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| <b>Name of Policy</b>          | <b>4GR Covid-19 Policy</b>  |
| <b>Description of Policy</b>   | This policy describes 4GR Pty. Ltd commitment to providing staff and students with a Safe working and learning environment during the Novel Coronavirus Pandemic. |
| <b>Policy Status</b>           | <input checked="" type="checkbox"/> New Policy<br>Revision of existing policy   |
| <b>Description of Revision</b> |   |

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|--------------------------|------------|
| <b>Policy written by</b> | Beth Evans |
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| <b>Policy Reviewed by</b>          | Gillian Baldwin |
| <b>Approval date</b>               | May 2020        |
| <b>Approved by</b>                 | Gillian Baldwin |
| <b>Date of next policy review*</b> | September 2020  |

\* Unless otherwise indicated, this policy will still apply beyond the review date.

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## **Policy Purpose**

This policy describes 4GR Pty. Ltd commitment to providing staff and students with a Safe working and learning environment during the Novel Coronavirus Pandemic.

## **Scope of Policy**

This policy applies to All Staff and Students of 4GR.

## **Policy Statement**

### **Background**

(Updated 19 March 2020)

An outbreak of respiratory illness has been caused by a new coronavirus first identified in Wuhan, Hubei Province, China.

The outbreak of COVID-19 was declared a pandemic on 11 March 2020 by the World Health Organization (WHO). A pandemic is the worldwide spread of disease.

The number of confirmed cases of COVID-19 in Australia is growing. The situation is changing rapidly. On 16 March 2020 the Victorian government declared a State of Emergency in Victoria, to help minimise the spread of COVID-19.

### **What is coronavirus?**

Coronaviruses are a large family of viruses which may cause illness in animals or humans. COVID-19 is the most recently discovered coronavirus.

A coronavirus infection can cause mild to severe respiratory illness.

Symptoms can range from mild illness to pneumonia. Affected people may experience:

Fever

Acute respiratory infection (shortness of breath or cough)

The World Health Organization has confirmed that the main driver of transmission is from symptomatic patients, through coughing or sneezing. Transmission by people without symptoms is possible, but rare.

Employers have a duty to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risks to the health of employees. This includes identifying risks to health or safety associated with potential exposure to the coronavirus.

## **Relevant Legislation**

Occupational Health and Safety Act 2004 (Vic)

Occupational Health and Safety Regulations 2017 (Vic)

WHS Act 2011 (Cth)

Australian Privacy Principles

The Privacy Act 1988 (Cth)

The Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)

Privacy & Data Protection Act 2014 (Vic)

Information Privacy Act 2000 (Vic)

The Health Records Act 2001 (Vic)

Charter of Human Rights and Responsibilities Act 2006 (Vic)

The Freedom of Information Act 1982 (Vic)

The Human Rights and Equal Opportunity Commission Act 1986 (Cth)

The Disability Discrimination Act 1992 (Cth)

The Racial Hatred Act 1995 (Cth)

Fair Work Act 2009 (Cth)

Fairwork Amendment Act 2018 (Cth)

Disability Act 2006 (Victoria)

Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)

Racial & Religious Tolerance Act 2001 (Vic)

Racial & Religious Tolerance Amendment Bill 2019 (Vic)

## COVID-19 Policy

### 1. Commitment

1.1 4GR are committed to providing a safe workplace and learning environment to all 4GR staff and Students.

### 2. Objectives

2.1 To fulfil this commitment 4GR will:

- Monitor and implement expert advice as the coronavirus situation develops (for example, from the Department of Health and Human Services (DHHS and NDIS)
- review infection control policies, procedures and practices, to ensure they are effective and are being followed
- educate and keep staff, students and families up to date on new information
- Provide appropriate PPE to all staff and students
- Ensure regular cleaning of learning spaces
- Monitor the health of staff and students
- Ensure all staff are up to date on COVID19 infection controls training

## Related Documents

- Code of Conduct
- Privacy & Confidentiality Policy
- Risk Management Policy
- WHS Policy
- Emergency & Critical Incident Management Policy
- NDIS Commission Quality & Safeguards Standards
- WHS Suitable Premises Checklist
- Protecting the safety of young children Policy

## Review

4GR may make changes to this policy from time to time to improve the effectiveness of its operation.

## Further Assistance

Any staff member who requires assistance with this Policy and Guidelines should speak to one or both of the Directors or Manager, Victoria of 4GR.