

Appendix 1: Check Lists Residential Services

Service Leader Preparation Checklist

Activity	Comments – Check when Completed
Frequency of Cleaning increased in residential houses	
Personal Protection Equipment audit completed	
Notification to funding Department of COVID 19 Plans and key organisational actions if required	
Review Rostering Arrangements across Residential houses to consider the reduction of multiple staff working across multiple residential sites	
Engage clients in age appropriate discussions around hand washing, infection control measures including PPE usage and why and when this will be used	
Review all client profiles to ensure medical history is up to date and any health vulnerabilities are known; Consider strategies to address complex mental health, drug and alcohol usage and general strategies to address isolation	
Distribute Client information post cards when received	
Secure food supply into each house. If shortage is being experienced contact COVID 19 Operations manager to engage procurement to secure alternative food supply	
Review residential floor plan, or a collection of residential addresses (if appropriate) to consider options for the isolation of clients awaiting testing or clients who test positive COVID-19 and are discharged into the community (mild cases)	
Ensure all staff have completed on line Hand Washing, Infection Control and How to Done and Doff Personal Protection Equipment	
Visiting arrangements to residential services are reviewed and communicated	
All staff have access to CEO messages, relevant procedures and requirements	CEO messages released to work and personal emails – stored on https://www.unitingcareqld.com.au/COVID19 Reporting Procedure for all services distributed to services
Review staffing profiles – address key staffing vulnerabilities. Work with People and Culture	

Business Partner to identify Workforce Planning requirements/potential risks. Are additional training or licencing requirements needed to support an increase in the workforce	
Review technology requirement as per Business Continuity Plan	

Service Leader Client COVID-19 Positive Checklist

Key Questions for Consideration	Comments – Check when Completed
Has the client been isolated or taken to hospital? Have appropriate medical actions been taken (call 000 if emergency)	
Have the clients who have been in immediate contact with the COVID-19 positive client been asked to self-isolated?	
Have you notified you direct line manager? (Your direct line manager will forward this to your Statewide Manager, General Manager and the FaDS Operations Team Advisor	
Have you reported to the relevant Department? (Note the timescales required for each department and they pathway for notification can be found in the Reporting COVID-19 Procedure) Various Departments will also require you to follow a number of actions – particularly in relation to Children in the care of the State.	
Has Queensland Heath contacted you to discuss contact tracing? Do you have the rosters and client information at hand to support this contract tracing activity?	
Have all staff and clients been notified and requested they self-isolate and monitor for symptoms (medical testing may need to be supported)?	
Has the staffing roster been secured?	
Is the residential facility closed/locked down due to clients requiring self-isolation? Are family and visitors aware of the visiting arrangements and isolation requirements in the site?	
Are alternative accommodation locations required to support self-isolation?	
Do staff require alternative accommodation during the self-isolation period?	
Have staff and clients impacted been provided with access to help services including EAP, Pastoral Care and Specialist Services?	
Has the site have adequate PPE to manage the outbreak in the site?	

Service Leader Staff COVID-19 Positive Checklist

Key Questions for Consideration	Comments – Check when Completed
Has the staff member been isolated or taken to hospital? Have appropriate medical actions been taken (call 000 if emergency)	
Have the staff member been in immediate contact with the COVID-19 positive client and other staff? Have staff been asked to self-isolate, have clients been notified to self-isolate?	
Have you notified your direct line manager? (Your direct line manager will forward this to your Statewide Manager, General Manager and the FaDS Operations Team Advisor)	
Have you reported to the relevant People and Culture? Has the staff member been advised of their leave and support services available?	
Has Queensland Health contacted you to discuss contact tracing? Do you have the rosters and client information at hand to support this contact tracing activity?	
Has the staffing roster been secured if multiple staff are required to self-isolate/ill?	
Are family and visitors aware of the visiting arrangements and isolation requirements in the site if the site is impacted?	
Are alternative accommodation locations required to support staff's self-isolation?	
Have staff impacted been provided with access to help services including EAP, Pastoral Care and Community Recovery Hotline?	
Has the site have adequate PPE to manage the outbreak in the site?	

Appendix 2: Check List Supported Independent Living

Service Coordinator Preparation Checklist

Activity	Comments – Check when Completed
Frequency of Cleaning increased in homes/houses	
Personal Protection Equipment audit completed	
Notification to funding Department of COVID 19 - CMT and key organisational actions	
Review Rostering Arrangements across Disability houses to consider the reduction of multiple staff working across multiple Disability sites	
Engage participants appropriate discussions around hand washing, infection control measures including PPE usage and why and when this will be used	
Review all participant profiles to ensure medical history is up to date and any health vulnerabilities are known; Consider strategies to address complex mental health, drug and alcohol usage and general strategies to address isolation	
Distribute Participant information post cards when received	
Support participants to secure food supply into each house. If shortage is being experienced contact COVID 19 Operations manager to engage procurement to secure alternative food supply	
Review residential floor plan, or a collection of residential addresses (if appropriate) to consider options for the isolation of participants awaiting testing or participants who test positive COVID-19 and are discharged into the community (mild cases)	
Ensure all staff have completed on line Hand Washing, Infection Control and How to Don and Doff Personal Protection Equipment	
Visiting arrangements to disability services homes are reviewed with participants and families and communicated to parties impacted	
All staff have access to CEO messages, relevant procedures and requirements	CEO messages released to work and personal emails – stored on https://www.unitingcareqld.com.au/COVID19 Reporting Procedure for all services distributed to services
Review staffing profiles – address key staffing vulnerabilities. Work with People and Culture Business	

Partner to identify Workforce Planning requirements/potential risks. Are additional training or licencing requirements needed to support an increase in the workforce	
Review technology requirement as per Business Continuity Plan	

Service Coordinator Client COVID-19 Positive Checklist

Key Questions for Consideration	Comments – Check when Completed
Has the participant been isolated or taken to hospital? Have appropriate medical actions been taken (call 000 if emergency)	
Have the participant/s who have been in immediate contact with the COVID-19 positive participant been asked to self-isolated?	
Have you notified your direct line manager? (Your direct line manager will forward this to your Disability Services Manager, General Manager and the FaDS Operations Team Advisor)	
Have you reported to the relevant Department? (Note the timescales required for each department and the pathway for notification can be found in the Reporting COVID-19 Procedure) Various Departments will also require you to follow number of action – particularly in relation to Children in the care of the State.	
Has Queensland Health contacted you to discuss contact tracing? Do you have the rosters and participant/s information at hand to support this contact tracing activity?	
Have all staff and participant/s (and families) been notified and requested they self-isolate and monitor for symptoms (medical testing may need to be supported)?	
Has the staffing roster been secured?	
Is the residential facility closed/locked down due to participant/s requiring self-isolation? Are family and visitors aware of the visiting arrangements and isolation requirements in the site?	
Are alternative accommodation locations required to support self-isolation?	
Do staff require alternative accommodation during the self-isolation period?	
Have staff and participants impacted been provided with access to help services including EAP, Pastoral Care and Specialist Services?	
Has the site have adequate PPE to manage the outbreak in the site?	

Service Coordinator Staff COVID-19 Positive Checklist

Key Questions for Consideration	Comments – Check when Completed
Has the staff member been isolated or taken to hospital? Have appropriate medical actions been taken (call 000 if emergency)	
Have the staff member been in immediate contact with the COVID-19 positive participant/s and other staff? Have staff been asked to self-isolate, have participant/s been notified to self-isolate?	
Have you notified your direct line manager? (Your direct line manager will forward this to your Disability Services Manager, General Manager and the FaDS Operations Team Advisor)	
Have you reported to the relevant People and Culture? Has the staff member been advised of their leave and support services available?	
Has Queensland Health contacted you to discuss contact tracing? Do you have the rosters and participant/s information at hand to support this contact tracing activity?	
Has the staffing roster been secured if multiple staff are required to self-isolate/ill?	
Are family and visitors aware of the visiting arrangements and isolation requirements in the site if the site is impacted?	
Are alternative accommodation locations required to support staff's self-isolation?	
Have staff impacted been provided with access to help services including EAP, Pastoral Care and Community Recovery Hotline?	
Has the site have adequate PPE to manage the outbreak in the site?	