

## 1. Purpose

This procedure guides the requirements a visitor needs to undertake before entering a Brightwater residential facility. These requirements are to be undertaken as a way to mitigate the introduction of COVID-19 into residential facilities.

For the purpose of this procedure, visitors will include contractors, volunteers, service providers and staff members from commercial and corporate office.

## 2. Scope

This policy applies to employees, volunteers and managers of Brightwater, contractors, visitors, and staff providing services through a labour hire agency (agency staff). This procedure should be read in conjunction with other relevant policies and procedures.

## 3. Procedure

### 3.1 Visitors to Residential Aged Care Facilities

#### Brightwater Employees and Volunteers Visiting a Residential Aged Care Facility

Brightwater employees and volunteers visiting a Residential Aged Care facility are required to:

- Have an up-to-date influenza vaccination;
- Provide satisfactory evidence of having an up-to-date influenza vaccination;
- Undertake a temperature scan to check for a high temperature; and
- Complete the declaration on the visitor's sign in sheet.
- On departure, sign out in the visitor sign in sheet.

Employees and volunteers are required to provide satisfactory evidence of an up-to-date influenza vaccination every time they attend a residential aged care facility.

Reference to the 'Corporate Staff Visiting Sites' guidelines will provide further advice on arranging visits to sites, arrival and departure requirements.

#### All Other Visitors to a Residential Aged Care Facility

All other visitors to a Residential Aged Care facility are required to:

- Have an up-to-date influenza vaccination;
- Provide satisfactory evidence of having an up-to-date influenza vaccination;
- Undertake a temperature scan to check for a high temperature; and
- Complete the declaration on the visitor's sign in sheet.
- On departure, sign out in the visitor sign in sheet.

Satisfactory evidence of an up-to-date influenza vaccination must be sighted by a member of staff at the time of signing in. The staff member will record their own name and job title on the visitor sign-in sheet, against the visitor's entry, to verify that evidence has been sighted.

A visitor is required to provide satisfactory evidence of an up-to-date influenza vaccination every time they attend a residential aged care facility.

Where a visitor to a residential aged care facility does not have an up-to-date influenza vaccination and/or is unable to provide satisfactory evidence, the visitor will not be permitted to enter the facility. In exceptional circumstances, the General Manager, Residential can provide an exemption.

Visitors will need to include a contact telephone number on the visitor sign in sheet to assist with contact tracing in the event of an outbreak.

### 3.1 Visitors to Disability Residential Facilities

All visitors to disability residential facilities are required to:

- Undertake a temperature scan at the time of entry; and
- Complete the declaration on the visitor's sign in sheet.

Whilst it is not mandatory for visitors to non-aged care residential facilities to have an up-to-date influenza vaccination, it is highly recommended.

Visitors will need to include a contact telephone number on the visitor sign in sheet to assist with contact tracing in the event of an outbreak.

### 3.2 Temperature Scanning and Declaration – All Visitors

The temperature scan will be conducted by a competent staff member. A visitor will not be able to attend the facility where the temperature reading is above 37.5 degrees Celsius. Where the temperature scan is within the normal body temperature, the visitor will place a Y in the temperature reading box on the visitors sign in sheet.

Visitors will complete a declaration about their current health status as part of the sign in process in the visitor's sign in sheet. If the visitor declares they have

- any flu like symptoms;
- symptoms of a fever, recent history of fever, a loss of smell or taste;
- arrived in Western Australia from overseas or interstate from a state or territory that is listed as a low or medium risk in the WA controlled interstate border arrangement in the last 14 days; or
- come in contact with any confirmed COVID-19 people in the last 14 days:

the visitor will not be able to attend the facility.

## 4. Definitions (procedural related)

Word	Definition
Satisfactory Evidence	Vaccine record book, serology (pathology testing results showing immunity), certificate from registered health practitioner (doctor, nurse or pharmacist) confirming vaccination status, Medicare of other invoice for vaccine administration.
Up-to-date Influenza Vaccination	An influenza vaccination that has been administered after 1 March in the relevant calendar year.

**5. Responsibilities**

Role	Responsibility
Staff	<ul style="list-style-type: none"><li>• Comply with procedure</li></ul>
Management	<ul style="list-style-type: none"><li>• Ensure compliance with this policy</li></ul>

**6. Related documents**

- Staff Influenza Vaccination Policy
- Staff Temperature Checks Policy
- Visitor Access to Residential Facilities – Visitor Log (Sign-in Sheet)
- Corporate Staff Visiting Sites guidelines