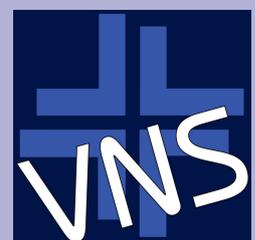




## Urgent Actions taken by VNS

Urgent Actions VNS will take for:

- **Internal Staff:** If any employee in VIC receives a confirmed diagnosis of COVID-19 and has attended the workplace as per above guidelines. VNS must report immediately to Worksafe within 48 hours by calling 13 23 60 and lodge an incident form.
- **On-Hire Staff:** If an on-hire employee on site receives a confirmed diagnosis of COVID-19 as per above VNS must alert immediately the client/host Employer. As they have the management of the workplace, they will be required to report to Worksafe immediately.





## KEEPING COVID-SAFE AT WORK

### I am feeling unwell, what should I do?

If you have serious symptoms, such as difficulty breathing, call 000 and ask for an ambulance and tell them if you also have a fever or a cough, sore throat or respiratory illness. If you begin to feel unwell, and have a fever or a cough, sore throat, shortness of breath or respiratory illness you should get tested for Coronavirus (COVID-19).

If you start to develop symptoms, notify your duty manager and leave the facility immediately. Please also notify a manager at Victorian Nurse Specialists (VNS) on 03 9898 7000.

You should also contact the 24-hour hotline 1800 675 398 or call your doctor and mention your symptoms and risk factors. They will determine if you need to be tested for coronavirus (COVID-19).

Where can I get tested for coronavirus (COVID-19)?

Visit the Getting tested for coronavirus (COVID-19) page for where you can get tested -  
<https://www.dhhs.vic.gov.au/getting-tested>

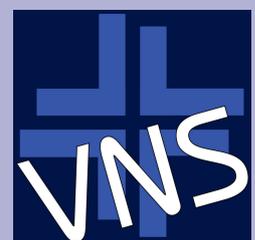




## KEEPING COVID-SAFE AT WORK

### What to do if you are concerned about an infection control risk at work:

- Calmly express your concerns to the site manager or nurse in charge.
- If you feel your concerns have not been adequately addressed please contact the VNS roster team on 03 9898 7000 and ask to speak with a manager.
- The VNS manager will seek to address your concerns directly with the site.
- If the site is unwilling or unable to meet the relevant safety requirements your VNS manager will direct you to return home and you will be paid for the remainder of your shift. You will not be asked to return to the site until the concerns have been fully addressed.
- If the safety concerns are able to be addressed whilst you are still on site you will return to work in a safe and professional manner.



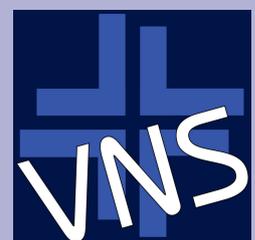


## KEEPING COVID-SAFE AT WORK

Many healthcare sites will have varying policies on the management of infection control and workplace safety. Our preference is always to work with sites to make sure all staff and patients are cared for and safe. In order to achieve this we know that you will do your best to communicate your concerns in a professional and polite manner.

Lets work together to keep each other safe.

- Never agree to share or reuse PPE.
- Report to work if you suspect you might have come into contact with Covid 19 and or are suffering from any symptom.
- Always follow relevant state government Covid Safe directives.
- Always speak up if you have any concerns about inadequate infection control measures.
- If in doubt do contact your VNS roster manager on 03 9898 7000 and ask for advice.





## KEEPING COVID-SAFE AT WORK

### **Masks**

Due to an increased risk of transmission of Coronavirus (COVID-19) the PPE Taskforce has updated their advice for all health care workers in Victoria including in regional and rural areas.

Health care workers must wear a level 1 or type 1 disposable surgical mask in public-facing areas – particularly where adequate social distancing is not possible.

Patients should also wear face masks in these same environments.





## KEEPING COVID-SAFE AT WORK

### Limiting movement

**VNS Nursing Agency is limiting the movement of its workers in order to limit the spread. VNS is seeking your cooperation and follow the following guidelines:**

- If you are allocated to a Covid affected Aged Care facility under the direction of DHHA - you must NOT work at any other aged care facility or hospital facility during that time.
- Please limit yourself to working at one aged care site rather than moving between multiple sites.
- Any community workers must wear a mask when attending to clients in the community.
- Staff may move between public and private hospital sites within metro Melbourne.
- Please do NOT wear your uniform to and from work - change when you arrive at work and before you leave your shift.

**For training and resources:**

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

