

## COVID Health Policy

### 1. Purpose

Inala Community House (ICH) is committed to safeguarding and promoting the health and wellbeing of all people who work in or utilise its services, particularly during the COVID pandemic. ICH in particular recognises a duty towards at-risk populations.

This policy aims to outline the strategies and actions that ICH intends to take to prevent the transmission of infectious diseases.

### 2. Scope

This policy applies to all Inala Community House Stakeholders.

### 3. Definitions

**Stakeholder:** In this policy, stakeholder means Board members, all employees of Inala Community House, volunteers/unpaid workers and any individual engaged by the organisation, for example project or contracted workers, IT contractors, community group co-ordinators/facilitators and student placements.

**Coronavirus (COVID):** is a respiratory illness which affects a person's nose, throat and lungs. Symptoms may include: fever, shortness of breath, cough, fatigue, sore throat, runny nose, headache, fatigue, diarrhoea, vomiting, nausea and loss of smell or taste.

### 4. Policy

ICH will take steps to safeguard the health and wellbeing of all people during the COVID pandemic. This will include a range of measures which are in accordance with relevant laws, public health directions and also based upon ICH's assessment of risk.

#### 4.1 General Measures

ICH utilises a range of strategies to ensure the health and safety of all people this includes:

- Maintaining physical distancing of 1.5m
- Basic hygiene strategies
- Encouraging stakeholders to stay home if unwell
- Wearing masks where required (except where an exemption applies)
- Holding meetings outdoors where possible or if inside, with windows open and fans on where possible
- Daily cleaning of frequently touched surfaces
- Checking in using the QR code signs displayed

Where appropriate to the level of risk ICH may consider additional strategies which may include but are not limited to:

- Asking service users about their possible exposure to COVID prior to visits
- Limiting or ceasing face to face contact with service users or other stakeholders
- Prioritising alternative forms of contact such as phone, email, etc.
- Limiting or ceasing transporting arrangements
- Limit movement between teams or offices (to limit the impact of any potential exposure)
- Restrictions on or cancellation of events or activities
- Adjusting work arrangements to separate teams into multiple groups (to limit the impact of any potential exposure)
- Working from home arrangements

## 4.2 Mandatory Vaccination

Inala Community House recognises the important role of vaccinations in protecting all people and the broader community. ICH will, where appropriate, encourage, or if necessary, require vaccination of stakeholders in accordance with ICH's commitment to protecting the safety and wellbeing of all stakeholders and in compliance with any public health directions.

Vaccinations are mandated with consideration of the following factors:

- Having been officially approved as safe and effective by the relevant agency
- Are readily available to required stakeholders
- Will offer protection to stakeholders involved in ICH's services

ICH will consider mandates where this is deemed necessary in accordance with the level of risk, laws and/or any public health directions.

ICH will be guided by the information and directions provided by local health authorities and the World Health Organisation and its health and safety obligations.

ICH will endeavour to accommodate the concerns of stakeholders who are unwilling to become vaccinated, unless this will increase the risk of infection to others.

### 4.2.2 Exemptions

ICH will accept appropriate medical exemptions from these vaccine requirements and will as far as possible endeavour to accommodate the concerns of stakeholders with such exemptions.

## 4.3 Exposure to COVID

A stakeholder who is exposed to or diagnosed with COVID must comply with directions from Queensland Health or the relevant authority.

Workers who are exposed to a positive COVID case or have tested positive themselves must immediately notify their Manager.

Where a service user discloses that they have tested positive or are isolating, alternative service delivery measures will be implemented, where appropriate, to support the service user.

ICH will seek to risk manage persons exposed to COVID (either as a contact or being diagnosed) in compliance with all relevant laws, instructions from Queensland Health and with regard to the risks within the workplace.

#### 4.4 Additional Entitlements During COVID

Additional entitlements such as alternative leave arrangements may be available in accordance with the *Social, Community, Home Care and Disability Services Industry Award*, the *Fair Work Act* and any other relevant instruments.

#### 4.5 Support

ICH recognises the significant impact the uncertainty of the COVID situation. Stakeholders can seek support from:

- The relevant Manager who can provide support, answer questions or respond to concerns regarding the implementation of this policy
- The Employee Assistance Program which is available for all staff members
- Other external agencies such as Lifeline

#### 4.6 Consultation

ICH will consult with all relevant stakeholders in regard to the implementation of this policy.

#### 4.7 Responsibilities

The CEO is responsible for:

- Ensuring a risk management plan is in place which is frequently reviewed

Managers and HR are responsible for:

- Consulting stakeholders about COVID strategies
- Creating procedures which operate pursuant to this policy
- Ensuring that stakeholders are aware of this policy and associated procedure
- Enacting this policy and procedure including any administrative measure necessary to facilitate these requirements
- Providing support to stakeholders
- Taking disciplinary action, where it is deemed appropriate, for breaches of this policy and associated procedure

Workers are responsible for:

- Complying with the policy and associated procedure

#### 4.6 Breaches of this Policy

Any potential or actual breaches of this policy should be reported to the relevant Service Manager or the CEO.

Breaches of this policy may result in disciplinary action, up to and including termination from ICH.

### 5. Review

This policy shall be reviewed every year.

This policy remains in effect unless otherwise determined by resolution of the Board of Directors.

### 6. Related Documents

#### **Policies**

ICH Code of Conduct Policy

#### **Procedures**

ICH Coronavirus Procedure