

# COVID-19 RESIDENTIAL SERVICES

## Agency / Contingent Hospitality Staff Orientation Checklist

### INSTRUCTIONS:

- To be reviewed with all agency/contingent staff members at the beginning of their first shift.
- File the original in Agency Orientation Folder.
- File copy of WHS General Evacuation Instruction Form in Fire Cabinet.

Name: \_\_\_\_\_ Agency/Service \_\_\_\_\_ Date: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Signature: \_\_\_\_\_

Vaccination Status Confirmed: Yes / No (Please circle)

Blue Care Staff Member Name: \_\_\_\_\_

Signature: \_\_\_\_\_

ITEM	KEY INFORMATION REVIEWED	Provided By	Staff Member
Emergency & Security Procedures	<ul style="list-style-type: none"> <li>• Provide location of key contact numbers</li> <li>• Provide details regarding building security process</li> <li>• Location of lockers as applicable</li> </ul>		
General Evacuation	<ul style="list-style-type: none"> <li>• Complete Fire Walk using the WHS General Evacuation Instruction Form</li> </ul>		
WHS Requirements	<ul style="list-style-type: none"> <li>• Location of Hazard Forms</li> <li>• Process for reporting incidents</li> </ul>		
Infection Control	<ul style="list-style-type: none"> <li>• Location of PPE</li> <li>• Ensure Handwashing Competency current</li> <li>• Compete Donning &amp; Doffing training</li> </ul>		
Key Resources	<ul style="list-style-type: none"> <li>• Location of Hospitality Guidelines</li> <li>• Location of Duties Lists</li> <li>• Location of Blue Care's and individual service resources</li> </ul>		
Supplies	<ul style="list-style-type: none"> <li>• Provide process for accessing consumables and equipment</li> <li>• If stock is low and supplies need to be ordered, restock and advise supervisor as applicable.</li> </ul>		
Use of Phones/Pagers/ Buzzers	<ul style="list-style-type: none"> <li>• Provide details of process for use of telephone system</li> <li>• Location of contact numbers as applicable</li> <li>• Orientate to facility buzzers and pagers as applicable</li> </ul>		
Spill Management	<ul style="list-style-type: none"> <li>• Orientate to chemical cupboard, advise of pulse mop and chemicals to be used for spills</li> <li>• Location of Spill kits</li> <li>• Provide details regarding Chemaalert process.</li> </ul>		

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Laundry Management	<ul style="list-style-type: none"> <li>• Laundry Process for resident personals</li> <li>• Linen change days as per schedule &amp; par levels for linen usage</li> <li>• Orientate to linen cupboard/trolley</li> <li>• Dealing with infectious Laundry – bags to use and how to process</li> </ul>		
Food Service	<ul style="list-style-type: none"> <li>• Advise of infection control food delivery process</li> <li>• Ensure kitchen is advised of any infectious returned meal trays if applicable</li> <li>• Communication regarding resident's diet and food/fluid consistency, IDDSI chart and how this information can be accessed.</li> </ul>		
Housekeeping	<ul style="list-style-type: none"> <li>• Use correct product for process – no linen to be used for bodily fluid spills</li> <li>• Using correct infection control chemical and appropriate cloths</li> </ul>		
Breaks	<ul style="list-style-type: none"> <li>• Provide details regarding meal breaks</li> <li>• Orientate to staff room and toilets</li> <li>• Provide details regarding Blue Care Smoking Policy</li> </ul>		
Reporting Requirements	<ul style="list-style-type: none"> <li>• Report any observations to supervisor immediately</li> <li>• Report any resident concerns to supervisor including incidents, complaints or hazards immediately.</li> <li>• Mandatory Reporting Requirements.</li> </ul>		
Information & Documents to be provided	<ul style="list-style-type: none"> <li>• Provide a copy of the 'Factsheet for Residential Staff'</li> <li>• Provide a copy of the Benestar User guide</li> <li>• Provide the Guide to Mandatory Reporting in Residential Aged Care Services</li> </ul> <p>Available to be printed from: <a href="https://www.ucqcovid19.com.au/blue-care">https://www.ucqcovid19.com.au/blue-care</a></p>		