plan is in place to help protect staff and visitors

Business name: Illawarra Health and Medical Research Institute (IHMRI). ABN: 77 130 692 849

Plan completed by: Kara Lamond, Chief Operating Officer

Approved by: David Adams, Chief Executive Officer

Last Updated: 21st August 2020

This Plans covers the following key areas:

- Wellbeing of staff and visitors
- Physical distancing
- Hygiene and cleaning
- Record keeping
- Laboratory
- Clinical trials

IHMRI COVID-19 Safety Plan

Wellbeing of staff and visitors – guidelines / actions
Staff, volunteers and visitors cannot enter IHMRI if they are unwell. Supervisors must inform staff to stay at home if they are unwell.
All visitors will be screened (including temperature checks) prior to admission.
Posters are provided on each level providing staff with information on COVID-19, when to get tested, physical distancing and hygiene requirements.
Supervisors please make staff aware of their leave entitlements if they are sick or required to self-isolate.
Communicate regularly with staff to remind everyone that you should not attend work if unwell with flu like symptoms or fever. Encourage testing of all staff with symptoms in line with advice from NSW Health.
Reception and clinical trial staff must complete infection control training – COVID 19.
All building wardens have been notified of new COVID-19 evacuation procedures.
All first aid officers have been informed of new COVID 19 protocols.

Physical distancing - guidelines / actions
Use flexible working arrangements where possible, such as working from home or other locations.
Protection screen and physical location markers at level 1 reception.
Protection screens have been installed between equipment where physical distancing cannot be met.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).
All meeting rooms and clinical trial rooms have signs outlining the maximum number of people allowed.
Seating has been reduced in the reception meeting room to ensure social distancing.
Use telephone or video platforms for essential meetings where practical.
Ensure face to face meetings are less than 1 hour.
Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.
Most lifts can safely take 1-2 people providing people can stand apart; display signs near lifts to advise and recommend physical distancing.

Hygiene and cleaning
Alcohol-based hand sanitiser is supplied on each level and at reception.

IHMRI COVID-19 Safety Plan

Disinfectant surface wipes are available at reception to clean workstations and equipment such as phones, keyboard and mouse.
Clean surfaces thoroughly, particularly all high contact areas such as doors, handles, kitchen surfaces, bathroom surfaces, printers and lifts with appropriate cleaning agents.
Bathrooms are well stocked with hand soap and paper towels, and there are posters with instructions on how to wash hands.
Cleaning takes place daily. COVID spot cleaners clean frequently touched areas and surfaces.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Record keeping

An electronic record is kept of all staff when they swipe to enter the building.
All visitors must report to reception to ensure that we obtain a record of name and a mobile number or email address for all visitors and contractors for a period of at least 28 days. Records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.
Make your staff and visitors are aware of the COVID Safe app and its benefits to support contact tracing if required.
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

Laboratory

Signage is located within the labs outlining the number of people allowed in a room / area.
Physical barriers have been provided between pieces of equipment where 1.5m distancing can not occur
PPE is to be worn in the labs. Shared PPE is to be avoided.
Shared PPE (e.g full face shield) must be cleaned with disinfectant before and after use.
Users are to disinfect shared equipment between use. Disinfectant is provided in the labs.

Clinical Trials

IHMRI COVID-19 Safety Plan

Staff and researchers must wear PPE when seeing a participant.
Staff and researchers must follow all clinical trial COVID-19 procedures and policies.
Users are to disinfect shared equipment between use. Disinfectant is located in each clinical trial room.
Clinical trial participants are required to have pre-screening, temperature checks, undertake a health questionnaire and wear a face mask