



## **Annexure E – WORKPLACE PLAN**

### **Regulation 16(6)(b)**

#### **Return To Work Policy at the Irene Occupational and Speech Therapist (IOST) Main Practice**

**04/05/2020**

According to regulation stipulated above, Occupational Therapy and Speech and Language therapy is a **permissible service** under Level 4 Alert restrictions, categorised under Medical Services. This includes all independent practitioner members (as per member agreement) of Irene Occupational and Speech Therapists (IOST) association. The following staff are permissible to return to workL

- Occupational Therapists:
  - o Nadine van Schalkwyk
  - o Anja van der Merwe
  - o Elsje Froneman
  - o Melissa Lowe
  - o Karishma Bhoola
  - o Anneke Kruger
  - o Sumien Du Plessis
  - o Anina Thiart
- Speech and Language Therapists
  - o Bronwyn De Lange
  - o Tracy Gunn
  - o Terine van der Walt
  - o Karin Weinmann
- Support staff essential to the practice - one full time cleaner:
  - o Kwanele Magazi

**Designated COVID 19 Compliance officer appointed by the members:**

- **Anneke Kruger, Occupational Therapist**

- **Cel: 0834475477**
- **Email: anneke.ot@gmail.com**

## **SECTION 1: REOPENING - GENERAL INFORMATION**

- **Reopening:** The practice will officially reopen Monday 04 May 2020 for administrative and preparation work only. Services to be allowed to be resumed **Tuesday 05 May 2020**.
- **Business hours: 7:00 am to 17:30 pm** (Support staff will be on the premises from 6:00 am for cleaning of common use areas).

## **SECTION 2: PHASED RETURN OF EMPLOYEES /IOST MEMBERS**

- 1) Support staff (i.e. cleaner), will return fully to work from 04/05/2020. Full return to work is essential to 1.) Preparing the work space 2.) Continuous cleaning and sanitising. Under the guidance of the compliance officer, as per association agreement, Terine van der Walt in her designation as manager of support staff, will be responsible for managing her job tasks, assisting in providing information on changed/enhances work schedules and provide permit to travel from home/alternative accommodation on a daily basis.
  
- 2) The following will be applicable for Level 4
  - a) All therapists will be allowed to render direct client contact services from 05/05/2020 on a need based, rotational basis at approximately 50% of the usual capacity.
  - b) All therapist will be allowed to see clients on a rotational basis, limiting the number of clients (children) and therapists to 10 individuals (excluding the accompanying parent or guardian bringing the child for therapy and support staff) in the therapy space.
  - c) 2 Occupational Therapists and 2 Speech Therapists are allowed to work (direct contact clients) at once making use of the common spaces and private therapy spaces, as well as 1 additional therapist (ST or OT), on a sessional basis per pre-arrangement, in a private office space (either the Test Room, 3rd Speech Therapy Room, Feedback room) for once off meetings/evaluations/sessions not requiring use of the common/gross motor areas (see social distancing measures). Please see below a basic time-table relevant for Level 4. Please find this schedule attached at the end of the document.
  - d) Therapist that usually see children at the Cornwall Hill College satellite Rooms – situated on the Cornwall Hill College grounds – are permitted to accommodate clients at the Irene main practice within the afforded time availed to them at the Main practice rooms.
  - e) Pre-liminary work schedule as below – please note that this schedule is subject to actual availability of clients – times and days of sessions may change, however will be subject to the “5 therapist” limit
  
- 3) The following applicable for Level 3 and beyond:
  - a) The level 4 schedule will be replaced with the regular allowable work schedule – however adhering to the level 3 social distancing measures.

### SECTION 3: MEASURES TAKEN TO AVOID AND REDUCE THE SPREAD OF THE VIRUS.

#### 1) Steps to taken to get the workplace ready

##### a) A full sanitising clean before we open:

a.i) This will include a full clean of the practice (including private consultation rooms, common therapy spaces, common administration spaces, kitchen, bathroom, storage space and waiting room will be cleaned and sanitised thoroughly with medical grade disinfectant.

a.ii) Disinfecting soft upholstered furniture

a.iii) Cleaning of all common use gross motor therapy equipment (available to all to use). Each therapist will be

a.iv) Removing of equipment that are not easily cleaned/ or is not hygienic

a.v) Removing cloth towels from bathroom and replacing with paper towels

a.vi) Each therapist is responsible for cleaning personal items (toys, brushes, games etc.) before first use.

a.vii) Clients (Parents) will be notified by their respective therapist of the regulations and measures, as well as their responsibilities through means of a Operational Regulations Document (Attached). A consent form will be sent to the parent prior to the commencement of therapy and the regulation document will be visible in the waiting/common areas of the practice.

##### b) Purchasing and provision of protective and screening gear. The procurement team of will arrange purchase, delivery and making it available to all staff on 04/05/2020

b.i) Hand sanitiser – in the common therapy space and waiting area

b.ii) Surface sanitiser – easily accessible to all staff

b.iii) Appropriate cloth/paper towels for use to wipe down equipment – easily accessible to staff

b.iv) Paper towels – placed in bathroom, waiting area

b.v) Soap for bathroom

b.vi) Purchase and distribute cloth masks to all workers (at least 2 each).

b.vii) Purchase and have available disposable masks, in the case of clients arriving without a mask by accident.

##### c) Re-arranging spaces for segregated work etc. At this point no “structural” rearrangement of the workspace is necessary. Staff please refer to the social distancing measures for permissible use in private and common use spaces.

##### d) Therapists and staff will receive this document to be fully informed about their roles and responsibilities. These include

d.i) All therapists and clients must at all times be aware of their social distancing (see section on social distancing)

(d.i.1) Therapists must respect the other therapist and client's work space

(d.i.2) Where possible, request whether you may enter a shared space before doing

(d.i.3) On a session to session basis, discuss with your fellow therapist how will you avoid encroaching on each other's space.

(d.i.4) Therapists having parents sit in session, must also be asked to adhere to distancing from other clients and parents.

d.ii) All therapists and clients must at all times adhere to screening procedures of themselves and clients

(d.ii.1) Ensure clients complete consent forms as well as perform a full screening of each individual.

(d.ii.2) Therapists must also complete the screening process when arriving for work. The therapist must report to the compliance officer if they are at all concerned about their own health/have ANY symptoms and will not be allowed to work.

(d.ii.3) If there is any doubt that the client (child or parent) are any risk to others, they will not be allowed to enter the premises and attend a session

d.iii) Therapists must ensure that the clients adhere to hygiene regimes.

d.iv) Therapists are responsible for scheduling at least 10-15 minutes between clients to ensure:

(d.iv.1) Proper sanitising of the space and handwashing after the session. The area must be cleaned after completion of sessions for the day to ensure the area is properly sanitised in preparation for the next therapist to use the space,

(d.iv.2) Setting up of the work space i.e. arranging with other therapist using the space of how you will be conducting your session limit social contact.

(d.iv.3) Meeting the next client, screening, completion of symptom checklist and sign in sheet.

(d.iv.4) Proper hand washing/sanitising of the client (child and parent) before entering.

e) Screening procedures be prepared:

e.i) Declaration of health forms, sign in sheets, provision of temperature scanner will be prepared

e.ii) Printed Rules and Regulation notices up in all common areas

f) Clients will be notified formally (via email) of the reopening of services by each individual therapist. The COVID-19 parent contract (stipulating updated conditions of therapy document) and the COVID-19 Rules and Regulations must be sent to them prior to attending an services.

2) Hygiene measures:

- a) Cleaning of spaces:
- a.i) The practice will be cleaned on a daily basis according to the cleaning schedule provided (Annexure to this document) In addition to this, the support staff will give extra attention to:
    - (a.i.1) Wiping of areas often touched such as handles of entrance and bathroom doors.
    - (a.i.2) Do regular checks on waiting room and bathrooms to replenish sanitiser, soap, paper towels and empty waste paper baskets
  - a.ii) In addition to this each therapist is responsible wiping down their work space, large equipment and toys used within each session with disinfectant surface spray.
- b) Personal hygiene and wearing of PPE:
- b.i) Therapists must wash their hands in between each session
  - b.ii) Therapists must also ensure that the client (child) and guardian sitting in on sessions must sanitise and/or wash hands upon entering and exiting the practice
  - b.iii) Staff and clients must cover their mouth and nose whilst coughing and sneezing
  - b.iv) Due to the nature of our intervention, that often requires some physical guidance and hands on intervention, physical contact cannot be avoided entirely. However, unnecessary physical contact should be avoided where possible. The use of wearing gloves in certain circumstances is up to the therapist.
  - b.v) The staff must wear cloth masks at all times. If visual contact with the mouth of the therapist and child is necessary for engagement in the session – a plastic visor must be worn by therapist and child.
  - b.vi) The client (child) and accompanying adult must at all times wear a cloth mask. In the case of children struggling to wear a cloth mask due to sensory difficulties or is not able to use it properly– the therapist must be made aware of this beforehand and an alternative must be discussed and prepared with the parent beforehand.
- c) Use of sensory modalities and equipment:
- c.i) No therapy mediums such as clay, brushes etc. will be shared between clients.
  - c.ii) Individual batches of items such as playdough must be provided and discarded after the session.
  - c.iii) Items such as brushes and vibrating toys – as per standard practice – must be sanitised between each use
  - c.iv) Sensory activities/equipment that is hard to clean (such as sensory snow box, ball pit, tent) will be removed and not allowed to be used in
  - c.v) Gross motor equipment and other toys need to be wiped down after use.
- d) Use of the access pad

- d.i) The code-access pad will be disabled due to contamination risk.
- d.ii) Instead the access door the main therapy space will remain unlocked, however clients are not allowed to enter the space without being attended to by the therapist.
- d.iii) The front door to the waiting area should remain closed for security reasons.

3) Social distancing measures:

- a) Therapists will be allowed to see a client on a one-to-one basis, in:
  - a.i) Private office space – this will be according to the schedule – sessions must be limited to the therapist, the child and only one accompanying adult.
  - a.ii) Common therapy space – limited to 1 client with one parent, with their respective therapist to smaller spaces (fine-motor room, baby therapy room) and a maximum of 2 clients (accompanied by their parent) and their therapist to the gross motor room, whilst maintaining at least 1.5 m physical distancing.
  - a.iii) Outside spaces – garden and trampoline
- b) Therapists may perform administrative tasks
  - b.i) Private therapy space (STherapy offices, OT admin office, Testing Room and Feedback/Meeting room) singularly. In case of meetings between therapists (maximum 2), one common office may be used, maintaining 1.5m distance.
  - b.ii) Common Office space – limited to 2 therapists at time maintaining 1.5m social distance
  - b.iii) For meetings of 3 or more – larger common spaces such as the Administration office or the Gross motor room must be used.
- c) Additional accompanying family members or siblings are to wait outside in their vehicles to limit the amount of public in the practice.
- d) Use of the waiting room by both clients and therapists are limited to 1 parent/client and 1 therapist
  - d.i) Clients are advised to wait in their vehicle and their therapist will meet them outside.
  - d.ii) If a client needs to use the waiting room (for instance to visit the restroom before their session), we recommend they only enter if the waiting room is empty. If there are already 2 people in the waiting room, clients should wait outside.

- d.iii) Therapists and clients should rather meet outside for welcoming clients and to give feedback in the parking area to maintain social distancing.
  - e) Clients are allowed to use the restroom but preferable not unnecessarily move around in common spaces and private therapy spaces.
  - f) Use of the kitchen is currently not permissible to members of the public (clients, guardians and accompanying family) (except if part of the therapy session is performed in the kitchen).
  - g) Social distancing measures must be implemented in the use of the restrooms – 1.5. distance between people, and children may only be accompanied by one guardian/adult/therapist to assist them in using the restroom
  - h) Only clients with confirmed appointments are to enter the premises.
    - h.i) The therapist must issue each client, for each appointment, a confirmation letter to serve as a permit to travel. This must also be presented to the security at Irene Close office park to enter.
    - h.ii) Only deliveries of goods essential to the functioning of the practice, is allowed to be delivered to the premises.
    - h.iii) Access will only be granted to technical services and maintenance personnel when essential repair work to the equipment and building needs to be made. They will also need to follow the stipulated screening procedures before being allowed to enter the work environment.
    - h.iv) No visitors such as family and friends of staff members are permitted at this point in time to limit uncontrolled contact.
- 4) Screening procedures:
- a) Therapists are required to screen each person entering the therapy space. This will involve:
    - a.i) Taking the temperature of each person.
    - a.ii) Attendance register completed and signed for each person entering the therapy rooms.
    - a.iii) A letter of declaration of health for each person be provided, signed and handed to your therapist.
    - a.iv) These documents (as stipulated above) will be filed for any future reference.
  - b) Each staff member will also need to sign in on the register, self-screen and complete the declaration of health form when entering.
  - c) If there is any doubt of the health of any staff member or member of public entering the premises, they will not be allowed to enter and attend their session.

- d) The COVID-19 compliance officer must be contacted immediately if any client or staff member suspects any person to have been at risk or have been a risk to others whilst on the premises.
- e) The practice's COVID-19 Regulations will be visibly displayed at the entrance and common areas.

5) Addendum to terms and conditions of therapy

- a) An addendum document has been compiled and must be sent to each client. This needs to be completed – either electronically or handed in in hard copy on the first visit after the practice has reopened for direct contact services.
- b) The clients commit to Covid-19 regulations:
  - b.i) If a child or family member is experiencing flu-like symptoms, it is requested that you do not bring your child for therapy that day.
  - b.ii) If a therapist has flu-like symptoms, she will cancel all therapy sessions.
  - b.iii) Only one parent or family member will accompany the child to therapy.
  - b.iv) Each client will have a letter of appointment sent to them by their therapist stating the date and time of the appointment. This letter serves as travel permit. This letter must also be shown to the security guard at Irene Close office park, who will only allow people with letters access to the property. The letter may be displayed on your cell phone.
  - b.v) No parents or clients will wait in the waiting room. Therapists will meet you in the parking lot.
  - b.vi) Parents may attend the therapy session. If they do not sit in on therapy, parents are requested to wait in their vehicles.
  - b.vii) On entrance, all clients and parents will sanitise their hands.
  - b.viii) Therapists are required to screen the temperature of each person entering the therapy space.
  - b.ix) A letter of declaration of health will be available at the entrance. Please fill it in before each session and hand it to your therapist.
  - b.x) The therapy surfaces will be sanitised before and after each therapy session.
  - b.xi) Tissues and sanitiser will be available during the therapy sessions and can be used if the therapist and client need to touch each other during the session.
  - b.xii) Facemasks should be worn at all times by therapists, parents and clients.
- c) Please note that although we will take every precaution, neither Irene Occupational and Speech Therapy nor your child's therapist can be held liable for any person attending therapy who contracts Covid-19.

Please note that this document was compiled making use of published regulations available on 03/05/2020 and may need to be amended where needed in lieu of any changes in regulations.

A copy of this plan will be available to any member of the public or authorities whom wish to view it. Please contact the COVID-19 Compliance Officer with any queries related to this document





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Anneke Kruger  
COVID-19 Officer for Irene Occupational and Speech Therapy

03/05/2020

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Date

## KWANELE WORK TASKS: 2020

### MONDAY

- Big room (6:00-7:30)
  - Waiting room (7:30-8:00)
  - Bathroom (8:00-8:30)
  - Kitchen - morning good clean; afternoon quick clean
  - **Tea (9:00-9:15)**
  - Passage
  - **Lunch (11:30-12:00)**
  - All bins
  - TELEPHONE ANSWER
  - Bathroom afternoon quick clean (13:00-13:30)
- .....
- .....

- Terine room
- Tracy room
- Karin room

### TUESDAY

- Big room (6:00-7:30)
  - Waiting room (7:30-8:00)
  - Bathroom (8:00-8:30)
  - Kitchen - morning good clean; afternoon quick clean
  - **Tea (9:00-9:15)**
  - Passage
  - **Lunch (11:30-12:00)**
  - All bins
  - TELEPHONE ANSWER
  - Bathroom afternoon quick clean (13:00-13:30)
- .....
- .....

- Water trees
- Fine motor room
- Washing continue

### WEDNESDAY

- Big room (6:00-7:30)
- Waiting room (7:30-8:00)
- Bathroom (8:00-8:30)
- Kitchen - morning good clean; afternoon quick clean
- **Tea (9:00-9:15)**
- Passage
- **Lunch (11:30-12:00)**
- All bins
- TELEPHONE ANSWER
- Bathroom afternoon quick clean (13:00-13:30)

- Office
- Baby room
- Cloud room

**THURSDAY**

- Big room **(6:00-7:30)**
- Waiting room **(7:30-8:00)**
- Bathroom **(8:00-8:30)**
- Kitchen - morning good clean; afternoon quick clean
- **Tea (9:00-9:15)**
- Passage
- **Lunch (11:30-12:00)**
- All bins
- TELEPHONE ANSWER
- Bathroom afternoon quick clean **(13:00-13:30)**

- Feedback room
- Trampoline
- Water play

**FRIDAY**

- Big room **(6:00-7:30)**
- Waiting room **(7:30-8:00)**
- Bathroom **(8:00-8:30)**
- Kitchen - morning good clean; afternoon quick clean
- **Tea (9:00-9:15)**
- Passage
- **Lunch (11:30-12:00)**
- All bins
- TELEPHONE ANSWER
- Bathroom afternoon quick clean **(13:00-13:30)**

- Water trees
- Test room
- OT offices

**OTHER**

<ul style="list-style-type: none"> <li>• Windows and Walls (on the day when you are in the specific room - when they need washing)</li> <li>• Store room (once a month - beginning of month)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Wash carpets after 2 months</b></li> <li>• Clean toys (every second month - <b>January, March, May, July, September, November</b>)</li> <li>• Clean blocks, swings, cars (every second month - <b>February, April, June, August, October, December</b>)</li> </ul>	<ul style="list-style-type: none"> <li>• Clean balls, snow (<b>Every holiday</b>)</li> </ul>
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