



# NISHA PILLAY

## OCCUPATIONAL THERAPY

Bsc (OT) WITS

Pr. No.: 0490652

## **Policy on controlling the risks of infectious diseases in the workplace (COVID-19):**

**Level 4 Lockdown – 28/06/2021**

### **Background**

All employees may be at risk of infection, or of spreading infection, especially if their role brings them into close contact with any other person, i.e., outpatients.

Our rules on controlling the risks of infectious diseases must always be followed. However, there may be times when it is more important than ever that they are strictly followed, for example, during the outbreak of a disease such as the Coronavirus.

### **Guidelines:**

To restrict and reduce the risk of infection in at the practice, we:

- Have systems in place that assess the risk of and prevent, detect, and control the risk of infection, e.g., daily screening of clients and therapists.
- Ensure sufficient resources are available to secure effective prevention and control of infection. (PPE)
- Ensure employees, contractors and other persons who directly or indirectly provide work are provided with suitable information, instruction, training and supervision in the precautions to follow.
- Audits are carried out to ensure policies and procedures are being implemented.
- Ensure an appropriate standard of cleanliness and hygiene is maintained throughout the premises and that the premises are maintained in good physical repair and condition.
- Ensure appropriate standards of cleanliness and hygiene are maintained in relation to equipment.
- Ensure that a suitable cleaning schedule is in place and followed, e.g., cleaning, and sanitising surfaces, brushes, pens, pliers, etc after use.
- Ensure there is suitable and sufficient hand washing facilities.



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- Ensure suitable information on infections is provided to visitors, including the importance of hand washing by visitors, e.g., position posters with guidelines on hand hygiene and the necessity of wearing masks.
- Ensure information regarding infection is passed on to any other person, as necessary.
- Ensure individuals who develop an infection are identified promptly and that they receive the appropriate treatment and care.
- Inform the local health protection unit of any outbreaks or serious incidents relating to infection.
- Ensure all staff co-operate with our control of infection procedures.
- Provide regular suitable training, including induction training to all staff on the prevention and control of infection.
- Keep a record of all training and updates to staff.
- Provide appropriate PPE in relation to the risk assessment, e.g., scrubs, cloth masks, face shields.
- Provide screens between desks where more than one meter between employees is not possible.
- Cancel non-essential training sessions. Training to be completed via teleconference.
- Deal with outpatients by telehealth avenues, phone, and email as far as possible.
- For face-to-face sessions / meetings / group therapy sessions, ensure that facilities are suitable to minimise the spread of infection e.g., allowing more than one meter between participants, using masks and appropriate hygiene measures.
- Group therapies/family sessions will be conducted through teleconferences.
- Treat patients displaying symptoms such as dry cough, fever, and other flu like symptoms (without being a known infected person) individually, with suitable personal protective measures in place.
- Allow administrative employees to work from home. OT administrative duties, such as report writing, can be completed from home.

Copies of this policy shall be made available to all employees (Locums), it shall be brought to their attention and displayed at all main locations and made available on the website.

As practice owner I am committed to the enforcement of the above policy.

28/06/2021

Nisha Pillay

Date

Name