



COVID-19 Safety Plan

Risk controls and governance arrangements

12 September 2022

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1. COVID Risk Controls

1.1. Standard COVID Precautions

The precautions outlined below are actively promoted to all Society personnel as well as others who are involved in Society activities.

- **Keep your vaccinations up to date** – both COVID-19 and flu
- **Stay at home if you are unwell** - get tested and notify your manager if positive.
- **Avoid close contact with people who have flu-like symptoms**
- **Wash your hands often**
- **Practice good cough etiquette** - cover your nose and mouth with a tissue when coughing and sneezing, or use your elbow, not your hands
- **Maintain 1.5m physical distancing** where possible
- **Wear a mask when instructed or required by public health order** - face masks are strongly encouraged in all other environments particularly when you cannot maintain 1.5m physical distancing.

1.2. Workplace specific COVID risk controls

Specific COVID risk controls are outlined for a variety of different workplace environments.

Offices	Vinnies Services Centres	Conferences
Residential Aged Care Facilities	Health Services	Homelessness and Housing Accommodation
Retail Shops	Distribution Centres and Warehouses	Logistics and passenger vehicles

Refer to Appendix 1 for a summary the current Workplace Specific COVID Risk Controls for each of these work environments.

1.3. Face to face meetings

Our approach to face-to-face meetings remains cautious, though recognises the importance of face-to-face connection and engagement. Large non-critical face-to-face meetings are currently being postponed, or conducted via video conferencing, especially in situations where the meeting brings together people from different parts of the organisation.

Business-critical face to face meetings and training activities that benefit from face-to-face engagement are being held with additional COVID risk controls.

1.3.1. Additional risk controls for business-critical meetings and training

- Less than 20 participants per session
- Room capacity limits (1 person per 2m²) to support 1.5m physical distancing
- Face masks to be provided and use encouraged if physical distancing is not possible.

1.4. Supply and use of Personal Protective Equipment

In situations where the use of Personal Protective Equipment (PPE) is required or recommended, the relevant PPE is provided by the Society and made readily available.

For further information refer to the [Personal Protective Equipment COVID-19 Protocol](#).

1.5. Rapid Antigen Testing

The Society maintains stocks of Rapid Antigen Test (RAT) kits for use in a variety of situations including the testing of:

- a Person We Assist (PWA), if symptomatic
- workers and visitors prior to entry to a residential aged care facility
- workers and PWA in response to a positive case within a Vinnies managed accommodation service
- participants prior to attending large face to face meetings involving people from different workgroups.

For further information refer to the [Rapid Antigen Testing Protocol](#).

1.6. Vaccination requirements

Society Personnel who are required to be vaccinated by public health orders must meet those obligations. This includes, but it not limited to, those with roles in:

- aged care services
- disability services

Given the Society's frequent interaction with vulnerable individuals and the public, all other employees, members, and volunteers are also required to be vaccinated (2 or more doses of a COVID-19 vaccine approved for use in Australia) unless a valid exemption applies.

Society Personnel that do not meet the required vaccination requirements can apply to have their circumstances to be reviewed on a case-by-case basis, which involves an [individual risk assessment](#).

All employees, members and volunteers are encouraged to keep their COVID vaccinations up to date with boosters as they become available.

For further information refer to the [Pandemic Policy – COVID-19](#).

1.7. Household and close contacts

Household/close contacts of people who have COVID are no longer required by public health orders to isolate for seven days. However, while deemed to be a household/close contact, Society Personnel are requested to work from home. Where this is not possible, a [risk assessment](#) will be carried out to determine whether the person can return to work, and if so, which additional risk controls will be applied.

1.8. Facility management risk controls

1.8.1. Ventilation

Where it is not possible to use outdoor workspaces, windows and doors are opened to increase natural ventilation in indoor areas.

Ventilation and air conditioning systems are maintained to maximise performance and ensure they are working as designed. However, these systems should not be relied upon as a risk control to prevent the spread of COVID-19.

1.8.2. Cleaning and hygiene

Our facilities are regularly cleaned, bathrooms kept well stocked with hand soap and paper towels, and rubbish regularly removed. Areas with increased risk of infection carry our regular cleaning of high touch points.

Hand sanitiser and disinfectant wipes are available in our workplaces.

2. Reporting COVID positive cases

Society employees are required to advise their people leader if they have tested positive for COVID regardless of whether they have recently attended a Vinnies workplace.

Members and volunteers, who have tested positive and believe that they may have been infectious while in a Vinnies facility or while attending a Vinnies event are also encouraged to report the infection to their people leader.

People leaders record positive COVID cases using an [online form](#). The data captured is used internally to monitor COVID case numbers, report trends to the Executive Leadership Team and Board and guide decision making.

Cases that are believed to be the result of a workplace exposure are reported to our Workers Compensation Insurer.

2.1. Outbreak management

When advised of a COVID case, people leaders seek to identify if the person was in the workplace while infectious and if so, take reasonable steps to notify other people who may have had contact with the positive case so that they can monitor for symptoms and get tested if necessary.

When a staff member or PWA in an accommodation service setting tests positive to COVID, an Outbreak Management Plan is developed and implemented locally. This process is overseen by the Director, Clinical Governance and Quality.

3. Management and governance arrangements

3.1. COVID Recovery Working Group

The Society has formed a multidisciplinary working group to monitor and support the Society's COVID response. The group has representation from the Executive Leadership Team, each of the operational directorates, and the People & Culture, Property & Facilities, Technology Services and Safety and Emergency Management teams. The working group meets monthly to share information, monitor the organisations response to COVID-19 and make recommendations to the Executive Leadership Team.

3.2. Executive Leadership Team

Recommendations from the COVID Recovery working group are considered by the Executive Leadership Team. Organisation wide management decisions are made by the Chief Executive Officer.

3.2.1. Implementation of COVID risk controls

Executive Directors are responsible for the implementation of agreed COVID risk controls within their respective directorates and divisions.

3.3. Governance

Regular updates on the status of our COVID response are provided within the Quarterly Safety Report provided to the People & Culture Committee of Board and the Board.

4. Communication and access to COVID information

Information about the Society's response to COVID-19 is distributed regularly via all staff communications. More detailed information is available via dedicated sections of the:

- [Staff Portal-COVID Hub](#)
- [Member and Volunteer Services webpage - COVID page](#)

All personnel are encouraged to Stay up to date with [NSW Government COVID-19 guidance](#).

Appendix A – Workplace Specific COVID Risk Controls

Workplace environment ¹	Face Masks	Capacity limit 1 person per 2m2	QR Code check-in	Vaccination ² unless an exemption applies	Minimum isolation period for COVID positive cases	Face to face meetings and Activities	Household and Close Contacts
Offices	Encouraged ³	Encouraged	n/a	Required	5-Days	Cautious approach 1. Less than 20 participants 2. Capacity limits (1 person per 2m2) 3. Face masks provided/use encouraged <u>RAT testing considered if:</u> - 20 or more people attending; or - participants are outside ordinary work groups - participants with compromised immunity are attending.	Cautious approach 1. Do not attend work – prior approval required 2. Work from home where possible 3. If the person cannot work from home an individual risk assessment will be undertaken.
VSC's	Encouraged	Encouraged	n/a	Required	7-Days		
Conferences	Encouraged	Encouraged	n/a	Required	7-Days		
Residential Aged Care Facility	Required	Required	Required	Required by PHO⁴ 3 doses	7-Days		
Residential Disability Facility	Required	Required	n/a	Required by PHO 3 doses	7-Days		
Health Services	Required	Required	n/a	Required	7-Days		
H&H Accommodation	Required	Required	n/a	Required	7-Days		
Retail Shops	Encouraged	Encouraged	n/a	Required	5-Days		
Distribution Centres/ Warehouses & CDS sites	Encouraged	Encouraged	n/a	Required	5-Days		
Logistics Vehicles (2 or more people)	Required	n/a	n/a	Required	Workers directly engaging with people we assist must continue to follow a 7-day isolation period.		
Passenger Vehicle (2 or more people)	Required	n/a	n/a	Required			

¹ Standard COVID Precautions apply to all workplace environments. This table details additional risk controls required for specific workplace environments.

² Vaccinated means 2 doses of a COVID-19 vaccine approved for use in Australia.

³ Face masks are mandatory in offices and other workspaces that are co-located with the delivery of Vinnies Services.

⁴ For workers in certain industries, there may be a Public Health Order requirement for 3 or more doses.