

COVID-19 Procedure

People and Culture

Please note: This procedure reflects government and community rules and guidelines effective from 14 January 2022. Management of COVID-19 is constantly changing. Updated guidance may be issued that supersedes this version of the procedure.

<p>Introduction</p>	<p>This procedure provides you with guidance around:</p> <ul style="list-style-type: none"> • Protocols for the management of an outbreak of COVID-19 infection • Processes for COVID-19 vaccination • Contact tracing • Protocols for staff and /or one or more clients being diagnosed as close contacts of one or more individuals diagnosed with COVID-19. • Maintaining safe workplace environments • Physical distancing measures • Signage and communication to ensure compliance with established infection control practices.
<p>Eligibility</p>	<p>This procedure applies to all staff employed in Learning Links. The term staff also applies to students, interns, and volunteers. This policy also applies to workers carrying out work on behalf of Learning Links (e.g., contractors).</p>
<p>Staff identified as Close Contact of a COVID case</p>	<p>Follow the current health advice available at the time of publishing this procedure.</p> <p>Take the following steps if you are identified as a close contact/household contact of a person with a positive diagnosis for COVID-19:</p> <ul style="list-style-type: none"> • Liaise with your manager/supervisor to discuss individual considerations. Your manager/supervisor submits details on the COVID reporting table to People and Culture • Isolate and monitor for symptoms • Liaise with your manager/supervisor to confirm your work plan during your isolation period and continue to work flexibly where possible. • Get tested if symptoms appear • At the end of your isolation period, liaise with your manager/supervisor prior to confirm your return-to-work plan • End your self-isolation on Day 7
<p>Staff with a COVID-19 positive diagnosis</p>	<p>Take the following steps if you have a positive diagnosis for COVID-19:</p> <ul style="list-style-type: none"> • Commence self-isolation immediately following receiving a positive diagnosis for COVID-19 (if you have not been isolating until this time) • Register your COVID positive test result on the Services NSW website or app. <p>*NB. Failure to register a positive test result currently incurs a fine (\$1,000)</p> <ul style="list-style-type: none"> • Liaise with your manager/supervisor to discuss individual considerations. Your manager/supervisor submits details on the COVID reporting table to People and Culture • Liaise with your manager/supervisor to get approval before recommencing any work during your isolation period. • Contact your treating medical practitioner or emergency services urgently if your symptoms worsen / your condition deteriorates • Liaise with your manager/supervisor prior to confirm your return-to-work plan at the end of your isolation period • End your self-isolation on Day 7 of receiving your positive diagnosis if you do not have symptoms including a sore throat, runny nose, cough or shortness of breath.

	<ul style="list-style-type: none"> • If you have a sore throat, runny nose, cough or shortness of breath in the 24 hours before your 7 days is finished, please call the NSW Care at Home Support Line on 1800 960 933. • If you are under the care of a NSW Health clinical team, your team will tell you when you will be released from isolation
COVID-19 Booster Vaccinations	<p>All staff are required to be fully vaccinated. The definition of fully vaccinated may in the future include a booster/s vaccination.</p> <p>Under the current public health orders, all Australians over 16 years of age are eligible for COVID-19 booster/s. If other age groups are added to this eligibility criteria, this procedure will also apply to them.</p> <p>Take the following steps to manage your booster vaccinations:</p> <ul style="list-style-type: none"> • Book your COVID booster appointment through a GP/ treating professional/ pharmacy or attend a NSW Health Vaccination site • Permanent and fixed term staff can access up to two hours leave (Other Leave) to attend a booster appointment and submit via Definitiv. Updated COVID certificates can be attached to the leave request. • Casual staff can access a flat rate payment. To process this, email People and Culture a request for payment and provide confirmation of your vaccination. • Send a copy of your updated COVID -19 Digital Certificate or Immunisation History Statement following your COVID booster vaccination to People and Culture peopleandculture@learninglinks.org.au
Self-Isolation	<p>Follow the current health advice available at the time of publishing this procedure.</p> <p>Take the following steps if you are unwell/ identified as a close contact / receive a positive diagnosis for COVID-19 and need to self-isolate; and live in a residential setting with other people:</p> <ul style="list-style-type: none"> • Stay at your home or remain in your accommodation • Remain separated from others <p>As per public health orders, you can only leave to get medical care (such as a COVID-19 test) or in an emergency.</p> <p>Staff residing with a household contact who has a positive diagnosis do not need to self-isolate if they have previously been diagnosed with COVID-19 and it is no more than 28 days since the period of self-isolation in relation to the diagnosis ended.</p> <p>*NB. Failure to self-isolate is a breach of the Public Health Order and incurs a fine, with the maximum penalty being \$11,000 or 6-months imprisonment or both.</p>
Maintaining effective hygiene practices and a safe workplace	<p>Take the following steps to maintain safe workplace environments:</p> <ul style="list-style-type: none"> • Use the QR Code to sign-into a workplace upon arrival • Use the QR Code to sign-out of a workplace upon departure • Be familiar with health and safety and other signage and notices displayed at Learning Links locations • Wear a face mask to adhere to NSW Health guidelines (for the period in which this requirement is in place) • Follow the social distancing guidelines current at the time • Maintain effective hygiene practices at all times • Wash your hands or use hand sanitiser when you enter the workplace or community-based venues • Use hand sanitiser on entry and prior to exit • Use hand sanitiser at the end of each session conducted with clients • Use disinfectant to wipe surfaces in service delivery rooms • Use disinfectant to wipe resources used • Remove shared toys and equipment for washing/ disinfecting • Advise the Customer Care Team if replacement Personal Protective Equipment (PPE) or Rapid Antigen Test kits (for eligible staff) are needed • Increase the amount of fresh air circulating by opening windows/ doors where possible or changing air conditioning HEPA or other filters • Identify any concerns regarding the workplace with your manager

	<ul style="list-style-type: none"> • Follow the WH& S Procedure to report any significant workplace COVID-19 related concerns • Follow all procedures and policies relevant to schools or community venues when providing services in those settings
Interactions with clients	<p>Take the following steps to manage your interactions with clients in the workplace and external venues, including client homes and schools:</p> <ul style="list-style-type: none"> • Maintain good hygiene practice at all times • Follow the current physical distancing requirements • Adhere to the maximum number allowed in service delivery rooms/ allocated spaces • Make arrangements to pick up and drop off a child when waiting rooms are closed • Consult with your supervisor/ manager If a client raises a concern • Follow Learning Links' advice (provided regularly via email) regarding entry to our workplaces for external stakeholders (parents, family members, professionals, tradespersons) who identify as non-vaccinated against COVID-19.
Related Documents	<p>This Procedure relates to:</p> <ul style="list-style-type: none"> • P&C – COVID-19 Policy • P&C – COVID-19 Vaccination Policy • HR - Work Health and Safety Policy • Dealing with COVID-19 Policy and Procedure for Charity Housie Staff
Review	<p>This procedure will be reviewed every year and will incorporate current information, legislation and feedback as required.</p> <p>Policy Date: 31 January 2022 Policy Review: 31 January 2024 Review by: Manager, People and Culture Approval: GM, Service Quality, Risk and Compliance Version No: 2.0</p>