



COVID-19 RETURN TO WORK AND VACCINATION POLICIES AND PROCEDURES

Policy Number:		Version:	2
Drafted by:	Strategic Finance Executive	Board approval on:	25 October 2021
Responsible Person:	Strategic Finance Executive	Scheduled Review Date:	October 2022

INTRODUCTION

Big Yellow Umbrella needs to ensure it is ready to recommend activities and programs in a safe, responsible, and low risk manner once the risks arising from COVID-19 are mitigated. We must also ensure we fully comply with all NSW Health directives, our funding bodies, and the requirements of our lease agreements.

PURPOSE

The purpose of this Policies and Procedures is to enable Big Yellow Umbrella to recommence its activities subject to measures imposed by individual State and Local Governments and the advice of relevant public health authorities.

POLICIES

These Policies and Procedures come into effect from 25 October 2021 and will apply to all staff, students, volunteers, and clients.

COVID restrictions have been significantly relaxed as of 2022. Information in this document is subject to change and may only apply if there is a reinstatement of restrictions due to an increase in COVID-19 cases.

This policy applies specifically to the use of the Narellan Child, Family and Community Centre but extends to all venues or areas utilised by Big Yellow Umbrella in the course of its activities. This includes outdoor events.

The following applies:

- All staff, students and volunteers must read and be familiar with [the COVID-19 Safety Plan, COVID-19 Risk Assessments](#) and related attachments to this policy.
- Density social distancing of 1 participant per 2 square meters for indoors and 1 participant per 1 square meter for outdoors is no longer required by Big Yellow Umbrella.
- Physical social distancing of 1.5 meters between each person is no longer required by Big Yellow Umbrella.
- Narellan Child, Family and Community Centre has the capacity to accommodate 126 people in the hall, 16 people in the activity space and 16 people on the stage whilst complying with the 2 square meter rule. Hamper House can accommodate 16 people using the 2 square meter rule.
- Facility foyers must not be used as waiting areas and social distancing must be adhered to at all times.
- Personal hygiene is to be always encouraged and reminder signs must be displayed in all venues.
- Cleaning procedures for incidental spills or accidents involving bodily fluids apply.

<https://hrfocus1.sharepoint.com/sites/SUPPORT/Shared Documents/CLIENT WIP/Big Yellow Umbrella/Our Culture/Updates/COVID/COVID -19 Vaccination and Return to Operations Policy.doc>

- Activity facilitators must read and be familiar with all cleaning procedures during any outbreak of COVID. Refer to [Attachment 4 Cleaning Guide](#) in the separate COVID-19 Return to Operations Attachments folder.
- All facilitators must complete the Checklist contained in Attachment 5 [Activities Checklist](#) in the separate COVID-19 Return to Operations Attachments folder.
- Where applicable client intake forms must be completed.

Vaccinations

NSW Health Orders, funding bodies and the conditions of our leases with Camden Council all stipulate different requirements for vaccinations in the delivery of service. The following applies:

- The Big Yellow Umbrella's Management have determined the organisation's stand regarding:
 - The vaccination of staff, volunteers, and students and the consequences of non-compliance?
 - Providing service to unvaccinated clients and what that means

The following applies in regard to vaccinations.

- Full vaccinations are mandatory for all staff, volunteers, service partners and students that provide services to Big Yellow Umbrella clients. Non-compliance will result in the person being stood down until further notice.
- Big Yellow Umbrella is committed to continue service to unvaccinated clients. Service users are not required to be vaccinated to receive our services.
- Full vaccinations are mandatory for all people we deal with including service partners, contractors and trades people.
- All people where vaccination is mandatory must produce evidence of their vaccination status prior to entering any premises occupied by Big Yellow Umbrella. If evidence is not provided, access to all premises will be denied.
- Evidence of vaccination includes:
 - Online immunization history statement
 - COVID-19 digital certificate via the Service.NSW app
 - COVID-19 digital certificate via the Australian Immunisation Register
 - medical contraindication certificate
 - medical clearance form.

RESPONSIBILITIES

The Board, Chief Operations Manager and the Strategic Finance Executive are responsible for the implementation and monitoring of all aspects of these Policies and Procedures.

All employees' volunteers, clients and students are responsible for ensuring they fully always comply with these Policies and Procedures.

PROCEDURES

The following procedures apply:

Big Yellow Umbrella's approach to returning to operations in the safest way possible consists of:

<https://hrfocus1.sharepoint.com/sites/SUPPORT/Shared Documents/CLIENT WIP/Big Yellow Umbrella/Our Culture/Updates/COVID/COVID -19 Vaccination and Return to Operations Policy.doc>

1. COVID-19 Safety Plan Checklist
2. COVID-19 Safety Plan for Community Centers and Halls and Hamper House
3. COVID-19 Risk Assessments
4. COVID-19 Management Plan
5. NSW Health Guidance Cleaning Procedures (attachment 4)
6. Facilitator Checklist (attachment 5)
7. Facilitator Statement of Compliance (attachment 6)
8. COVID-19 Policy and COVID-19 Vaccination and Return to Operations Policy

COVID-19 Safety Plans and Safety Checklist (for COVID outbreak)

- These documents are to be completed and submitted to demonstrate how the business will follow the current COVID-19 Public Health Orders at that time and manage risks to staff and customers needed to resume operation in a safe and efficient manner.
- Big Yellow Umbrella would need to respond to Council's COVID-19 Safety Checklist prior to approval being given to use the facilities and covers the following areas: organizational, approvals, return to activity, facilities, hygiene, management of illness and volunteers.
- Big Yellow Umbrella would also respond to [Council's COVID-19 Safety Plan](#) for Community Centres and Halls prior to approval being given to use the facilities. This plan explores in more detail how the workplace will put into actions that which will keep visitors and workers safe. This includes wellbeing of staff and visitors, physical distancing, hygiene and cleaning and record keeping,
- These overarching documents will apply to all Big Yellow Umbrella's activities and will inform Big Yellow Umbrella's localized packages and must be read and understood by all staff, students, and volunteers.

COVID-19 Management Plan:

This Management Plan is a requirement of Department of Communities and Justice and includes the [COVID-19 Safety Plans](#), [COVID-19 Risk Assessment](#) for each service, business continuity plan if a COVID-19 case happens, supporting a client through COVID-19, processes, and activities for managing the risks of supporting a client who is unvaccinated, QR Codes, testing and tracing and other factors important in the management of COVID-19.

NSW Health Guidance Cleaning Procedures

- [Attachment 4](#) covers all necessary cleaning procedures to ensure a safe working environment for both staff and clients.
- Cleaning processes are part of the facilitator's checklist and the Statement of Compliance that are required to be signed when complete.
- Big Yellow Umbrella will be using the following COVID-19 recommended products:
 - Oxivir TB Wipes
 - Oxivir Five 16 Hospital Grade Disinfectant

Facilitator Checklist

- All Big Yellow Umbrella's activity facilitators are responsible for ensuring that all items on the Facilitator Checklist have been completed and include cleaning material, attendance sheets, cleaning guide, statement of compliance, room layout and client intake forms.
- Big Yellow Umbrella Facilitators must sign and date each item on the Checklist to confirm all items have been attended to.
- Completed Checklists are to be placed in the letterbox under the key safe in the Narellan office.

7.Mandatory Wearing of Masks

Mandatory wearing of masks is no longer an NSW Health Order directive. For safety reasons Big Yellow Umbrella staff are recommended to wear masks when dealing with clients but it is no longer essential. The use of masks in the office is no longer required.

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Policy Breaches

Breaches of this policies and Procedures may result in disciplinary action in terms of Big Yellow Umbrella's Performance Management Policies and Procedures.

RELATED DOCUMENTS
Code of Conduct Policy
COVID-19 Safety Plan
COVID-19 Policy
COVID-19 Risk Assessment
Fitness for Work Policy
Governance Policy
COVID-19 Management Plan
NSW Health Orders
Performance Management Policy
Recruitment Policy
Risk Management Policy
Staff Induction Policy
Staff Leave Policy
Volunteer Management Policy
Workers Health & Safety Policy

AUTHORISATION

The Board of Big Yellow Umbrella has reviewed and approved this policy.

Signature of Board Secretary:

Date of approval by the Board:

On behalf of the Big Yellow Umbrella