At Endeavour Foundation, our purpose is to make possibilities a reality for our customers and our people through having a professional, engaged, and flexible workforce that partners with people to aspire for more.

Purpose

To provide guidelines on how Endeavour Foundation will screen staff and customers in order to maintain a safe environment during the Covid-19 outbreak.

Procedure

**STAFF SCREENING TOOL (HOME)**

1. **Support Workers**

* At the start and end of each shift, sign and date the Staff Screening Tool (Workplace Support – Authorisation & declaration is to be completed once per tool)

1. **Home Site Supervisors**

* at the end of each day complete the Screening Reconciliation Sheet for Staff:
* Total number of rostered shifts
* Total number of screening tools checked
* Total number of screening tools identified with issues
* Once completed forward the reconciliation sheet/s to the Portfolio Manager (take photo and send if required).

1. **Portfolio Managers**

* complete the iAuditor Staff Screening Tool Questionnaire each week upon receipt of the completed Screening Reconciliation Sheets

1. **Workplace Health and Safety**

* at the end of each month send the iAuditor Staff Screening Tool questionnaire completion reports to the General Managers

1. **General Managers**

* At the end of each month send iAuditor Staff Screening Tool questionnaire completion reports to Operations Managers
* follow up on completion of actions

1. **Operations Managers**

* Each month follow up on the completion of actions from the iAuditor report with their teams

1. **Executive General Manager – Service Delivery**

* Each month review iAuditor Staff Tool actions completion levels in the SDLT dashboard. Preventative actions identification and Follow up

**STAFF SCREENING TOOL (COMMUNITY)**

1. **Support Workers**

* at the start and end of each shift sign and date the Staff Screening Tool (Workplace Support – Authorisation & Declaration is to be completed once per tool)
* at the start of each shift check that the customers comply with the COVID Screening questions
* Forward the completed Staff Screening Tool to the Site Manager at the end of every week.

1. **Site Manager**

* at the end of each week complete the Screening Reconciliation Sheet for Staff:
* Total number of rostered shifts
* Total number of screening tools checked
* Total number of screening tools identified with issues
* Once completed forward the reconciliation sheet/s to the Operations Manager (take photo and send if required).

1. **Operations Manager**

* complete the iAuditor Staff Screening Tool Questionnaire each week upon receipt of the completed Screening Reconciliation Sheets

1. **Workplace Health and Safety**

* at the end of each month send the iAuditor Staff Screening Tool questionnaire completion reports to the General Managers

1. **General Managers**

* At the end of each month send iAuditor Staff Screening Tool questionnaire completion reports to Operations Managers
* follow up on completion of actions

1. **Operations Managers**

* Follow up on the completion of actions from the iAuditor report with their teams

1. **Executive General Manager – Service Delivery**

* Each month review iAuditor Staff Screening Tool actions completion levels in the SDLT dashboard. Preventative actions identification and Follow up

**STAFF SCREENING TOOL (WORK)**

1. **Staff Member**

* at the start and end of each shift sign and date the Staff Screening Tool declaration

1. **Admin Officer or Site Manager Delegate**

* at the end of each day complete the Screening Reconciliation Sheet for Staff:
* Total number of rostered shifts
* Total number of screening tools checked
* Total number of screening tools identified with issues
* At the end of the week send the reconciliation sheet to the Site Manager

1. **Site Manager**

* complete the iAuditor Staff and Customer Screening Tool Questionnaire each week upon receipt of the completed Screening Reconciliation Sheets

1. **Workplace Health and Safety**

* at the end of each month send the iAuditor Staff and Customer Screening Tool questionnaire completion reports to the General Managers

1. **General Managers**

* At the end of each month send iAuditor Staff Tool questionnaire completion reports to Operations Managers
* follow up on completion of actions

1. **Operations Managers**

* Follow up on the completion of actions from the iAuditor report with their teams

1. **Executive General Manager – Service Delivery**

* Each month review iAuditor Staff and Customer Screening Tool actions completion levels in the SDLT dashboard. Preventative actions identification and Follow up

**CUSTOMER SCREENING TOOL (HOME)**

1. **Support Workers**

* When a customer returns to the service, complete the Customer Screening Tool

1. **Home Site Supervisors**

* at the end of each day complete the Screening Reconciliation Sheet for Customers:
* Total number of screening tools checked
* Total number of screening tools identified with issues
* Once completed forward the reconciliation sheet/s to the Portfolio Manager (take photo and send if required).

1. **Portfolio Managers**

* complete the iAuditor Staff/Customer Screening Tool Questionnaire each week upon receipt of the completed Screening Reconciliation Sheets

1. **Workplace Health and Safety**

* at the end of each month send the iAuditor Staff/Customer Screening Tool questionnaire completion reports to the General Managers

1. **General Managers**

* At the end of each month send iAuditor Staff/Customer Screening Tool questionnaire completion reports to Operations Managers
* follow up on completion of actions

1. **Operations Managers**

* Each month follow up on the completion of actions from the iAuditor report with their teams

1. **Executive General Manager – Service Delivery**

* Each month review iAuditor Staff/Customer Tool actions completion levels in the SDLT dashboard. Preventative actions identification and Follow up

Scope

This procedure applies to all of Endeavour Foundation Groups Service Delivery community and Workplace Health and Safety.

Definitions

Definitions of special terms used in the procedure.

Staff Screening Tool (HOME/WORK): form kept with service sign-in/out register, requesting confirmation of a staff members health for that day.

Staff Screening Tool (COMMUNITY): Form to be self-managed and kept with the staff member

Customer Screening Tool (HOME only): a form kept with service sign-in/out register, requesting confirmation of a customer’s health every time they return to service following an essential service absence.

Screening Reconciliation Sheet: a spreadsheet to reconcile the signed Screening Tools against the rostered shifts in order to confirm that the Screening tools are being completed as required.

iAuditor: an inspection app used by workers in the field. Combined with the web platform, iAuditor provides visibility and insights to help raise safety and quality standards across Endeavour Foundation and its subsidiaries.

Effectiveness Criteria

Site Managers and Supervisors shall consult with staff to ensure tools are completed accurately and daily. Any actions will be followed up by the Operations Managers.

Senior Managers from business streams shall monitor and review the actions ensure they are being completed and any issues identified are addressed, utilising the report function on iAuditor.

Related policies and references

* Weekly Reconciliation Screening Tool
* Customer Screening Tool HOME
* Staff Screening Tool COVID19 HOME/WORK
* Staff Screening Tool COVID19 COMMUNITY (IHS/COMAC)
* Staff & Customers Screening Governance Process