

YMCA Geelong Workplace Vaccination & Hygiene Policy



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 205-O	TBC	22.03.2021	DRAFT

1. WORKPLACE VACCINATION & HYGIENE POLICY

2. INTRODUCTION

YMCA Geelong is dedicated to ensuring we have a safe environment for employees & volunteers to work. We acknowledge that workplace vaccination programs are not a legal requirement however recognised the importance of a preventative health model and therefore are guided by the advice from Department of Health and Human Services (DHHS) on communicable diseases and vaccinations programs.

It is the responsibility of YMCA Geelong to ensure that staff and volunteers are safe in the workplace and may offer vaccination programs in accordance with the risk management strategies in place at any time.

Since 2018 YMCA Geelong has offered a workplace influenza vaccination program in house through Barwon Health Immunisation Service (BHIS).

In the aftermath of the COVID-19 pandemic (March 2020 onward) YMCA Geelong considers that proactive strategies such as an approved vaccination program may be considered in the risk management, staff and volunteer safety plans. It is not the only strategy and good workplace and personal hygiene practices are essential to providing a safe workplace.

COVID- 19 possesses a significant risk to the ongoing operations of the YMCA business and the following Policy has been developed to protect staff and volunteers' health safety.

3. POLICY

- 3.1** YMCA Geelong encourages employees and volunteers to actively ensure that they fulfil their workplace health and safety obligations to protect themselves against COVID-19, Influenza and other reportable diseases.

3.2 Where available giving consideration for sustainability, wellbeing, financial constraints, YMCA Geelong will provide the opportunity for all staff and volunteers, if they wish, access to the approved vaccinations programs.

This may include;

- Providing subsidised or no cost to the vaccination programs deemed appropriate to the business, role and risk.
- YMCA encourages our employees/ volunteers to access COVID-19 Vaccination program and our management teams will work with the employee/ volunteer to find a suitable time to book an appointment that will limit the disruption to the work roster. We encourage employees and volunteers to provide adequate notice periods so we can accommodate their requests.
- If mandated by law, regulations or standards ensure that vaccinations are provided to staff and volunteer in risk categories.
- In the event of a confirmed influenza/COVID-19 diagnosis on site, YMCA will ensure that employees, volunteers and participants are notified via electronic direct mail and front entrance door signage that there is a confirmed case. This notification is essential to ensure that employees and volunteers can ensure that where there is compromised health condition or suppressed immune systems the risk communicated.
- YMCA will exercise caution and ensure that employees, volunteers and participants who display signs of illnesses, fever, influenza or COVID symptoms to seek medical advice or return when well as a condition of entry.

3.3 Employee /Volunteers/Members/Participants responsibilities:

- Required to follow COVIDSafe Plan and behaviours as outlined in this Policy
- If you are unwell or experiencing symptoms to contact your supervisor immediately and get a test or seek medical advice.
- If you or an immediate family member or a household member demonstrates or are diagnosed with a communicable disease (as defined in the [YG 145- Accident, Illness and Infectious Disease Policy](#))

3.4 Employer Responsibility:

Adhere to the following principles in our workplaces:

- Ensure physical distancing,
- wear a mask (if and when directed to by law),
- practice good personal hygiene and cleanliness at facilities,
- keep records and act quickly,
- avoid interactions in enclosed spaces,
- create work place bubbles.
- Direct to work from home if required
- Adhered to Chief Health Officer directions

3.5 INFECTION CONTROL

During the central induction process all new staff will be required to complete COVID online training. The COVID training is specific to your role so the correct link must be used. Only one COVID 19 Infection Control Training Course is required to be completed.

In the event a staff member or volunteer is performing multiple roles, they will be required complete the relevant training;

- a) [Department of Health Infection Control](#)
Administration staff, Facility Hire group leaders, Managers, Reception/ Admin teams/Vacation Care Staff/Camp Staff not in the Kitchen.
- b) [Basketball Australia COVID 19 Course](#)
YMCA Basketball Club Coaches, Officials, COVID Safe Officers, Social Basketball coaches, Referees
- c) [COVID Safe Sport Coaches Certification Program-](#)
YMCA Gymnastic Coaches/Judges, Netball Umpires, Sports Coaches- Judo, Karate, Children's Sports, Fitness classes, Yoga etc Australian Coaching Council
- d) [COVID & FOOD SAFETY TRAINING](#)
All Food Service Staff in Kitchen at Camp Wyuna and Café Newtown

3.6 SANITISATION

Sanitise stations are to be set up at the entry door of all facilities and in multiple locations around the facilities. The sanitisation of hands is required on entry and regularly throughout your shift.

The following equipment but not limited to; must be sanitized after each use of staff and patrons.

- All Office areas eg. Computers, Desks, Chairs, etc
- All Reception areas eg. Computers, Desks, Chairs, EFTPOS machines, benches, tables etc
- All sporting equipment eg. Balls, Mats, Bars, Racquets, Bikes, Canoes, Surfboards, etc
- All catering areas eg. Tables, chairs, doors, coffee machine, etc

3.7 CONTACT TRACING

Check into site using SinePro App or other platforms upon entry.

SinePro App is located on the Ipad in reception at all sites. This must be completed on entry at each site each day that you attend the facility. You must provide accurate information when signing into SinePro. These records help contact tracers in the event of a positive case of Coronavirus (COVID -19).

3.8 MASKS and PHYSICAL DISTANCING (Where required)

Where directed to do so masks must be carried on you at all times and worn where physical distancing cannot be achieved. Eg 1.5-meter distance.

Staff must physically distance at all times where possible and wear a mask if this cannot be achieved.

Disposable masks are available and accessible at each site.
During Influenza season the YMCA encourages employees and volunteers to be proactive and wear masks practice good personal hygiene to reduce the risks of transmission in the workplace.

3.9 AREA LIMITS

Each enclosed area within each site has an area limit. Staff must abide by these area limits which are displayed at the entrance to each enclosed area, limits are as per current square meter DHHS rules.

3.10 COVID MARSHALS

Where required -sites have rostered designated COVID Marshals on site. The role of the COVID Marshal is to ensure staff and patrons abide by the COVID rules.
It is the responsibility of each staff member to ensure they are abiding by the COVID rules.
Where the staff are seen to be acting outside these rules a COVID Marshal may approach you to rectify. It is then the responsibility of the staff member to act on the COVID safety directions from the COVID Marshal.

3.11 COVID SYMPTOMS

It is the responsibility of staff to disclose to your Supervisor/Manager the onset of any respiratory or cold like symptoms. If you have not done so already you will be asked by your Manager to take a COVID test. After a COVID test employees must remain at home until a negative result has been received.
If a positive result was detected, you must notify your manager immediately and must remain in isolation for a period of 14 days and then take another COVID test at day 11. Once a negative result has been detected contact your manager and you will be cleared to attend your shifts.

3.12 ADDITIONAL WORK PLACES

Employees who have an additional workplace to YMCA Geelong are asked to provide the People and Culture team with the names and addresses of the additional workplaces to assist in tracking and tracing of COVID outbreaks.

3.13 VACCINATIONS

YMCA Geelong offers a subsidised workplace Influenza (Flu) vaccinations to all employees on an annual basis.

The vaccination process for coronavirus began in Australia on 22nd February 2021.
Everyone in Australia will be offered a safe and effective COVID-19 vaccine.
To begin, doses will be limited so [high priority groups](#) will get their vaccines first.
The [Australian Technical Advisory Group on Immunisation \(ATAGI\)](#) gave advice to the Government on prioritising groups for COVID-19 vaccination.
<https://www.health.gov.au/>

3.14 CHOICE and RESPECT

YMCA Geelong respects the opinions and beliefs of our staff in the decision whether to vaccinate or not.

There is no mandated requirement to receive either vaccination.

YMCA Geelong employees/volunteers are encouraged to vaccinate against COVID -19.

4. DEFINITIONS

COVID-19: Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases.

COVID-19 is a disease caused by a new form of coronavirus. It was first reported in December 2019 in Wuhan City in China.

YMCA Geelong: refers to the Incorporated Association Young Men's Christian Association of Geelong Inc., operations such as Newtown Stadium, Bannockburn Recreation Centre, YMCA St Mary McKillop Bannockburn OSHC, Camp Wyuna, North Geelong (Arena) and any other operations that exist now or into the future.

Department of Health and Human Services (DHHS): The Department of Health and Human Services delivers policies, programs and services that support and enhance the health and wellbeing of all Victorians. <https://www.dhhs.vic.gov.au/>

SinePro: Sine Pro is free mobile checkin service. It allows visitors, contractors, staff, students, couriers and any other groups to check in to your site when they are nearby.

<https://www.sine.co/sine-pro/>

5. SCOPE

This policy applies to all employees and volunteers of YMCA Geelong.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Management	<ul style="list-style-type: none">• Ensure all staff aware of their responsibilities associated with COVID – 19 and Influenza.• Ensure a designated COVID Marshal is rostered at all times.• Consider reasonable request to attend COVID 19 vaccination program appointments
People and Culture	<ul style="list-style-type: none">• Maintain records of additional workplaces
Employees/ Volunteers	<ul style="list-style-type: none">• Ensure that they understand the workplace health and safety guidelines• Maintain good personal hygiene practices as outlined by the policy• Provide advanced notice of request to attend COVID 19 Vaccination Programs to supervisor.

7. MONITORING, EVALUATION AND REVIEW

YMCA Geelong actively monitors the policy to ensure it is appropriate for the business needs, health and safety of the staff and that it is in line with Department of Health and Human Services updates.

This policy will be published and promoted to staff of YMCA Geelong. Breaching this policy may result in disciplinary action, counselling, performance management and review. Serious breaches may result in suspension or termination of employment or association.

This policy will be reviewed on a 12month cycle and monitored by the Senior Management Team through monthly reporting to CEO on compliance to the Policy, Training conducted and breaches to the policy.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

Staff of YMCA Geelong are expected to demonstrate standards of conduct and behaviour that are consistent with relevant legislation, regulations and policies. A list of relevant legislation which may be used as a guide. YMCA Geelong policies and guideline provisions which must be adhered to in relation to the use of COVID and Influenza Policy include the following:

Department of Health and Human Services -<https://www.dhhs.vic.gov.au/>

Disclosure of additional workplaces form

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Approved by:

Meeting date:

Resolution number:

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Review date:

Policy owner:

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Amendment history:

Version	Date	Author	Change Description
V1	18/03/2021	Adele Andrew – People and Culture Director	Draft Policy for consultation
V2	23/03/2021	Adele Andrew- Adele Andrew – People and Culture Director	Reviewed by SMT and updated Clauses prior to staff consultation process/

As adopted by the YMCA Geelong on

Chief Executive Officer YMCA Geelong Inc

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