



COVID-19

1 Purpose

At YourPlace Housing (YourPlace) our priority is to ensure people feel safe and secure in their homes and in the workplace.

The current evidence suggests that getting vaccinated against COVID-19 is the best way to protect people and their families, and there is evidence that vaccinated people are less infections and significantly less likely to become seriously ill.

This policy is intended to protect all workers (employees, Board members, volunteers), contractors and tenants by minimising the risks of COVID-19 transmission and infection.

The risks of COVID-19 have presented the need to consider comprehensive measures to:

- > Protect tenants, noting that many are vulnerable or have pre-existing health issues
- > Protect workers, by providing a safe working environment both in and out of the office, and to support safe practices while we continue working with tenants
- > Protect contractors, by providing a safe work environment when providing services in properties managed or owned by YourPlace
- > Ensure business continuity for YourPlace's services.

Under Work, Health and Safety (WHS) laws, employers have a duty of care to ensure, as far as reasonably practicable, the health, safety and welfare of workers at work and those affected by their work. This requires YourPlace to manage the risk of COVID-19 for workers, contractors and others in the work environment.

This policy has been updated considering the increased risk of infection following the opening of South Australia's borders.

2 Policy

All activity undertaken by workers and contractors within the offices of YourPlace and within any buildings managed or owned by YourPlace must adhere to this policy.

It is also an expectation the workers and contractors will adhere to all relevant Health Directions of the South Australian Government as updated from time to time at the following location:

<https://www.covid-19.sa.gov.au/response>.



3 COVID-19 Health and Safety Requirements

3.1 For all employees in the workplace

Health and Safety requirements regarding COVID-19 will be assessed on a regular basis and will be in line with the current SA Health directions. Direction to all workers will be given by Senior Managers or the CEO on an ongoing basis. Where a worker is unsure of the current requirements, they should seek advice from their manager.

Consistent with this policy, YourPlace has set the following directions for workers who attend the workplace:

- > Only workers who are fully vaccinated and those with an SA Health approved medical exemption are able to enter the YourPlace office
- > Workers who are not fully vaccinated will be directed to work from home and not have any face-to-face meetings as a representative of YourPlace until they are fully vaccinated
- > Consistent with the YourPlace flexible working policy, team members may request to work from home – for example if they are concerned about being in the workplace
- > Where split-team arrangements are in place, all workers are directed to comply with these arrangements in full
- > In addition to the above, the CEO or Senior Manager, Corporate may issue further directions related to the use of personal protective equipment (such as face masks) in the office.

3.2 Entry Requirements for tenanted homes

Entry into homes of YourPlace tenants will only be allowed where the visiting worker or contractor adheres to the following rules:

- > They must be fully vaccinated and able to show proof of this if requested by a YourPlace employee or tenant
- > If the worker or contractor is unable to be fully vaccinated due to an approved medical exemption, they must provide evidence of a medical exemption and a recent negative COVID-19 test (within 72 hours) prior to entry into any tenant accommodation
- > They must wear a mask at all times
- > During periods of heightened COVID-19 activity, tenant visits and maintenance may be suspended or additional rules may be enforced to safeguard employees and tenants.

Where a worker or contractor is unable to meet the above conditions, YourPlace reserves the right to respond as per section 3.4 below.

Where a contractor is engaged by YourPlace Housing, it is their responsibility to ensure and certify that all their staff and sub-contractors that are entering or visiting YourPlace properties meet the above requirements. From time to time, YourPlace may require lead contractors provide a written declaration to this effect.

3.3 Requirements for tenants of YPH homes when in contact with YourPlace workers and/or contractors

All tenants will be asked to wear surgical masks when coming into contact with YourPlace employees and contractors. YourPlace employees can supply masks if required. Where a tenant is unable to wear a mask for medical or practical reasons, workers or contractors should ask them to socially distance (ie. relocate themselves in a separate room) or liaise in an open space such as outside for the duration of the visit.

3.4 Consequences

Under this policy, YourPlace is seeking to ensure the safest possible workplace environment, consistent with health directions. For this reason, non-compliance with the policy will lead to the following:

- > For workers this may mean suspension or termination, depending on the degree to which an worker endangers co-workers or tenants
- > For contractors this may mean suspension of services or termination of contract, consistent with clauses 8 and 21 of the Contractor Agreement
- > For tenants this may lead to cancellation of the home visit appointment or, in some circumstances, may lead to a breach of tenancy agreement as their refusal to wear a mask (in the absence of medical exemption) could prevent access to the home.

4 Roles and Responsibilities

It is the responsibility of:

- > YourPlace Management to consider and seek to mitigate where possible COVID-19 risks to ensure the safety of workers, tenants and contractors
- > All workers to read and follow this policy when conducting activities for YourPlace Housing
- > Contractors to read and follow this policy when conducting service activities for YourPlace Housing. Additionally, contractors must ensure and certify that all their staff and sub-contractors that are entering or visiting YourPlace properties meet the above requirements.

5 Definitions

- > **Fully vaccinated:** Is the definition adopted by the Therapeutic Goods Administration for use in Australia for people who have taken the appropriate number of doses of the COVID-19 Vaccine. This currently means two doses of the approved COVID-19 vaccine, although this may change over time
- > **Worker:** YourPlace employees, Board members, volunteers and consultants.

6 Document Information

Policy Number	HRPolicy09
Author	Fiona Snowdon, SM Corporate
Confidentiality	External
Approved By	CEO
Date Approved	23/11/21
Periodic Review	This policy will be reviewed annually to check it is operating effectively and whether any changes are required.
Next Review Date	23/11/22