



Infection Control and Immunisation Action and Evaluation Plan Example

Wellbeing Goal: *This can be the same as the Vision in the WorkWell Group Terms of Reference*

Plan Timeframe: *Aim to begin activities around the time of accreditation and complete all activities within 12 months*


Rationale

It was identified within the Staff Survey that

- Only 25% of our workforce have had the influenza vaccination in the last 12 months
- When sick, only 40% felt supported to take sick leave
- Regularity of handwashing before or after food was reported as; always (65%), mostly (30%).

This Action and Evaluation plan is shaped around the above results from the staff survey. Also, we have added in a section on Covid-19.

Optional: Insert the symbols below into your action plan if they relate to your planned activity. If neither symbol is appropriate, leave blank. For more information on the purpose of the symbols and how they can be applied to your action plan visit the following links: [Environmental Sustainability](#) and/or [Cultural Mindfulness](#).

The environmental sustainability symbol represents actions in your plan that contribute to improving environmental sustainability of the workplace. 

The cultural mindfulness symbol represents actions in your plan that contribute to improving diversity, equity, and inclusivity in the workplace. 



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Infection Control and Immunisation							
Objective: e.g. Increase/decrease in number of staff reporting X behaviours							
	Activities What are we planning to do	Tasks What Steps are needed to make it happen?	Communication How will employees be made aware	Timeline When do we want it done by	Responsibility Who will make it happen?	Resources Costs, equipment etc.	Environmental sustainability and Cultural Mindfulness
Organisational Change	Establish an infection control policy	<ul style="list-style-type: none"> Form policy sub-group Review content and send policy to all staff for feedback Collate feedback and amend draft Finalise policy Obtain management approval Launch policy, communicate to all staff Incorporate policy into induction material 					
	Update recording of sick leave to ensure communicable disease can be monitored and domestic sick leave separated.	<ul style="list-style-type: none"> Identify options for separate monitoring of reasons for sick leave Consult with staff Collate feedback and amend draft Finalise recommendations and seek management approval Update sick leave monitoring systems and documents as per approval 					



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Physical Environment	Review and improve facilities within the workplace	<ul style="list-style-type: none"> Ensure adequate hand washing facilities (hand basins, running water, soap and power-towels) Ensure cleaning roster is in place and includes ensuring handwashing facilities are well stocked Hand sanitiser to be available in high use areas and places where handwashing facilities are not available 					
Individual Change	Promote the benefits of effective infection control and immunisation	<ul style="list-style-type: none"> Display posters and brochures about the importance of effective infection control and immunisation in the staff room and toilets. From your GP, pharmacist, iwi health provider or other health professional. 					
Evaluation Strategies: <ul style="list-style-type: none"> Organisational Profile – availability and awareness of workplace infection control policy Staff survey – number of staff comments relating to employees being at work when sick; number of comments relating to inadequate or unclean facilities Number of sick days taken as result of communicable disease (e.g. influenza, gastroenteritis) 							



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Number of staff reporting to have had the influenza/Covid-19 vaccination within the last 12 months							