

Guidance for contractors delivering to and working at Western Health

Updated 8 March 2022



Western Health

COVID - 19

Be Safe – Be Smart – Be Kind

Guidance changes for contractors delivering to and working at Western Health

Western Health is closely monitoring developments in the coronavirus (COVID-19) pandemic. 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, which includes patients, support people, visitors, contractors and staff, is our biggest priority during the pandemic. We have implemented 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 raises personal safety concerns for staff and contractors, as well as the safety of their colleagues, family and friends. Western Health is committed to providing 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 follow 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. Are awaiting COVID-19 test results;
3. Are required to self-isolate or self-quarantine under the Quarantine, Isolation and Testing Order; or
4. Have a temperature higher than 37.5°C OR chills; or
5. 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. loss of taste or smell

Vaccination requirements

By 12 March 2022, all healthcare workers, including contractors, who were eligible to receive the COVID Vaccination booster on 12 January 2022 must have received their third dose;

OR

By 29 March 2022, all healthcare workers, including contractors, who became eligible to receive the COVID Vaccination booster after 12 January 2022 must have received their third dose.

The mandatory vaccination requirement will not apply to workers who have a valid medical exemption.

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:
 - o Sunshine Hospital – Basement Loading Dock, Majorca Street or Main entry, Furlong Road
 - o Footscray Hospital – Main Entry, Gordon Street or Outpatients Entry, Eleanor Street
 - o Williamstown Hospital – Main Entry, Railway Crescent
 - o 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?

If delivering stationery, equipment and printing desktop supplies direct deliveries can be made to internal departments via supplier couriers. Contractor records and screening must be maintained.

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

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