– PsyAx Infection Prevention & Control Policy –

Purpose of this Policy

PsyAx prioritises the health and safety of all staff and clients whilst in the workplace, community, and when visiting clients. This policy outlines how PsyAx staff prevent, manage, and control infections at these locations.

What is infection?

An infection refers to an invasion of harmful microorganisms or parasites in the body. The severity can range from mild to severe. The common cold, flu, and food poisoning are all examples of infections.

Preventing infections and minimising spread

PsyAx staff maintain good hygiene practices to minimise the likelihood of developing or spreading an infection. This includes when at the office, at a client's residence, or when travelling between locations. PsyAx staff may also take other measures to control infection such as working from home or minimising contact with others in the workplace.

Working from home

PsyAx management is responsible for determining who can do their jobs from home. All staff determined to be able to do this are given the option to do so. PsyAx management may request that staff work from home when they feel unwell. This minimises the spread to clients and other staff.
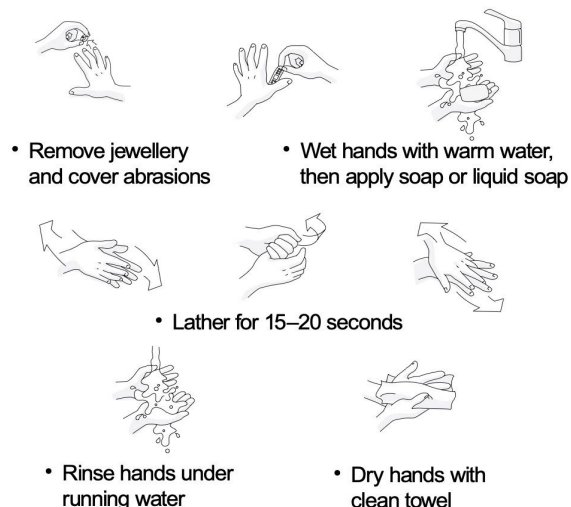
In some circumstances, PsyAx staff may need to reschedule face to face sessions or do them via telehealth instead. PsyAx staff also have the option of utilising their sick leave if they feel too unwell to work from home.

Hand hygiene

PsyAx staff should practice hygienic hand cleaning practices. This can be done by applying hand sanitiser or washing hands with soap and water for 20 seconds.

This should be done on arrival and departure of PsyAx head office and after touching door handles, elevator buttons, shared kitchen equipment, and any other communal objects.

Please see The Australian Department of Health "How to wash and dry hands with soap and water" diagram below

- Remove jewellery and cover abrasions
- Wet hands with warm water, then apply soap or liquid soap
- Lather for 15–20 seconds
- Rinse hands under running water
- Dry hands with clean towel

Tel: 1300 455 677
Fax: 03 8677 2573
info@psyax.com.au
www.psyax.com.au

Respiratory hygiene / cough etiquette

PsyAx staff should limit the spread of germs and practice good respiratory hygiene by:

- not touching their face
- sneezing/coughing into their elbow
- sneezing/coughing into disposable tissues and discarding immediately
- practicing hand hygiene after sneezing/coughing

PsyAx staff should encourage all clients to follow all hygienic practices.

Personal Protective Equipment (PPE)

PsyAx management provides PsyAx staff with personal protective equipment. PsyAx management provides PsyAx staff with training on the correct use and disposal of face masks and other personal protective equipment (e.g. gloves, eyewear).

If working on site, staff may wear a face mask covering their nose and mouth. PsyAx staff should provide disposable face masks to clients if needed.

Environmental cleaning and disinfection

PsyAx staff should take responsibility for cleaning their workspaces and other areas that they come into contact with. These spaces should be cleaned on arrival and departure of PsyAx head office and when other people come into contact with these spaces.

Office and reception spaces that clients use should be disinfected regularly. This includes, but is not limited to:

- Chairs
- Couches
- Tables
- Door handles
- Elevator buttons
- Shared assessment materials

PsyAx staff should use disinfectant wipes to clean personal property that they bring into the workplace. This includes their mobile phone, iPads, keyboards, test materials, sunglasses, etc.

Management of widespread community outbreaks

PsyAx management is responsible for ensuring that all staff are aware of widespread community outbreaks and related symptoms. PsyAx staff are encouraged to monitor any symptoms and follow the advice of the Department of Health & Human Services. PsyAx staff should follow the good hygiene practices outlined in this policy to help minimise exposure and spread.

When an outbreak has occurred, PsyAx may develop an outbreak-specific policy to help staff understand what to do. For example, PsyAx has developed a PsyAx COVID safe plan in relation to the COVID-19 pandemic.