



Guidance changes for contractors delivering to and working at Western Health

Western Health is closely monitoring developments regarding coronavirus (COVID-19). Advice from the Department of Health (DH) is being continuously updated so may change quickly or new rules may apply in the future.

The health of our community, patients, support persons, carers, visitors, contractors and staff is our biggest priority during the outbreak of COVID-19. We have put in place a number of measures to keep our community safe while supporting the provision of the highest level of care.

Western Health acknowledges that COVID-19 is raising concerns for staff and contractors regarding adequately maintaining personal safety, as well as the safety of their colleagues, family and friends. In the context of COVID-19 Western Health is committed to continuing to provide a safe environment for everyone to work in.

Who should read this?

This factsheet is for contractors and contractor companies providing the delivery of goods or services at Western Health sites, as well as Western Health staff engaging in the procurement of goods and services from these companies.

What is this factsheet about?

This document provides directions that contractors need to take while delivering to and working at Western Health to help limit the spread of COVID-19. This document also outlines the requirements of Contactor Managers to ensure the safety of all contractors.

This document should be used in collaboration with existing Western Health policies, procedures, guidelines and induction requirements, as well as relevant guidelines released by the State Government, The Department of Health (DH) and the Victorian Health and Human Services Building Authority.

The DH guidelines relating to construction sites (see reference list for details) are to be implemented in addition to the guidance within this Western Health factsheet.

Contractor COVID-19 symptom screening

You must **NOT** work **OR** enter a hospital in Victoria if you:

1. Are not vaccinated with a COVID-19 vaccine AND cannot provide proof of a medical exemption (see further details below)
2. Have tested positive for COVID-19; or
3. Are awaiting COVID-19 test results; or
4. Returned to Australia from overseas in the past 14 days; or

5. Have been released from hotel quarantine in the past 14 days - UNLESS you have produced a negative COVID-19 result at least 7 days after leaving hotel quarantine; or
6. Have returned to Victoria from a DH designated extreme risk zone, red zone or orange zone since the zone started, over the past 14 days AND have not met the Department of Health requirements to leave isolation (noting there are different rules for fully vaccinated and not fully vaccinated people); or
7. Have been identified as a primary close contact¹ of someone who has COVID-19 within the past 14 days AND have not met the Department of Health requirements to leave isolation (noting there are different rules for fully vaccinated and not fully vaccinated people); or
8. Have visited a DH listed case exposure site during the exposure period (please refer to link here²) within the past 14 days AND have not met the Department of Health requirements to leave isolation (noting there are different rules for fully vaccinated and not fully vaccinated people); or
9. Have undertaken a placement at, worked in or volunteered at a hotel quarantine site and/ or other port of entry in the past 14 days; or
10. Have a temperature higher than 37.5°C OR chills; or
11. Have symptoms of a cold or a cough such as:
 - a. breathing difficulties such as breathlessness
 - b. cough
 - c. sore throat
 - d. runny nose
 - e. fatigue or tiredness
 - f. loss of taste or smell

¹For the definition of a primary close contact please refer to the Department of Health Case and contact management guidelines for health services and GPs

<https://www.dhhs.vic.gov.au/assessment-and-testing-criteria-coronavirus-covid-19>

²WH listed case exposure & outbreak sites are listed here

<http://inside.wh.org.au/departmentsandservices/CorporateGovernance/Pages/COVID.aspx>

Vaccination requirements

By the 28 October 2021 all health care workers, including contractors, need to have received at least the first dose of a COVID-19 vaccine or provide a valid exemption completed by an authorised medical practitioner.

By the 15 December 2021 all health care workers, including contractors, need to have received both doses of a COVID-19 vaccine or provide a valid exemption completed by an authorised medical practitioner.

How should contractors show evidence that they have met the mandatory vaccination requirements to enter Western Health?

The person responsible for engaging the contractor or service is responsible for monitoring that the contractor has met the mandatory vaccination requirements.

The monitoring process is facilitated through an online survey which requires the contractor to provide evidence of vaccination. The person responsible for engaging the service/contractor must:

- Email whredcap@wh.org.au to request access to the 'Agency, Contractor and Locum COVID-19 Vaccination Evidence' survey
- They must provide the details of:
 - The area that the contractor will be working in eg. Food Services
 - The email address of a person nominated to be responsible to monitor that the contractor has met the vaccination requirement.
- The Redcap team will generate and return an individual survey link for the 'Agency, Contractor and Locum COVID-19 Vaccination Evidence' survey
- The person responsible for engaging the service/contractor should then send the link to the contractor(s) to complete
- To complete the survey the contractor will be required to provide their name and phone number, agency details and upload a copy of their vaccination certificate or immunisation history statement. The COVID-19 digital certificate and immunisation history statement are the only acceptable evidence of vaccination - images of vaccination cards are not acceptable.
- Once the survey has been completed, an automatic email confirmation will be sent to the WH person nominated to be responsible to monitor vaccination status for the contractor.

Alternatively the person responsible for engaging the service/contractor may receive written assurance from the company that Western Health has engaged with to provide the service/contractors committing to:

- understanding the Public Health directive,
- meeting the vaccination requirements of the Directive (including all their workers meeting vaccination targets and date deadlines), and;
- understanding any risks associated with the inability to meet the vaccination targets.

What must I do when I enter/ work at Western Health?

- You must have completed the Agency, Contractor and Locum COVID-19 Vaccination Evidence' survey and carry evidence of your vaccination status.
- Enter Western Health via a designated entry point listed below to enable COVID-19 symptom screening and sign in:
 - Sunshine Hospital – Basement Loading Dock, Majorca Street or Main entry, Furlong Road
 - Footscray Hospital – Main Entry, Gordon Street or Outpatients Entry, Eleanor Street
 - Williamstown Hospital – Main Entry, Railway Crescent
 - Ravenhall WH Offsite Warehouse – Unit 2/84-86 Rebecca Drive
- You must have completed an online induction and sign in using the LinkSafe Kiosk [Online Inductions - Online Contractor Inductions, Online Staff Inductions ... made easy \(easyinduct.com.au\)](#)
- You must wear personal protective equipment (PPE), as outlined below
- You must maintain physical distancing requirements, that is no physical contact, and keep a distance of at least 1.5 meters or two arm's length between yourself and others

- Limit the number of personal items that you bring into the hospital when you visit. This will reduce the number of unwanted germs that you take back home with you
- When your visit is over, please leave the hospital. Do not wander through hallways or spend time in public areas, including lobbies, waiting areas, cafeterias and vending areas
- You should wash your hands or use an alcohol-based hand sanitiser after using the lifts, holding railings and every time you enter or exit a patient room or ward
- Keep your mask on when you cough or sneeze (or you are in any of the public areas of the hospital)

How do I deliver goods at Western Health?

During COVID Peak, deliveries of stationery and printing desktop supplies direct to internal departments by supplier couriers are not permitted. Instructions are as follow:

- Deliveries for Sunshine Hospital are directed to the Loading Dock. Supply staff will receive and distribute to all internal departments.
- Deliveries to Footscray and Williamstown Hospitals are directed to the Ravenhall WH Offsite Warehouse. Supply staff will receive and distribute to all internal departments.

Personal Protective Equipment (PPE) requirements

In alignment with the Western Health Contractor Management guideline, the Contractor Manager will be held accountable for ensuring safe work on site.

All contractors should abide by, and be supported by the Contractor Manager to abide by, the Western Health PPE guidelines available on the Western Health COVID-19 microsite <https://coronavirus.wh.org.au/quick-reference-guides/> and the Department of Health Human Services healthcare worker personal protective equipment guidance (see reference list).

PPE requirements differ depending on the risk level of a clinical area, therefore prior to commencing any work the Contract Manager must check the level of risk with the management of the clinical area (e.g. Nurse Unit Manager, Service Manager, Operations Manager). Contractors working in high risk areas may be required to wear additional PPE items.

If a contractor is required to abide by infection prevention precautions for the purpose of their work at Western Health they must be provided with the necessary PPE and training to safely don and doff the PPE.

If a contractor is unable to abide by physical distancing, additional PPE to a surgical mask may be required. PPE requirements can be discussed with the Infection Prevention team on a case by case basis.

Contractors should also wear additional industry specific PPE per their OH&S requirements. If unsure, please contact the Western Health OHS Department.

Risk assessment

Risk assessment to ensure contractor safety should occur as per usual Western Health processes outlined in the Contactor Management guideline and associated documentation.

Where can I find out more information?

Please note that Safer Care Victoria is currently preparing advice to support health services in the appropriate implementation of these directions.

For Victorian updates to the current incident, go to: <https://www.dhhs.vic.gov.au/coronavirus>

For national updates: <https://www.health.gov.au/news/latest-information-about-novel-coronavirus>

For international updates: <https://www.who.int/westernpacific/emergencies/covid-19>

WHO resources: <https://www.who.int/health-topics/coronavirus>

References

This document is based on the following DHHS guidance document:

Department of Health and Human Services (2021) *Visiting Hospitals in Victoria*. Retrieved from: <https://www.coronavirus.vic.gov.au/visiting-hospitals>

Department of Health and Human Services. (2020) *Best practice for managing construction sites in the coronavirus environment*. Retrieved from: https://www.vba.vic.gov.au/__data/assets/pdf_file/0018/110628/COVID19-Best-Practice-Managing-Construction-Sites.pdf

Department of Health and Human Services. (2020). *Personal Protective Equipment (PPE) – coronavirus (COVID-19)*. Retrieved from: <https://www.dhhs.vic.gov.au/personal-protective-equipment-ppe-covid-19>