

## DECLARATION PROCESS FOR VILLAGES

Prior to implementing this process, village management and reception staff should have watched the COVID-19 Declaration Video.

### Visitors/contractors;

- Only have front entrance open – please have all other entrances closed with a sign directing all visitors/contractors to front entrance/reception
- Sign at the front door (on the Easel) directing everyone entering the village to report to reception
- Reception staff greet any/all visitors and ensure they come to the desk
- Receptionist provides the visitor/contractor with the declaration form
- For anyone that is unable to declare positively to ALL of the statements;
  - the receptionist requests the village manager or assistant manager or clinical manager to speak with the visitor
  - the manager discusses with the visitor why we do not wish them to be at the village at present – with apologies and appropriate information (note – there may be some exceptional circumstances – please discuss with your ROM)
  - the manager provides the handout to the visitor/contractor
- If the visitor positively completes the declaration, the receptionist;
  - takes their temperature (ensuring it is below 38degrees – otherwise see above step)
  - advises them of the increased infection control protocols in place (handwashing/sanitizing, cough into elbow, avoid unnecessary touching, etc) before they proceed into the village – giving them the associated handout
  - gives them a hand sanitiser ‘squirt’

### Staff;

- VM/AM will send a communication to all staff advising that they need to complete one-off declaration in relation to COVID-19
- Reception will keep a register of all staff and tick off those that have completed the declaration
- Reception will send a daily email to leadership team listing all of the employees that have not yet completed a declaration
- Leadership team will chase any of their teams that have not completed the declaration
- When attending to complete the staff declaration, reception will also take the team member’s temperature. If above 38degrees, the village/assistant/clinical manager will need to be contacted
- Equally, if they are unable to complete the declaration positively, the village/assistant/clinical manager will need to be contacted

- In the two above cases – the manager should contact the HR team to relay the specific details of the situation and confirm whether the team member can work, or should be self-isolating
- If the team member can not work, the manager should complete the following online form;  
<https://forms.office.com/Pages/ResponsePage.aspx?id=JlgsyWlJskGiiRQJaD66wlopJrCUadtLsXmhNGggFYVUMU9JUTIWVjVRWDY5MEZXQUszNU05TjgyMy4u>

#### **File declaration:**

- File all completed declarations in ring binders with alphabet tabs in alphabetical order.
  - I for Visitors/Contractors
  - I for Staff

#### **Additional notes;**

- For regular visitors (e.g. relatives that visit daily), they can complete the team member declaration instead of the visitor one, which means they only have to do it once as there is an 'ongoing disclosure' included
- For GPs and Allied Health Professionals that visit regularly, they can also complete the team member declaration, however, we ask that they still come to reception every time they visit to have their temperature checked before they enter the care centre
- For any students on placement at your village, they should be treated as team members with regards to this process

For any questions, please contact your ROM or the HR team.