



COVID-19 (Coronavirus) Policy and Procedure

(Subject to change as the situation evolves)

Reviewed: July 2021

Scope: This policy and procedure applies to all WAYS services and programs, offices, staff, students, clients, and visitors inclusive of children.

Policy Statement

WAYS will provide a safe and hygienic environment that will promote the health and wellbeing of all it's staff and clients. WAYS OOSH will take all reasonable steps to prevent and manage the spread of infectious diseases through the implementation of procedures that are consistent with guidelines of State Health Authorities.

Policy

WAYS OOSH as considered an essential service remains operational during the lockdown period.

In accordance with directives issued by NSW Government and Department of Health on Friday 25th June 2021, NSW inclusive of Bondi cluster and greater- region Sydney to be locked down until Friday 30th July 2021.

Staff are expected to attend work and work from home on a rotating roster in agreement with the CEO.

All programs have been modified in terms of their service delivery considering best COVID-19 health management practices. Services are permitted to offer telephone sessions in lieu of face to face sessions. Any face-to-face sessions must abide by the 1.5-meter social distancing guidelines.

The relevant WAYS office Bondi Junction will be closed immediately until further notice to prevent and reduce a secondary potential exposure site and to minimise risk of exposure to COVID-19.

However, if any staff, student, or client contact WAYS and inform that they have received a diagnosis of COVID-19, WAYS will close for 4 days or more depending on NSW health advice and orders. The relevant office/ building will be cleaned and sanitised in accordance with advice provided by NSW health.

Relevant staff, students and clients will be informed of the positive case immediately and will be instructed to go get tested and then inform us of their result.

Any person testing positive will not be permitted to attend any WAYS premise until they receive medical clearance. If staff receive a diagnosis, they will have to take any time off in relation to this illness as sick leave, if they do not have the required amount of sick leave, they can elect to use annual leave, TIL or if they do not have this leave available or choose to take it, they will have to apply for leave without pay.

For any staff, students and clients instructed to stay off work or home from school for any reason or while awaiting test results due to program/ office/ closures, or specific lockdowns issued by the government, WAYS will permit these staff to work from home for this period if their role allows for this.

Any staff, students and clients with any underlying serious medical health conditions who have returned from overseas and who are required to self-isolate for 14 days.



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Procedures Clients and visitors including children

All clients and visitors must sanitise their hands upon entry to any WAYS premise. All clients and visitors have been and will continue to be informed by relevant WAYS staff to not attend a WAYS premise if they are unwell. Relevant WAYS staff may request an unwell client or visitor to politely vacate the building if they are unwell.

All clients and visitors in WAYS must sign in on entry and provide contact details in the event they need to be contacted by us to inform them of an outbreak.

WAYS OOSH program attendees as under the age of 18 years are not required to sign in via the mandatory QR code however sign in as per normal with WAYS staff.

WAYS OOSH program attendees must undergo temperature screening on arrival to WAYS in accordance with WAYS OOSH Temperature Screening procedure.

All clients and visitors must abide by social distancing measures and NSW guidelines up to 1.5m.

Well Employees:

Staff who are well are expected at work as usual, even if they have been in contact with or caring for someone who is ill with an ordinary, non-COVID related illness (in which case, typical preventive measures are recommended for them as care givers).

Well employees are expected at work unless they have been:

- caring for someone with a confirmed case of COVID-19, in which case they are required to self-isolate.
- instructed to refrain from attending work by doctor or public health officials.

Sick Employees:

Staff who have symptoms of a respiratory illness, cold, flu and any other illness that may be contagious must stay home and must not come to work until they are free of fever and or symptoms, as they are expected to do in any event. Staff with the above symptoms are required to get a test for COVID and not return to work unless the result is negative and they are no longer contagious. A fever is defined as a temperature of 100.4 degrees Fahrenheit or 38 degrees Celsius taken by a thermometer.

Staff are encouraged to seek advice from a medical practitioner (and call ahead first). The G.P will assess your symptoms and determine the best course of action for you. Alternatively, you can call the NSW COVID-19 hotline on tel:1800022222. A list of COVID-19 testing clinics in NSW can be found by accessing the following link :

[COVID-19 clinics - COVID-19 \(Coronavirus\) \(nsw.gov.au\)](https://www.nsw.gov.au/health-and-care-services/conditions-and-diseases/covid-19-testing-clinics)

If staff have received a formal diagnosis of COVID-19, please notify WAYS immediately and do not return to WAYS until you have providing a medical clearance to do so.

Those with concerns or questions about their illness or seeking advice about whether to come to OOSH are invited to email:

Program Manager Anthony Hoban: anthony@ways.org.au

OR CEO Dr Terri Said: terri@ways.org.au



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Overseas Travel Restrictions

The government on March 18th, 2020, have advised of Level 4 Travel restrictions - Do Not Travel. With opening of borders to surrounding states and New Zealand in early 2021, currently due to Sydney lockdown 'Do Not Travel' advice remains.

Anyone arriving in Australia from overseas, including Australian's citizens and permanent residents, will be required to self-isolate for 14 days from the date of arrival. Staff are requested to adhere to this directive and NOT attend work for those 14 days upon their return. These 14 will be taken as annual leave, TIL or if not is available as leave without pay.

Related documentation:

- Working From Home Policy and Procedure – WAYS
- Dealing with Infection Disease Policy – WAYS OOSH
- Providing a Child Safe Environment Policy – WAYS OOSH
- COVID-19 Risk Register – WAYS
- COVID-19 Safety Plan – WAYS
- COVID-19 Risk Assessment – WAYS

Related sources:

- <https://www.nsw.gov.au/covid-19>
- [Fact sheets \(nsw.gov.au\)](#)