

Memorandum

To: All IHCS Personnel
From: Directors
Date: 17 March, 2020
Subject: INFECTION CONTROL - ADDITIONAL PRECAUTION REQUIRED

It is a direction that as from Monday, 2nd March 2020, any person returning from overseas travel from Italy or South Korea must not return to work for a quarantine period of 14 days.

- This memo applies to all employees of IHCS and those contracted to provide service to clients on its behalf.
 - Please notify the IHCS office if you have returned from any overseas travel before returning to work.
 - This direction will remain in place until Australia's Chief Medical Officer lifts this requirement for additional precautions.
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Notes to the Memo

This additional precaution is intended to reduce the risk of our clients being infected by the Coronavirus (COVID-19) and has been advised by the Commonwealth Government and the Chief Medical Officer. Currently quarantine is required only for those returning from Italy or South Korea, however this may well change as time goes by so we are asking that all people returning from overseas travel contact our office before returning to work.

Currently the national strategy is not to stop the infection but to try and slow the spread of COVID-19 so that hospitals are not overwhelmed by an influx of new presentations. However, it is known that those most susceptible to poor health outcomes from catching the virus are our senior population and those living with chronic illness. As a result, we must remain vigilant with applying standard precautions so that we do not introduce the virus to those we serve.

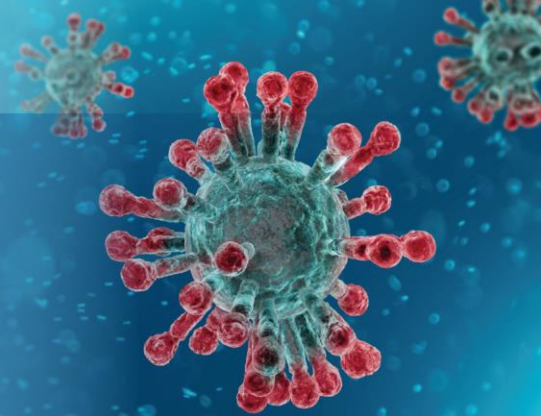
Handwashing is the primary protection available to us. To exemplify this we can look at the spread of the previous Severe Acute Respiratory Syndrome (SARS) virus. SARS was found to survive for some time outside the human body within faecal matter. Because of poor personal hygiene practices by some, infected faecal matter was spread around the environment. This was then picked up on the hands of susceptible hosts who then transferred the virus to themselves by touching their face (with the virus entering via their eyes, nose or mouth). Handwashing can effectively stop this pathway to infection.

So please be vigilant, start and finish all visits to each client by washing your hands and apply standard precautions throughout your service as required.

Please see the next page for some protection tips from the Department of Health. If you would like any further information or a copy of IHCS' Infection Control Policy and Procedure please contact John, or another Director, at our office – 6228 3899. Many thanks.

Matthew Vickers
Executive Director

Novel Coronavirus



Simple things you can do to protect yourself and others from novel coronavirus (COVID-19)

1. **Wash and dry your hands often**, with soap and water. Germs can spread through hand contact. Wash your hands before touching your face (especially lips, mouth, nose, eyes), food and drinks, and after coughing, sneezing blowing your nose and going to the toilet.
2. **Wash and dry your hands well**. Make sure the soap and water get on your whole hand – palms, backs of hands, thumbs, fingertips, wrists and the webbing between your fingers. Rub your hands for 15–20 seconds, or for as long as it takes to sing the ‘Happy Birthday’ song slowly.
3. **Cover coughs and sneezes with a tissue**. If you don’t have a tissue, use the inside of your elbow. Put used tissues in the rubbish straight away (don’t keep germs in your pocket!) and then wash your hands.
4. **Keep your distance**. Try to keep 1–1.5 metres (two large steps) from people who are unwell with a fever and coughing or sneezing.
5. **Call for advice**. If you think you might have COVID-19, phone your doctor or healthdirect (1800 022 222) for advice. Protect others by washing your hands and keeping your distance.



If you are well, you do not need to wear a facemask.

If you are well, there is no reason to wear a facemask to protect yourself against COVID-19 unless you are in close contact (within a metre) with someone suspected or known to be infected. This is normally only healthcare workers and carers.

Facemasks are generally for people who are suspected or known to have the virus and people directly caring for them, such as healthcare workers and carers.

