

CP77 COVID-19 POLICY

PURPOSE

The purpose of this policy is to outline CYC's commitment to safeguarding all staff, volunteers, contractors, visitors and guests of CYC from contracting and/or spreading COVID-19.

SCOPE

This procedure applies to all employees, volunteers, contractors, visitors and guests working on or attending Christian Youth Camps sites, herein collectively referred to as 'workers and guests' for the purpose of this policy.

WHAT IS COVID-19

COVID-19 (Coronavirus disease) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing and sneezing into a flexed elbow).

VICTORIA COVID-19 HOTLINE - 1800 675 398

NATIONAL COVID-19 SAFE WORKPLACE PRINCIPLES

On 24th April 2020, the National Cabinet agreed to the National COVID-19 Safe Workplace Principles. These are:

- 1 All workers, regardless of their occupation or how they are engaged, have the right to a healthy and safe working environment.
- 2 The COVID-19 pandemic requires a uniquely focused approach to work health and safety (WHS) as it applies to businesses, workers and others in the workplace.
- 3 To keep our workplaces healthy and safe, businesses must, in consultation with workers, and their representatives, assess the way they work to identify, understand and quantify risks and to implement and review control measures to address those risks.
- 4 As COVID-19 restrictions are gradually relaxed, businesses, workers and other duty holders must work together to adapt and promote safe work practices, consistent with advice from health authorities, to ensure their workplaces are ready for the social distancing and exemplary hygiene measures that will be an important part of the transition.

5 Businesses and workers must actively control against the transmission of COVID-19 while at work, consistent with the latest advice from the Australian Health Protection Principal Committee (AHPPC), including considering the application of a hierarchy of appropriate controls where relevant.

6 Businesses and workers must prepare for the possibility that there will be cases of COVID-19 in the workplace and be ready to respond immediately, appropriately, effectively and efficiently, and consistent with advice from health authorities.

7 Existing state and territory jurisdiction of WHS compliance and enforcement remains critical. While acknowledging that individual variations across WHS laws mean approaches in different parts of the country may vary, to ensure business and worker confidence, a commitment to a consistent national approach is key. This includes a commitment to communicating what constitutes best practice in prevention, mitigation and response to the risks presented by COVID-19.

8 Safe Work Australia (SWA), through its tripartite membership, will provide a central hub of WHS guidance and tools that Australian workplaces can use to successfully form the basis of their management of health and safety risks posed by COVID-19.

9 States and Territories ultimately have the role of providing advice, education, compliance and enforcement of WHS and will leverage the use of the SWA central hub in fulfilling their statutory functions.

10 The work of the National COVID-19 Coordination Commission will complement the work of SWA, jurisdictions and health authorities to support industries more broadly to respond to the COVID-19 pandemic appropriately, effectively and safely.

POLICY

CYC is committed to ensuring a safe work environment for all staff and will do everything reasonably practicable to ensure that CYC is a safe place for workers and guests to attend.

CYC will adhere to all government guidelines in regards to COVID-19 as well as referring to other governing bodies for further specific information. These include but are not limited to:

- SafeWork Australia
- Business Victoria
- ACA (Australian Camping Association)
- CVA (Christian Venues Association)
- VTIC (Victorian Tourism Industry Council)

DUTY TO WORKERS AND GUESTS

Where CYC cannot eliminate the risk, we will minimise that risk, as far as is reasonably practicable. CYC will protect workers and guests from the risk of exposure to COVID-19 by, for example:

- Implementing working from home arrangements where practical
- Requiring workers and guests to practise physical distancing
- Requiring workers and guests to practise good hygiene
- Requiring workers and guests to wear masks when 1.5m distancing cannot be maintained
- Requiring workers and guests to stay home when sick, and
- Enhanced cleaning of our facilities

DUTY TO MAINTAIN THE WORKPLACE AND FACILITIES.

CYC will maintain the facility to ensure the environment does not put workers and guests at risk of contracting COVID-19.

We do this by:

- Cleaning the facility regularly and thoroughly
- Restructuring the layout of the facility to allow for physical distancing
- Limiting the number of people in the facility at any given time according to government directions
- Providing adequate facilities to protect workers and guests from contacting COVID-19 such as:
 - > Washroom facilities including soap, water and paper towel
 - > Hand sanitiser

DUTY TO PROVIDE INFORMATION, TRAINING, INSTRUCTION AND SUPERVISION

CYC will provide workers and guests with information, training (where necessary), instruction and supervision to protect everyone from the risk of exposure to COVID-19.

This includes:

- COVID-19 signage around our sites and offices
- Providing PPE and training workers in how to use PPE
- Training workers to exercise adequate cleaning practises throughout the day
- Providing workers with instructions on how to set up a safe home workplace, and
- Providing workers with instructions on staying home from work if sick
- Providing advice and direction in the case of a positive COVID-19 case in a worker or guest onsite

DUTY TO CONSULT

CYC will consult with workers on health and safety matters relating to COVID-19. CYC will give workers the opportunity to express their views and raise OHS concerns. CYC will take the views of workers into account and advise workers of the outcome of consultation. Consultation does not require consensus or agreement but CYC will allow workers to be part of the decision-making process and encourages feedback and suggestions for improvement from our guests.

PHYSICAL DISTANCING

Physical distancing (also referred to as 'social distancing') refers to the requirement that people distance themselves from others. The current advice from the Department of Health is that everyone must keep at least 1.5 metres from others (outside of their household members) where possible.

Where necessary CYC will adjust the layout of the facility to enable workers and guests to keep at least 1.5 metres apart to continue to performing their duties. This may be achieved by spreading out furniture or floor markings and signage.

CYC will review tasks and activities that usually require close interaction and identify ways to modify these to increase physical distancing between workers and guests.

CAN WORKERS AND GUESTS CONTINUE THEIR ACTIVITY IF THEY CANNOT MAINTAIN 1.5 M DISTANCE?

It will not always be possible for workers and guests to keep 1.5 metres apart. For example, workers may have to work closely with each other or others because of the nature of the task and some tasks require workers to be in close proximity to be carried out safely. For example:

- Chef's in a small kitchen
- Checking a guests' harness
- Lifting heavy objects

HYGIENE

COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

CYC will protect workers and guests from the risk of exposure to COVID-19 is by requiring workers and guests to practice good hygiene.

WORKER AND GUESTS HYGIENE

Workers and guests will be required to practice good hygiene while at CYC sites. Good hygiene requires everyone to wash their hands regularly with soap and water for at least 20 seconds and drying them with clean paper towel. All workers and guests must wash their hands:

- Before and after eating
- After coughing or sneezing
- After going to the toilet, and
- When changing tasks and after touching potentially contaminated surfaces.

An alcohol-based hand sanitiser with at least 60% ethanol or 70% isopropanol as the active ingredient will be used as per the manufacturer's instructions when it is not possible to wash hands.

Good hygiene also requires everyone to:

- Cover their coughs and sneezes with their elbow or a clean tissue (and no spitting)
- Avoid touching their face, eyes, nose and mouth
- Dispose of tissues and cigarette butts hygienically, e.g. in closed bins
- Wash their hands before and after smoking a cigarette
- Clean and sanitise shared equipment and plant after use
- Wash body, hair (including facial hair) and clothes thoroughly every day, and
- Limit physical contact, for example, shaking hands and patting backs.

To enhance good hygiene outcomes CYC has:

- Trained workers on the importance of washing their hands with soap and water for at least 20 seconds and drying them correctly, or using an alcohol-based hand sanitiser, before entering and exiting a common area
- Informed workers of workplace hygiene standards that are expected when utilising common areas (cleaning up after yourself, placing rubbish in bins provided, avoiding putting items such as phones on meal surfaces, etc.).
- Provided alcohol-based hand sanitiser in appropriate locations for workers and guests to use, such as entries and exits
- Placed posters near handwashing facilities showing how to correctly wash and dry hands and clean hands with sanitiser, and •

- Developed an infection control policy. This policy outlines the steps to take if there is a suspected or confirmed case at any CYC site.

HIGH TOUCH POINTS

CYC will increase the frequency of cleaning areas identified as 'high touch points'. These are surfaces that are handled frequently by numerous people throughout the day.

High touch points are identified as (but not limited to):

- Light switches in common areas
- Door handles in common areas
- Taps/toilet buttons in common bathrooms
- Lift buttons and doors
- Shared office equipment

HYGIENE FACILITIES

- CYC will ensure that there are adequate and accessible facilities to achieve good hygiene and that they are in good working order, are clean and are otherwise safe.
- Washroom facilities will be properly stocked and have adequate supplies of soap, water, and drying facilities. They will also be kept clean and in good working order.
- CYC will also consider opening windows or adjusting air-conditioning for more ventilation in common areas, and limiting or reducing recirculated air-conditioning where possible.

QR CODE

CYC will provide all sites a unique QR code for all workers and guests to check in when they arrive on site.

ONGOING REVIEW AND MONITORING

CYC will regularly review and monitor all processes outlined in the policy to ensure they are being followed and remain effective.

This policy is subject to change as the advice from state public health authorities and government changes.

RELATED DOCUMENTS

This information is based on the recommendations from

- SafeWork Australia
- Department of Health and Human Services, and
- Business Victoria.

Authorised by: Mark Rowe (CEO, Christian Youth Camps)

Effective Date: June 2020

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Next Review Date: January 2023

A copy of this policy is available on the CYC website <https://cyc.org.au/cycs-covid-19-update/>, and at all Christian Youth Camps sites.