



COVID-19 Outbreak resource pack for residential aged care facilities (RACF)

September 21, 2021

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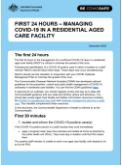
Introduction

This outbreak resource pack has been developed by the Department of Health infection prevention control response team to assist your residential aged care facility in the event of an outbreak of COVID-19 infection.

- Please download the latest versions of documents, laminate these and use for outbreak preparedness and management.
- Check the websites/links often for updates. Most are living documents updated regularly and so this will ensure the most recent document is downloaded.

Note: All non-Victorian websites or documents are highlighted in **turquoise**.

Where to start when your facility has a confirmed case


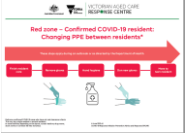
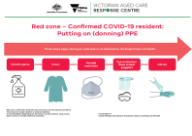



<p>The Victorian Residential Aged Care Facility (RACF) COVID-19 Outbreak Management Guidelines</p>	<p>The first 24 hours of a COVID-19 RACF outbreak The Victorian Residential Aged Care Facility (RACF) COVID-19 Outbreak Management Guidelines</p>	
<p>First 24 hours – Managing COVID-19 in a Residential Aged Care Facility (Commonwealth)</p>	<p>First 24 hours – Managing COVID 19 in a Residential Aged Care Facility</p>	


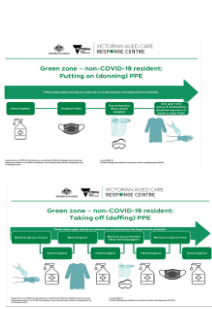



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Notification Contact Numbers




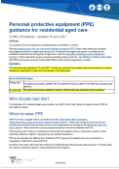
Department of Health, Public Health Unit	1300 651 160
Commonwealth Department of Health	agedcareCOVIDcases@health.gov.au
WorkSafe	13 23 60

Signage/Resources

		Zoning Signs	
<p>All referenced signage is available via the Victorian Department of Health Infection Prevention and Control Resource Page</p> <p>Infection prevention control resources</p>	Recommended zones for PPE wayfinding in aged care settings	PPE wayfinding zones for aged care settings (PDF)	
	PPE for Red Zone	PPE for Red Zone posters COVID-19.zip	  
	PPE for Amber Zone	PPE for Amber zone posters COVID-19	  

<p>All referenced signage is available via the Victorian Department of Health Infection Prevention and Control Resource Page</p> <p>Infection prevention control resources</p>	<p>PPE for Yellow Zone</p>	<p>PPE for Yellow zone posters COVID-19</p>	
	<p>PPE for Green Zone</p>	<p>PPE for Green Zone posters-COVID 19-zip</p>	
Stop Signs			
	<p>Stop Sign - No entry beyond this point check with staff before entering</p>	<p>Stop no-entry poster COVID-19</p>	
	<p>Stop Sign- authorized access only personal protective equipment (PPE) required beyond this point</p>	<p>Stop PPE equipment poster COVID-19</p>	
Don and doff PPE			
	<p>Personal protective equipment (PPE) donning and doffing</p>	<p>How to put on (don) and take off (doff) your personal protective equipment (PPE) separately (PDF).</p>	

	Airborne and contact precautions		
	Airborne and contact precautions	Airborne and contact precautions – Gown and gloves removed separately (PDF)	
	How to safely wear a single-use face shield		
	How to safely wear a single-use face shield	How to safely wear a single-use face shield COVID-19	
	How to safely clean your reusable face shield		
	How to safely clean your reusable face shield	How to safely clean your reusable face shield COVID-19	
<p>All referenced signage is available via the Victorian Department of Health Infection Prevention and Control Resource Page</p> <p>Infection prevention control resources</p>	How to safely clean your mobile/laptop and tablet		
	How to safely clean your mobile phone	How to safely clean your mobile phone	
	How to safely clean your laptop and tablet	How to safely clean your laptop and tablet	
	Basic tips for safe environmental cleaning		
	Tips for safe environmental cleaning	Basic tips for safe environmental cleaning COVID-19	
	How to safely clean your work clothes		
	How to safely clean your work clothes after a shift	How to safely clean your work clothes after a shift	

	Keep that cough undercover		
Australian Government Department of Health publication	Keep that cough undercover	Keep that cough under cover COVID-19	
	Hand hygiene		
International – WHO signages	How to hand rub	How do I perform hand hygiene - How to hand rub	
	How to hand wash	How do I perform hand hygiene - How to Hand wash	
Access to Personal Protective Equipment (PPE)			
Emergency Personal protective equipment (PPE) supply from the National Medical Stockpile (Commonwealth)	<p>If you urgently need PPE and cannot source it, please submit an online application.</p> <p>The application will need to be completed for your request to be considered.</p> <p>Aged Care providers can request PPE by emailing agedcareCOVIDPPE@health.gov.au</p>		
Personal Protective Equipment (PPE) Guidelines			
Personal protective equipment (PPE) guidance for residential aged care	Coronavirus (COVID-19) PPE guidance for RACF Factsheet - June 2021 (Word)		

The Victorian Residential aged care facility (RACF) COVID-19 outbreak management guidelines

[Victorian Residential Aged Care Facility \(RACF\) COVID-19 Outbreak Management Guidelines](#)

The following Appendices are within The Victorian Residential Aged Care Facility (RACF) COVID-19 Outbreak Management Guidelines [Victorian Residential Aged Care Facility \(RACF\) COVID-19 Outbreak Management Guidelines](#)

- Appendix 1 - Example of an initial outbreak notification email to the facility from Public Health entity p. 28.
- Appendix 2 - Task list for first 24 hours of a RACF COVID-19 Outbreak pp. 35-40.
- Appendix 3 - Illustration of close contact spreadsheet that will be sent to facilities for completion p. 41.
- Appendix 4 - Responsibilities of each stakeholder during RACF COVID-19 outbreak pp. 42-44.
- Appendix 5 - RACF COVID-19 Outbreak – Initial Outbreak Management Team (OMT) meeting agenda template pp. 45-48.
- Appendix 6 – RACF COVID-19 – Ongoing Outbreak management meeting agenda template pp. 49-52.

Aged Care Sector – DH Website

Aged care sector - COVID-19 Victoria

[Aged care sector - COVID-19 Victoria](#)



Deep Clean

Cleaning guidelines – COVID-19 deep clean

[Factsheet - Cleaning guidelines - Coronavirus \(COVID-19\) deep clean \(PDF\)](#)



Coronavirus (COVID-19) Cleaning Guidelines






[Coronavirus \(COVID-19\) cleaning guidelines for workplaces \(Word\)](#)




Cleaning checklist template for COVID-19 deep cleaning

[Cleaning checklist template for COVID-deep cleans \(Word\)](#)




<p>COVID-19 deep clean 'Certificate of Completion' template</p>	<p>COVID-19 deep clean 'Certificate of Completion' template (Word)</p>	
<p>Waste Management</p>		
<p>How to dispose of clinical waste (EPA)</p>	<p>Coronavirus (COVID-19) Disposing clinical waste (PDF)</p>	
<p>Ventilation strategies to reduce COVID-19 transmission in residential aged care facilities</p>	<p>Ventilation strategies to reduce COVID-19 transmission in residential aged care facilities (Word)</p>	
<p>Reusable face shield</p>		
<p>How to safely clean your reusable face shield</p>	<p>How to safely clean your reusable face shield (Word version) (PDF version)</p>	
<p>Drink bottle</p>		
<p>How to safely handle your drink bottle</p>	<p>How to safely handle your drink bottle (Word version) (PDF version)</p>	


Single-use face shield and face mask

How to safely wear a single-use face shield and face mask	How to safely wear a single-use face shield and face mask (Word version) (PDF version)	
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Screening Tool

COVID-19 screening tool for residential aged care services	COVID-19 screening tool for residential (PDF)	
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Don and Doff Video

How to don and doff PPE	Donning and Doffing resource video	
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Site specific Additional Considerations

Consider compiling an orientation pack for relieving staff that consists of the following:

- Emergency contact lists – for use within business hours and after hours (if different)
- Handover document
- How to use the telephone system
- Contact details:
 - o Residents and family members
 - o Staff.
 - o Local GP
 - o Pastoral Care
 - o Residential In reach (RIR) service
 - o RACF contact person (after hours Grade 5 contact list)
- Locations of:
 - o Residents advanced care directives
 - o Residents care plans
 - o COVID-19 plan
 - o Site map
- Access codes to relevant areas (for example front door) and equipment (for example, printer).
- Ensure arrangements for residents' meals are organised.

Additional resources

Commonwealth

- Infection Control Expert Group (ICEG)
[Minimising the risk of infectious respiratory disease transmission COVID-19: the hierarchy of controls](#)
- Emergency PPE supply from the National Medical Stockpile (Commonwealth)
[Aged Care PPE Request Overview](#)

Victoria

- [Supporting patients with hygiene care during coronavirus \(COVID-19\) – risk minimisation for staff \(PDF\)](#)
- [Coronavirus \(COVID-19\) Personal Protective Equipment Spotter Guidance \(Word\)](#)
- [Coronavirus \(COVID-19\) Personal Protective Equipment Spotters - Frequently Asked Questions \(Word\)](#)
- [Position Description - Coronavirus \(COVID-19\) Personal Protective Equipment Spotter \(Word\)](#)
- [Creating coronavirus \(COVID-19\) zones in residential aged care facilities \(Word\)](#)
- [COVID-19 screening tool for residential aged care services \(PDF\)](#)
- [COVID-19 screening tool implementation toolkit \(PDF\)](#)
- [Infection Prevention Control resources](#)
- [Managing residents in aged care during an outbreak \(word\)](#)
- [Coronavirus \(COVID-19\) Plan for the Victorian Residential Aged Care Sector \(Word\)](#)
- [Visitor and staff declaration form \(word\)](#)
- [Standard sequence putting on \(donning\) and taking off \(doffing\) PPE \(Word\)](#)
- [Taking a resident home from residential aged care in an outbreak \(Word\)](#)
- [Transfer policy for residents in aged care who test positive to COVID-19 – interim advice \(Word\)](#)
- [Template: Workplace attendance register \(Word\)](#)

To receive this document in another format phone 1300 651 160 using the National Relay Service 13 36 77 if required, or [email the Department of Health <COVID-19@health.vic.gov.au>](mailto:COVID-19@health.vic.gov.au).

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