

# RSPCA VICTORIA COVIDSAFE PLAN

Last Updated: 12 October 2022

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## WHS Monitoring & Reporting Protocols

### Health Monitoring

RSPCA Victoria has implemented the following measure to reduce the spread of COVID-19 and other respiratory virus within the organisation:

- An employee or volunteer who has symptoms of COVID-19 or other respiratory viruses should:
  - Stay at home and do not attend the workplace, until all symptoms have cleared;
  - Advise their supervisor and email [whs@rspcavic.org.au](mailto:whs@rspcavic.org.au) if they return a positive COVID-19 test.
- RSPCA Victoria will provide employees and volunteers with rapid antigen tests as required.
- Any positive test results should be reported immediately to the WHS team via [whs@rspcavic.org.au](mailto:whs@rspcavic.org.au), regardless of whether an employee or volunteer has been on site or working from home. All instances of positive test results will be recorded on the MyOsh COVID-19 register by the WHS team.

### Employee Absences due to COVID-19

Employees are encouraged to utilise their leave entitlements for any periods of absence related to COVID-19, including personal leave (where they are unwell or caring for someone that is unwell), annual leave, long service leave and additional leave. Employees are encouraged to refer to the Leave Policy for further information regarding their leave entitlements.

If an employee has exhausted their leave entitlements and is experiencing financial stress which may make it difficult for them to self-isolate, they are encouraged to speak to their supervisor and the People & Culture team to discuss what support can be put in place for them.

## Current changes to our services and ways of working

Service	COVID Protocol
<b>Face masks</b>	<ul style="list-style-type: none"> <li>Inspectors are encouraged to wear a P2/N95 mask when entering any dwelling or enclosed space.</li> <li>Employees, volunteers, visitors and customers are not required to wear masks, however are encouraged to do so when they are indoors and are unable to maintain a 1.5m distance.</li> <li>Employees, volunteers, visitors, and contractors can wear a face mask should they wish to.</li> </ul>
<b>COVID Vaccinations for workers</b>	<ul style="list-style-type: none"> <li>All workers onsite must be fully vaccinated as per the RSPCA COVID-19 Vaccination Policy to attend the workplace unless a medical exemption applies.               <ul style="list-style-type: none"> <li>Worker means an employee (whether permanent, fixed-term or casual), volunteer, contractor, or agent employed or engaged by RSPCA Victoria.</li> <li>Worker does not mean foster carers who undertake their volunteering duties from their homes.</li> <li>Worker does not mean labour-hire or facilities related contractors who are performing works that are predominately outside or works where they are not required to be in close proximity to workers.</li> </ul> </li> <li>If an employee or volunteer is unable to prove that they have been fully vaccinated or hold a medical exemption, they will not be permitted to work or volunteer at any RSPCA sites across Victoria.</li> </ul>
<b>Social distancing and hygiene</b>	<ul style="list-style-type: none"> <li>Employees and volunteers at our sites are encouraged to maintain a 1.5m social distance with other people, including when eating in lunchrooms.</li> <li>Where possible, employees and volunteers are encouraged to stagger breaks and eat outdoors.</li> <li>Employees and volunteers at our sites are required to practice good personal hygiene.</li> </ul>
<b>Inspectorate</b>	<ul style="list-style-type: none"> <li>Our Inspectors continue to operate across the state with increased social distancing, personal hygiene, and safety measures in place (such as the Inspectorate COVID Policy and Procedure).</li> <li>N95/P2 masks are recommended when entering any dwelling or enclosed space or interacting with POIs outdoors in circumstances where social distancing is not possible.</li> </ul>
<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>Presentations and class discussions will comply with all COVID-19 safety requirements. Schools are bound by the department of Education and Training COVID-safe protocols, and teachers will be responsible for maintaining these within their class groups.</li> <li>Social distancing requirements (1.5 meters) will be adhered to by students and staff where possible.</li> <li>Participants must not attend if they have flu like symptoms, this will be communicated to booking staff prior to the excursion/attendance date.</li> <li>Hand sanitiser will be available throughout the Education Centre and Barn.</li> <li>Touch points will be disinfected on a regular basis by students and/or staff and the Education Centre will be cleaned each night by contracted cleaners.</li> </ul>
<b>Corporate Support Days</b>	<ul style="list-style-type: none"> <li>To minimise cross department exposure for our Corporate Volunteers, the following will be in place until further notice:           <ul style="list-style-type: none"> <li>Participants must not attend if they have flu like symptoms</li> </ul> </li> </ul>

Service	COVID Protocol
	<ul style="list-style-type: none"> <li>○ Max group size 12 people</li> <li>○ Minimal interaction with adoption / customer care staff</li> <li>○ Barn tour being primarily outside</li> </ul>
<b>Flexible working arrangements</b>	<ul style="list-style-type: none"> <li>● People leaders are encouraged to work with their teams to maintain hybrid / working from home arrangements where appropriate.</li> </ul>

## COVID-19 Prevention Measures

### Physical Distancing

Physical distancing is necessary because the most likely way of catching COVID-19 is by breathing in micro-droplets from another person sneezing, coughing, or exhaling. By maintaining a physical distance of at least 1.5 metres from others where possible, you will reduce the likelihood of exposure to micro-droplets of others.

Current health advice is that everyone, including people at workplaces, should maintain physical distancing measures wherever possible.

As such, all RSPCA Victoria employees, volunteers and visitors are encouraged to maintain a physical distance of at least 1.5 metres from people at all times, where possible.

### Hygiene

A key method to protect employees, volunteers and visitors from the risk of exposure to COVID-19 is by requiring them to practice good hygiene.

As such, all employees, volunteers and visitors are required to practice good personal hygiene, including:

- washing hands frequently with hand sanitizer or soap and water for at least 20 seconds;
- covering their coughs and sneezes with their elbow or a clean tissue;
- avoiding touching their face, eyes, nose and mouth;
- disposing of tissues and cigarette butts hygienically;
- cleaning and disinfecting shared tools, products and equipment after use;
- washing body, hair and clothes thoroughly every day;
- having no intentional physical contact, for example, shaking hands and patting backs; and
- washing down touchpoints on vehicles between jobs for cruelty investigation property attendances, animal transfers and handover of pool vehicle.

RSPCA Victoria has implemented the following measures to encourage good personal hygiene:

- encouragement for employees, volunteers and visitors to wash their hands with hand sanitizer upon entry at a RSPCA Victoria site;
- display of hygiene information in prominent locations at all sites;
- distribution of hand sanitizers to all departments and sites that have essential workers working or volunteering on site.

### Shared tools, product and equipment

Employees and volunteers are encouraged to avoid the shared use of tools, products and equipment wherever possible.

Where it is not possible to eliminate shared use, employees and volunteers are expected to:

- Thoroughly wash or sanitise their hands at appropriate points throughout the use of the tools, products or equipment;
- Ensure all parts of tools, products and equipment are wiped down before and after use or interaction;
- Ensure all tools, products and equipment are thoroughly cleaned throughout the day as required;

- Where possible, group employees into the same shifts so the same employees use the same equipment to limit the number of people who interact with each other and items.

The shared use of phones, desks, offices, computers and other devices should also be avoided where possible. Where this is not possible, these items should be regularly disinfected.

### **Personal protective equipment**

RSPCA Victoria has also provided other personal protective equipment to ensure the safety of our employees and volunteers, including:

- Face masks to be worn by employees and volunteers as required;
- Sneeze guards in customer facing areas.

### **Contractor Management**

RSPCA Victoria will continue to engage contractors to perform services for the organisation. When this occurs, RSPCA Victoria will request to sight the contractors COVIDSafe plan and will expect them to comply with the standards and expectations described in RSPCA Victoria's COVIDSafe plan and current Government directions whilst performing services for our organisation.

## **COVID-19 Vaccinations**

### **RSPCA Victoria COVID-19 Vaccination Policy**

RSPCA Victoria requires all Workers to provide evidence that they are fully vaccinated with an approved COVID-19 Vaccine for the duration of their employment or engagement with RSPCA Victoria. Fully Vaccinated is defined as vaccinated with two doses of a COVID-19 vaccine within the recommended time frame.

All employees and volunteers must follow the steps below to be allowed to attend the workplace:

#### **1. Access your proof of vaccination**

##### *Digital proof of vaccination*

To download proof that you have had the primary course of two vaccinations and your first booster vaccination you can access your Medicare online account through MyGov. You may need to link your Medicare or My Health Record to access this if you haven't set it up before.

Once in MyGov, please follow the steps below:

- If you have had your first vaccination – download your vaccination history;
- If you have had your second vaccination – download your vaccination history or add your COVID-19 digital certificate to the digital wallet on your smartphone.
- If you have had your booster vaccination – download your vaccination history or add your COVID-19 digital certificate to the digital wallet on your smartphone.

##### *Physical proof of vaccination*

If you can't get proof of vaccination online, please use the alternate methods below:

- Your vaccination provider or GP can print your immunisation history for you, or provide you with a letter detailing your immunisation history;
- You can also call the Australian Immunisation Register, who can send your immunisation history statement or COVID-19 digital certificate to you.

#### **2. Send your proof of vaccination**

Once you have proof that you have received the required doses of the COVID-19 vaccination, you must complete the following the steps below.

- Send your vaccination history document or a screenshot of your COVID-19 digital certificate to your supervisor and [covid@rspcavic.org.au](mailto:covid@rspcavic.org.au). You may need to scan or take a photo of this if it is in physical form;
- Staff and volunteers who have previously confirmed their vaccination status but have not provided proof will need to email their proof of vaccination to the COVID email listed above.

### **Paid Vaccination Leave**

Permanent, fixed term contract and casual employees are eligible for paid vaccination leave on occasions where they are receiving a COVID-19 vaccination.

Employees can have one day of paid vaccination leave for each vaccination received. Any days of leave taken after this period will need to be taken as personal leave or unpaid leave. This leave can be taken on the day you receive your vaccination, or it can be used the day after if you are experiencing any side effects as a result of the shot.

Employees can request this leave like any other, through the Payroll Kiosk or Human Force (and shortly in Definitiv) labelled as 'COVID-19 Vaccination Leave'.

### **Communications**

RSPCA Victoria has a suite of internal communication channels that are accessible to employees and volunteers, including the intranet, email, posters, MS Teams, Better Impact, team meetings, all staff and volunteer teleconferences. These channels are used to provide frequent updates on workplace health and safety processes, preventative health advice and regular instructions on how/ where to access further information as well as key contact details. In addition, Toolbox speaking points are developed for team leaders to deliver key messages and answer queries at morning team huddles.

### **Business Continuity Plan**

In the event that RSPCA Victoria experiences a significant event such as a site closure or loss of minimum staff requirements for reasons related to COVID-19, this will be managed in accordance with the Business Continuity Plan.