

Our COVIDSafe Plan

Business name:	Scleroderma Victoria Incorporated – Support Group Plan
Site location:	Support Group Events
Contact person:	Belinda McMaster (governance@sclerodermavictoria.com.au)
Contact person phone:	03 9231 3651 (please leave a message)
Date prepared:	Effective from 20 January 2021

Guidance	Action to mitigate the introduction and spread of COVID-19
Venue	
<p>Venue able to accommodate group size with appropriate COVID safe requirements.</p>	<p><i>Until further notice, support groups meetings will only be held at commercial premises that are permitted to trade under the relevant COVID directions issued from time to time by the State of Victoria. Support group meetings will not be held at a private residence. Where possible, suitable outdoor venue/locations will be preferred.</i></p> <p><i>The support group leader must book the venue in advance of the meeting, ensuring that the venue can accommodate group size ensuring appropriate physical distancing. The support group leader must notify Scleroderma Victoria by email to supportgroups@sclerodermavictoria.com.au two weeks in advance of the event, of the time, date, location of the event as well as anticipated number of attendees and details of any guest speakers/attendees.</i></p>
Hygiene	
<p>Provide and promote hand sanitiser stations for use on entering and throughout the event and ensure adequate supplies of hand soap and paper towels are available for attendees.</p>	<p><i>Support group leader is responsible for supplying and encouraging the use of hand sanitiser throughout the meeting. This is in addition to that supplied by the venue (if any).</i></p> <p><i>The booked venue responsible will be responsible for the provision of hand soap and paper towels for bathroom facilities.</i></p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p><i>Where possible venues will be selected that have adequate airflow and room for the number of attendees to ensure appropriate physical distancing of attendees.</i></p> <p><i>Where possible and appropriate, outdoor venues are preferred.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
In areas or spaces where it is required, ensure all attendees and volunteers wear a fitted face covering and/or required personal protective equipment (PPE), unless a lawful exception applies. Ensure adequate face coverings and PPE are available to attendees that do not have their own.	<p>All attendees are required to adhere to the Victorian Government rules and or guidelines on the wearing of personal protective equipment (PPE). This may include wearing facemasks at indoor events unless eating or drinking, or if a medical exemption exists.</p> <p>The support group leader will have additional masks available for attendees who have forgotten to bring their own.</p>
Provide training to volunteers 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>Attendees are responsible for disposing of their own PPE and maintaining appropriate hygiene.</p> <p>Support group leaders and attendees are encouraged to stay up to date with changing State and Federal government directions regarding COVID-19. Scleroderma Victoria provide update to leaders with significant changes to this policy.</p> <p>Support group leaders are encourage to complete the free online infection control training provided by the Victorian Government (see www.skills.vic.gov.au/s/free-infection-control-training)</p>
Replace high-touch communal items with alternatives (for example pens or other items shared between attendees).	<p>Cleaning high-touch surfaces will be the responsibility of the venue.</p> <p>Support group leaders are encouraged to supply and use disinfectant wipes to use on communal items (such as pens) between individual uses or other communal surfaces within the space of the support group meeting.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of attendees), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<p>Responsibility of the venue, however support group leaders are encouraged to carry and use disinfectant wipes where appropriate/necessary.</p>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<p>Support group leaders will be provided with an allowance to purchase and supply of hand sanitiser, face masks and disinfectant wipes.</p> <p>The venue will be responsible for all other cleaning and cleaning supplies.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting event attendance	
<p>Where possible, online events or meetings should be preferred.</p>	<p><i>Scleroderma Victoria will continue to host online events in addition to permissible support group meetings.</i></p>
<p>Establish a system that ensures support group leaders and attendees are not attending multiple support group events.</p>	<p><i>Support groups are held per region making it unlikely that a member (or support group leader) will attend multiple meetings.</i></p> <p><i>Support group leaders and attendees will be encouraged to not attend multiple meetings. By 'checking-in' at a support group meeting, attendees will be declaring that they have not attended another support group meeting in the previous 14 days.</i></p>
<p>Establish a system to screen support group leaders and attendees before accessing an event. Support group leaders and attendees must not attend if they are unwell with COVID symptoms.</p>	<p><i>Support group leaders will be required to make a declaration that they are not suffering from any COVID symptoms (obviously excluding any regular symptoms associated with scleroderma or other known diagnosed medical conditions), have not been in contact with any known or suspect cases or their close contacts, and has not attended any hot spot or high-risk locations as designated by a State or the Federal Government from time to time.</i></p> <p><i>Attendees, by 'checking-in' at a support group event will be required to make the same declaration.</i></p>
<p>Configure communal areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one worker per four square meters of enclosed workspace • use floor markings to provide minimal physical distancing between attendees; • minimise build-up of attendees trying to enter and exit venue; • ensure clear and visible signage in areas that are open to the general public regarding COVID requirements 	<p><i>Responsibility of the venue</i></p>
<p>Provide training to support group leaders on physical distancing expectations while hosting an event.</p>	<p><i>If at any time the support group leader considers that the venue is unable to accommodate the physical distancing requirements the meeting location should be changed.</i></p> <p><i>Support group leaders and attendees are encouraged to stay up to date with changing State and Federal government directions regarding COVID-19. Scleroderma Victoria provide update to leaders with significant changes to this policy.</i></p> <p><i>Support group leaders are encourage to complete the free online infection control training provided by the Victorian Government (see www.skills.vic.gov.au/s/free-infection-control-training)</i></p>

Guidance	Action to ensure effective record keeping
Record keeping	
<p>Establish a process to record details of attendees. This information will be used to identify close contacts.</p>	<p><i>Support group leaders are responsible for ensuring that all attendees 'check in' to the support group. This is in addition to any other check-in requirements of the venue.</i></p> <p><i>Scleroderma Victoria will provide support group leaders with templates for paper records of attendees. Support group leaders are required to email a scanned copy of the records of persons in attendance by email to supportgroups@sclerodermavictoria.com.au within 5 days of the event.</i></p> <p><i>All attendees to a support group must 'check-in' with the support group leader. This is in addition to any 'check-in' requirements of the venue. Refusal to 'check-in' with the support group leader may result in an attendee being denied admittance to the event.</i></p>
<p>Provide guidance to support group leaders on reporting OHS/COVID incidents.</p>	<p><i>Any issues or incidents, including positive COVID diagnosis within close proximity to attending a support group meeting is to be immediately reported to governance@sclerodermavictoria.com.au</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 cancellation of events.</p>	<p><i>In the case of a notified positive COVID-19 case connected with a support group, or any Scleroderma Victoria event, Scleroderma Victoria will review appropriateness of continuing like events. Relevant support group leaders and attendees will be contacted to be advised of the confirmed case, and to confirm whether any future planned events can proceed.</i></p>
<p>Prepare to identify close contacts and providing support group leader and attendee records to support contact tracing.</p>	<p><i>Upon notification of a confirmed positive case, or request by the Victoria Government for close contact details for the purposes of contact tracing, Scleroderma Victoria will notify each attendee at the impacted support group meeting and recommend that they seek further advice from a relevant medical service. Scleroderma Victoria will provide details of attendees for the purposes of contact tracing.</i></p>
<p>Prepare to assess whether the venue or parts of the venue must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<p><i>Responsibility of the venue.</i></p> <p><i>In the event of a positive case of COVID-19 of a support group leader or attendee at a support group, a representative of Scleroderma Victoria will immediately notify the venue as soon as possible so that the venue can activate their COVID safe plan</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an attendee during an event.</p>	<p><i>No person is permitted to attend a support group meeting if they:</i></p> <ol style="list-style-type: none"> <i>a) Have any symptoms associated with COVID-19 (excluding any persistent symptoms associated with their known medical condition ie Scleroderma);</i> <i>b) Have tested positive for COVID-19 in the previous 14 days and has not received a negative result and clearance from the relevant public health officials;</i> <i>c) Have been tested for COVID-19 and have not yet received their results;</i>

Guidance	Action to prepare for your response
	<ul style="list-style-type: none"> d) <i>Are a close contact of a positive case and have been instructed to self-isolate;</i> e) <i>Have attended a declared hot spot or high risk areas as designated from time to time by any State or Federal Government Agency in the previous 14 days;</i> f) <i>Have returned from overseas in the previous 14 days or is a close contact of a person who has returned from overseas in the previous 14 days</i>
<p>Prepare to notify attendees</p>	<p><i>On notification to Scleroderma Victoria of a confirmed COVID-19 case, Scleroderma Victoria will immediately contact the venue at which the meeting occurred and all support group attendees.</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>Responsibility of the venue. On notification to Scleroderma Victoria of a confirmed COVID-19 case, Scleroderma Victoria will immediately contact the venue at which the meeting occurred.</i></p>
<p>Prepare to re-open your events once agreed by DHHS and notify workers they can return to work.</p>	<p><i>Where an attendee or support group leader has tested positive for COVID-19 they will not be permitted to attend any other Scleroderma Victoria events until they have been cleared by the relevant health authorities.</i></p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan.

Signed _____

Name _____

Date _____