

COVID-19 RESPONSE PLAN

Responsible person: Julianne Mackay

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1. Managing the risk

- In accordance with the model WHS laws, Victoria Park Community Centre Inc (VPCC) is committed to ensuring, so far as is reasonably practicable, the health and safety of its workers and others at the workplace. This includes providing and maintaining a work environment that is without risk to health and safety.
- VPCC recognises that exposure to COVID-19 is a potential hazard for our staff and other people within the workplace and measures are being put in place to protect worker health and safety and to manage the risk.

2. Informing Staff

- VPCC will provide information and brief all employees and contract staff on relevant information and procedures to prevent the spread of coronavirus.
- VPCC will keep up to date with the latest COVID-19 information and advice to ensure that any action taken is appropriate. This includes closely monitoring the information provided by the Australian Government Department of Health, the Smartraveller website and advice from state or territory government agencies, including health departments and WHS regulators.

3. Helping prevent the spread

Practice good hand and sneeze/cough hygiene. You should:

- Wash your hands frequently with soap and water, before and after eating, and after going to the toilet.
- Cover your cough and sneeze, dispose of tissues straight away and wash hands thoroughly.
- Avoid close contact with others (stay more than 1.5 metres from people).
- Take breaks outside rather than inside where possible, maintain a 1.5m distance from people.
- Contact a health care professional if you start to feel unwell.
- Hand sanitiser will be made available to the office and all sites.
- Office and site sheds will be washed down and disinfected regularly.

4. When to self-isolate

- As per Australian Government Department of Health you **must** self-isolate when you meet any of the following situations:
 1. If you develop symptoms (fever, a cough, sore throat, tiredness or shortness of breath) you should telephone your health clinic or hospital and arrange to see a health care professional, notify your manager and not come to work.
 2. Staff who have returned from overseas are to self-isolate for 14 days.
 3. Staff who have been in close contact with a confirmed case of coronavirus are to self-isolate for 14 days and will be unable to return to work without clearance from a doctor.
 4. Employees who are in isolation should alert their manager.

It is an offence not to self-isolate in the above situations and there are penalties that can apply.

5. Dealing with a suspected or confirmed case

Should one of staff become a confirmed case of COVID-19 the following steps will be taken:

- All staff will be notified email, those in close contact will be asked to self-isolate for 14 days.
- Disinfecting of the office/machine they have been at or using.
- Any other staff that show signs of COVID-19 will be asked to self-isolate and have a doctor's clearance before returning to work.

6. Meetings

There is a risk that people attending your meeting or event might unwittingly bring the COVID-19 virus to the meeting. Others might be unknowingly exposed to COVID-19. Organisers of meetings and events need to think about the potential risk.

- Consider whether a face-to-face meeting or event is needed. Could it be replaced by a teleconference or online event?
- Could the meeting or event be scaled down so that fewer people attend?
- Advise participants in advance that if they have any symptoms or feel unwell, they should not attend.
- Open windows and doors whenever possible to make sure the venue is well ventilated. If at all possible, to hold the meeting outdoors please do so.