



# Your Emergency Plan for COVID-19

A guide to help you make your own plan



We have written this  
guide in Easy Read.

WITH THANKS



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# Introduction



This guide helps with your Personal Emergency Plan.

PEP for short.

The PEP helps you make a plan so you and your supports know how to work together during an emergency, like COVID-19.

In this guide there is info about

- Understanding COVID-19 and how to protect yourself
- Your plan
- Stop sign for your door

Everyone should be prepared for an emergency. It helps if you know what to do before, during and after an emergency.

People with a disability may need more time, support or info to make a plan.

COVID-19 is a virus that has spread around the world.

This can make people feel worried and scared.

Having a plan can help you feel less worried.

It can also help you to get skills to deal with difficult situations.

# Get COVID-19 Facts

You can get COVID-19 if



Someone with the virus sneezes or coughs onto you.



Someone with the virus sitting close to you is talking.



Someone with the virus coughed or sneezed onto something that you touch. The virus can also stay in the air for a long time indoors. That means you may get COVID-19 from indoor places where lots of people go.

## There are ways that we can all help stop the spread of viruses:

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1. Get vaccinated. You can get vaccines to protect you against COVID-19 and the flu.



2. Wash your hands often.



3. Cover your nose and mouth with a tissue when coughing or sneezing. If you do not have a tissue, cough or sneeze into your bent elbow.



4. Try not to touch your face.



5. Do not shake hands.



6. Stay home if you are unwell.



7. Physical distance. This means 2 big steps away.

8. Wear a mask where physical distancing isn't possible (e.g. public transport)

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## Household cleaning is important.



Germs can live outside of the body, on surfaces and after a person coughs or sneezes.

Regular cleaning is important to reduce the spread of germs.

# Make a Plan

The PEP has 8 areas.



## Communication

How you get, give and understand information.

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## Management of Health

How you take care of your health.

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## Assistive Technology

If you use any equipment like a walking stick or computer aid.

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## Personal Support

The help you get from other people.

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## Pets and Support Animals

If you have a pet or support animal and how you care for them.

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## Transportation

How you travel to places.

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## Living Situation

Who you live with and where.

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## Social Connections

Your circle of support.



# Your Plan

There are some questions that help you make your plan.

Share your plan with the people who support you.

This could be your

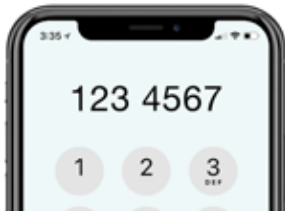
- Family
- Friends
- Support Provider and Support Worker

Keep your plan in a safe place at home that is easy to find.

You can call the National Coronavirus Helpline at anytime for advice and support on 1800 020 080.



# Communication



My phone number is

.....

My phone company is

.....



I pay my bills by

- Going to the post office
- Direct Debits
- Someone else does this with me



I keep in touch with my friends and family  
by using these apps on my phone

.....



## Reminders

- Make sure my phone is charged
- Make sure I have some money with me
- Take my communication device with me
- Call my family, friend or support provider
- Know the address of the house or safe place I am going to

.....

# Management of Health



My emergency contacts are

.....

The person who supports me with my health decisions is

.....

My current medications are

.....

To look after my mental and physical health I like to do

.....

.....

## Reminders

- I have the numbers of people I need to call (like my doctor)
- Check I can access my doctor by phone or video call
- Before I get sick, ask my doctor about COVID-19 treatments. Are they right for me and how would I get them.
- Call 000 in an emergency
- Call the National Coronavirus Helpline on 1800 020 080 if I have questions about COVID-19
- I call my service provider if I have COVID-19 symptoms (cough, sore throat, runny nose, fever or shortness of breath)
- All my medications are nearby and I have enough of them
- Ask my doctor about medicines or tablets that might help me
- If I need important things and nobody can help me I can call the Disability Gateway on 1800 643 787. The Disability Gateway provides information for people with disability, their families and carers.



# Assistive Technology or AT for short



The AT I use is

.....

My AT repair people are

.....

## Reminders

- I will have my AT equipment with me
- I keep it clean to stop the spread of germs
- I have the power cables and spare batteries

# Personal Support



The supports I need each day are

.....

.....

My support provider is

.....

My support worker is

.....

The supports that are most important to me  
and I must have them are

.....

.....



In an emergency I will call

.....

## Reminders to have

- Clear COVID-19 personal support instructions for my support staff, and any new support staff
- Told my COVID-19 care instructions to all of my support staff
- Talked about my plan with my emergency contact
- A copy of my NDIS plan or My Aged Care support plan



# Pets and Support Animals



My support animal's name is

.....

The vet I use is

.....

In an emergency I will get this person to  
look after my animal

.....

My animal really likes these foods

.....



## Reminders

- Make sure there is enough food and supplies for my animal
- Ring my emergency contact if I become unwell and cannot look after my animal

# Transport



When I travel to places I use

.....

.....

My support person who helps me with travel is

.....



## Reminders

- Make sure my travel card has enough money on it
- Make sure I have my taxi voucher card
- Know the different routes to travel if I cannot use the same route
- Ask my support person for help to learn a new route or if I have questions
- Call my friends or family instead of visiting if I cannot travel or if I am unwell



# Living Situation



Name **R. Smith**

Address **224 West St**

**Manchester**

Phone Number

I live with

.....

My address is

.....

.....

My support provider's number is

.....

If I am unwell I will call

.....



## Reminders

- Put the STOP sign on the door to let people know I am unwell
- Ask people to help me make sure my smoke alarm and electrics are safe
- Keep the house clean to stop germs

# Social Connections



My friends are

.....

.....

.....



I like to do these activities with my friends

.....

.....

.....

.....



## Reminders

- Keep physical distance when I see my friends
- Let my friends and family know If I am unwell
- Call my friends to support them if they are unwell too

The Australian Government Department of Health website has lots of information and advice.

The website is: <https://www.health.gov.au/resources/collections/coronavirus-covid-19-easy-read-resources>



# Frequently Asked Questions

## Question

I cannot isolate from other people because I need help with personal care.  
What can I do?

## Answer

Talk with the people who support you and your family.

Ask the people who support you to

- Get vaccinated against COVID-19 and the flu
- Wash their hands regularly
- Cover their nose and mouth with a tissue or bent elbow when coughing or sneezing.
- Avoid touching their face, nose and mouth
- Do not shake hands
- Stay home if they are unwell
- Physical distance as much as you can
- Wear a mask where physical distancing isn't possible (e.g. public transport).

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## Question

I need people to do my shopping and help me with my cooking and cleaning.

Can they still help me?

## Answer

Your support worker can still help you but you both need to make sure you follow the rules above.

You might have to arrange new times for your support.

Make sure you keep in regular contact.



### **Question**

I have health appointments like blood tests and therapy that I have to go to.  
Can I still go?

### **Answer**

Some people still have to go to important appointments.

You should call ahead to make sure it is safe to go. Ask if there is anything different you have to do when you arrive.

Some appointments may take place over the phone or over video.

Ask your support person to arrange this with you if you need help.

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### **Question**

How do I look after my mental health and well being?

### **Answer**

Looking after your mental health is very important.

Here are some ideas

- Keep to your routine
- Do things that you enjoy
- Keep talking to your friends and family
- Try not to watch too much news
- Ask if you need help

Call these free help lines if you need support:

Blue Knot: 1300 657 380

Lifeline: 13 11 14



## **Someone in this house is at higher risk of Coronavirus**

If you have any of these symptoms please do not visit

**Cough**

**Sore throat**

**Runny nose**

**Fever**

**Shortness of breath**

If you have questions call me on

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Please leave any packages at the door

Put this sign on your door to make people think about visiting  
if they are unwell.