

As of April 28, 2020 10:06 AM

**The following process is recommended to help minimise the risk of exposure to COVID-19 when candidates undertake site visits at Prisons:**

## IDENTIFY CANDIDATES WHO ARE MORE VULNERABLE TO COVID-19

1. Recruitment to identify any candidates who are regarded as being more vulnerable to COVID-19:
  - a. Anyone aged 70 years and older
  - b. Anyone who is currently undergoing treatment for cancer or a blood condition (or who has recently complete this treatment)
2. Note, in line with other government essential services, Corrections' position is that staff who perform business-critical functions who have the following conditions are safe to come to work if they feel the condition is well-managed and they are otherwise healthy:
  - a. Pregnancy
  - b. Heart conditions
  - c. Hypertension
  - d. Respiratory conditions such as Chronic Obstructive Pulmonary Disease (COPD)
  - e. Kidney conditions
  - f. Or candidates who live with people who have any of these conditions.
3. Recruitment to confirm with candidates whether they have any of these conditions and whether these are well-managed before coming onto site.

If a candidate or Recruitment is unsure, Regional HR now have access to Occupational Health Services to help inform if someone is fit for work. This may also be useful to help inform whether a candidate is fit to come onsite.

## RECRUITMENT HEALTH SCREENING

4. Recruitment to verify wellness of candidate before organising site visit.

**The COVID-19 questions must be asked, they are:**

Do you have any acute respiratory infection with at least one of the following symptoms?

- a. a sore throat
- b. a cough
- c. having difficulties breathing
- d. head cold
- e. loss of sense of smell
- f. with or without a fever

Site visit does not proceed if the candidate is experiencing any of these symptoms.

## HEALTH SCREENING TO OCCUR AT SITE

### 5. The COVID-19 questions must be asked, they are:

Do you have any acute respiratory infection with at least one of the following symptoms?

- a. a sore throat
  - b. a cough
  - c. having difficulties breathing
  - d. head cold
  - e. loss of sense of smell
  - f. with or without a fever
6. Site visit does not proceed if the candidate is experiencing any of these symptoms.
  7. Hand sanitiser must be used before entering the site.
  8. Prison sites now have thermal cameras installed which alert staff if someone enters the prison with a temperature of (or above) 38 degrees. If a person has a temperature of more than 38 degrees, that person will not be allowed on site.

## SITE SIGN IN

### 9. Candidates to sign in on arrival at site:

This information to be used to ensure any candidates are included in contact tracing should there be a suspected and/or confirmed case during the timeframe when they are onsite.

## SITE INDUCTION

10. Candidates should be inducted when coming onto site (standard practice).
11. Candidates should be made aware of any COVID-19 specific risks or risks as a consequence of COVID-19 and controls in place to minimise these:
  - a. PPE requirements
  - b. Social distancing requirements
  - c. Spitting, increased tension etc

## PPE

12. Candidates to be shared PPE guidance to understand what PPE they will be required to wear when arriving on site.
13. Candidates will be provided gloves and a facemask which be worn at all times while onsite at a prison.

### PRISON: REQUIRED PPE AND INSTRUCTIONS FOR USE

Risk	Custodial Scenario	Required PPE				
		Hand hygiene	Social distance	Cough and sneeze etiquette	Masks	Gloves
Lower/ Medium	At all times	✓	✓	✓	✓	✓

- Hand hygiene and cough /sneeze etiquette will continue to have a big impact and these practises must be followed. Cough or sneeze into your elbow or cover your mouth and nose with tissues.
- Practice social distancing and always try and maintain a 2 metre distance from others.

## WEARING PPE

**When on prison sites a face mask and gloves must be worn at all times.**

1. Always put on mask first.
2. Put on gloves.

In the unlikely event that you are required to wear any additional PPE (goggles or apron), ensure you are instructed by Corrections' staff on the order that this PPE must be put on and taken off to ensure it is effective.

## CHANGING PPE

1. The facemask should be removed and discarded if soiled, damaged, or hard to breathe through.
2. Replace the mask with a new one as soon as it is damp from breathing and do not re-use single-use masks.
3. Replace gloves regularly between tasks or if they become damaged or soiled. Wash hands or use hand sanitised between glove changes.

## REMOVING PPE

1. Remove gloves first.
2. Perform hand hygiene (wash hands or use hand sanitiser).
3. Remove facemask.
4. Perform hand hygiene (wash hands or use hand sanitiser).
5. Dispose of PPE as directed by Corrections staff.