

BODY RICHES CHIROPRACTIC



Our COVID Safe Plan

Business name: Body Riches Chiropractic
 Site location: 302 South tce. South Fremantle.
 Contact person: Dr. Rebekah Riches (Chiropractor & Owner)
 Contact person phone: 0414293935
 Date prepared: 03/02/2022

This document relates specifically to Body Riches Chiropractic (one practice room), which resides within the Body Riches Wellness centre. For information regarding the wellness centre, contact them [HERE](#)

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</p>	<p><i>Hand Sanitiser located at front entry as well as in every room throughout the entire centre. Also, in the open adjusting room. Adequate soap and paper towel supplied in the toilets or amenities. Spare sanitiser onsite.</i></p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p><i>When whether permits, Front door and back windows to be opened to allow airflow through the Practice.</i></p>
<p>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</p>	<p><i>There are masks available for patients to use. Staff and practitioners supplied with masks or recommended to bring their own. Mask exemptions are recognised by customers and staff.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p><i>Staff encouraged to wear reusable, washable masks with filters. Staff wearing disposable masks to dispose of single use masks in a contained rubbish bin which is emptied into outdoor rubbish each day.</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>-Tea station removed. -Treatment tables - face paper replaced between Patients. -All children's toys, magazines & health information removed.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Cleaning</p>	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>-Deep cleans completed by external cleaning company once per week. -Internal cleaning of high touch surfaces encouraged by staff between staff change over throughout day. - Zoono disinfectant used daily on all high touch areas within Body Riches Chiropractic. Zoono has been proven to remain active on skin for up to 24hrs and on surfaces for up to 30 days*</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Sufficient stock of Sanitiser, Soaps, Detergents and other cleaning products on site.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p><i>We have ensured that there is only the staff needed that are on duty, no one unnecessary and if it is quiet, we have reduced staff where appropriate.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>We are a single run Practice with no other sites; therefore, staff are only rostered to work at one location. Staff who have jobs at another business are responsible for recording where they have been each day.</i></p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p><i>Staff are required to notify Management if they display any symptoms of Covid or are unwell.</i></p> <p><i>Clients are advised that they must stay home if they or their family members are unwell.</i></p>
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<p><i>-Staff are encouraged to follow social distancing rules and remain 1.5m apart where feasible within the practice.</i></p> <p><i>-Practitioners work in separate consult rooms within the building.</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p><i>Work stations have been modified accordingly.</i></p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p><i>No workstations allow staff to face one another. We have separated tables in open adjusting room to be 1 patient per 4 meters squared.</i></p>
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<p><i>Clients are advised to physically distance (1.5m apart) and wait outside if necessary to avoid congestion.</i></p> <p><i>Clients are also asked to not bring visitors with them to their appointments</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>-Staff not rostered to have breaks at the same time within the Practice. -Staff aware of social distancing at any other time within the Practice.</p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>We rarely have deliveries, and the delivery person would only contact 1 staff member.</i></p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>Roster has been reviewed with reduced hours of staff where possible to ensure physical distancing.</i></p>
<p>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space.</p>	<p><i>Currently there are no capacity limits in WA, however, people are required to physically distance of 1.5m from other people while on the premises.</i></p> <p><i>This will be updated as requirements change. You can see updated information from WA government HERE</i></p>

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<p><i>All Clients/Patients are recorded within our patient operations system. QR code available at entry for visitors.</i></p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>Guidance provided.</i></p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>Any form of outbreak would result in clinic closure. The Practice will not be open until all cleaning and OHS requirements are met and it is safe to do so for all staff and clients.</i></p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p><i>-All staff details to be provided to DHHS -All client details from Patient operations system to be provided to DHHS -All delivery personal/Visitor details to be given to DHHS -QR code details</i></p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p><i>The whole Practice will be closed and our external cleaners will come in to complete the required.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p><i>If a staff member has a confirmed case of Covid the Practice will be closed. DHHS and Worksafe will be notified. Patients and visitors to the clinic will be notified. The Practice will receive a professional deep clean and sanitisation. All other symptomatic staff will be tested and must self-isolate until results are confirmed.</i></p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p><i>-Other staff will be called directly -Visitors/Delivery persons will be emailed -Patients will be emailed</i></p>
<p>Prepare to immediately notify Western Australian Covid-19 Public Hotline if you have a confirmed COVID-19 case at your workplace.</p>	<p>COVID-19 Public Hotline on 13COVID (13 26843) <i>will be called immediately after confirmation of a Covid case within the workplace.</i></p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>Workplace will only reopen once requirements are met for cleaning/sanitisation,</i></p>

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed  _____

Name Rebekah Riches

Date 03/02/2022