

Leadership Victoria CovidSafe Program Action Plan
Last Updated: 28 April 2022

Purpose

Leadership Victoria (LV) acknowledges that the current Covid environment is dynamic and everchanging. Our goal in all our programs is to create a safe and conducive learning environment for participants and staff, especially when face to face. This requires an ongoing balance between monitoring Government announcements, adhering to the evolving health guidelines, whilst also being mindful of psychological safety factors.

The purpose of this action plan is to cover the responsibilities of all parties, outline the precautions and activities that Leadership Victoria is putting in place to ensure the safety – **both physical and psychological** – of staff and participants during programs, as well as the procedure for what happens in the event of a positive Covid case.

This plan is to be considered as an addendum to the existing CovidSafe plans of all venues and accommodation, and thus it will not cover venue-specific CovidSafe procedures.

Leadership Victoria reserves the right the right to change the delivery method from in-person to virtual, should we assess that the risk to health is too high to all parties such that it would adversely impact the program experience.

Please note: Leadership Victoria commits to reviewing and updating this plan at minimum on a monthly basis, ensuring that it continues to reflect an evolving environment.

Responsibilities

It is the responsibility of all LV staff to comply with this procedure. All employees must co-operate in implementing risk control measures. They must take all reasonably practicable steps to ensure they do not do anything that creates or increases the risk to the health and safety of themselves or others.

It is the responsibility of the Corporate Services Manager (CSM) to be the first to respond in the event a staff member is presenting symptoms of illness and depending on the severity of symptoms to report to the Chief Executive Officer (CEO).

It is the responsibility of the CEO to evaluate, respond and report where required if multiple staff are presenting symptoms of illness.

The **CEO** is responsible for:

- Nominating the Epidemic Officer. For LV this is the CSM by default for all staff-related Covid incidents however the CEO may override this if they see fit, especially where a Covid incident may be pertinent to a specific Program.
- Ensuring that the organisation's Leave and Workplace Health and Safety policies are consistent with the intention of the Epidemic Policy
- Assessing the organisation's vulnerabilities, in the light of the epidemic or pandemic,

to:

- LV's staff and partners
- LV's clients and participants
- Suppliers of goods and services
- In the event of an epidemic or pandemic,
 - Giving notice to staff, volunteers, clients, and any persons likely to be affected that epidemic or pandemic procedures are in effect
 - Bringing into operation the epidemic or pandemic management procedures specified below
 - Instituting any administrative measures necessary to reduce the impact of the vulnerabilities detailed above

The **Epidemic Officer** is responsible for:

- Working with the CEO on the preparation of a CovidSafe Plan
- Advising the CEO on when epidemic procedures should be activated
- Familiarising staff with recommended procedures regarding epidemic avoidance
- Working with all parts of the organisation to identify mission-critical staff and functions

Managers/Program Coordinators are responsible for:

- Ensuring that staff and volunteers are aware of the epidemic procedures in effect at any time.

Employees/volunteers are responsible for:

- Abiding by the epidemic procedures specified below, when informed by authorised staff that epidemic or pandemic procedures are in effect

Procedures

The following procedures apply in the event of the CEO giving notice that epidemic or pandemic procedures are in effect.

Programs and Events

- Leadership Victoria follows the Victorian Health Guidelines for COVID Settings for living and working in Victoria [COVIDSafe Settings | Coronavirus Victoria](#).
- The CEO, with the advice of the Epidemic Officer, will consider on a continuing basis whether any programs and events involving the attendance of staff or members of the public should be changed, rescheduled or cancelled to minimise the risk of infection.

For Day Programs and Events (that do not require overnight accommodation)

Leadership Victoria follows the guidelines, restrictions, and recommendations as provided by [Sector guidance | Coronavirus Victoria](#). The following applies to all staff, speakers, and participants of Leadership Victoria programs:

- All Leadership Victoria staff are fully vaccinated
- Approved booster shots (third dose) are highly recommended

- All Leadership Victoria staff will undertake an approved Rapid Antigen Test (RAT) within 12 hours of attending a program/event day
- Undertaking a Therapeutic Goods Administration (TGA) approved Rapid Antigen Test (RATs) within 12 hours of attending a program/event day is **highly recommended for all participants**. This is to provide a safe environment for everyone, so that participants can be actively involved in programs. For approved tests, please see <https://www.tga.gov.au/covid-19-rapid-antigen-self-tests-home-use>.
- If you develop any symptoms or test positive prior to the program, you will be asked to abide by the guidelines as set out by the Department of Health – [Checklist for COVID contacts | Coronavirus Victoria](#) – this involves undertaking a test and isolating until you receive the result. If you test negative, please continue to monitor symptoms and we highly recommend you continue to undertake Rapid Antigen Tests as appropriate
- In the event you or someone in the program tests positive, the Department of Health has advised that participants are considered ‘**Social and Workplace Contacts**’. Please see the Department of Health [Checklist for COVID contacts | Coronavirus Victoria](#) and follow the recommended guidelines there

For Residential Multi-Day Programs (that may require overnight accommodation)

Leadership Victoria follows the guidelines, restrictions, and recommendations as provided by [Sector guidance | Coronavirus Victoria](#). The following applies to all staff, speakers, and participants of Leadership Victoria programs:

- All Leadership Victoria staff are fully vaccinated
- Approved booster shots (third dose) are highly recommended
- All Leadership Victoria staff will undertake an approved Rapid Antigen Test (RAT) within 12 hours of attending a program/event day
- All accommodation to be single room, no shared accommodation
- **Participant responsibilities before the program:**
 - Undertaking a Therapeutic Goods Administration (TGA) approved Rapid Antigen Test (RATs) within 12 hours of attending a program/event day is **highly recommended for all participants**. This is to provide a safe environment for everyone, so that participants can be actively involved in programs. For approved tests, please see <https://www.tga.gov.au/covid-19-rapid-antigen-self-tests-home-use>
 - If you test positive prior to the event, please contact a Leadership Victoria Program Coordinator/Manager to inform them of your results. We ask that you remain at home and abide by the guidelines as set out by the Department of Health – [Checklist for COVID contacts | Coronavirus Victoria](#)
- **Participant responsibility during the program:**
 - If you develop any symptoms, you will be asked to abide by the guidelines as set out by the Department of Health – [Checklist for COVID contacts | Coronavirus Victoria](#) – this involves undertaking a test and isolating until you receive the results. If you have a RAT test available, please take this immediately, isolating in your room until you receive the results. If you do not have a RAT test available and cannot access one, we will ask you to

- return home to take a test and isolate until you receive the results.
- You will need to provide the Program Manager/Coordinator with the results of your test (positive/negative) within 1 hour if onsite (i.e., isolating in your room) and within 4 hours if offsite (i.e., at your place of residence/ home) of receiving the result.
 - If you test negative and are no longer symptomatic, you will be allowed to re-join the program assuming you are feeling capable. Please continue to monitor symptoms, undertaking an approved Rapid Antigen Test (RATs) is highly recommended by all participants.
 - If you return a positive test, we will be asking you to return home. To ensure everyone's safety, you will be asked to refrain from carpooling home.
- **In the event of a positive Covid test during the program:**
 - In the event a participant or staff tests positive, the Department of Health has advised that participants are considered '[Social and Workplace Contacts](#)'. Please see the Department of Health Checklist for COVID contacts | Coronavirus Victoria and follow the recommended guidelines there
 - LV will inform the group someone has tested positive and follow the guidelines as set under the social and workplace social contacts
 - For multi-day programs, LV's initial position in the event of a positive case is to ask the participant to return home and follow the guidelines as set out by the Victorian Government. The rest of the program will continue as planned.
 - LV reserves the right to suspend the program and ask all participants to return home, with the remainder of the program switched to virtual, in the event of a mass outbreak. This is to mitigate the ongoing risk of Covid spreading among participants, whilst also ensuring that all participants feel psychologically safe in the same learning environment
 - Please note, to ensure everyone's safety, you will be asked to please refrain from carpooling home where possible
 - In the event a speaker in the program tests positive, we will consider this a **social and workplace contact** situation. Leadership Victoria will notify everyone in program that a speaker has tested positive. We will ask all participants to monitor for symptoms, and strongly recommend undertaking an approved Rapid Antigen Test (RATs)
 - Leadership Victoria will endeavour to procure RAT tests for all participants, however we're mindful of the supply constraints and may not be able to do so. However, we don't want to pass this burden on to participants too. Thus we strongly recommend that all participants source at least two RATs (ideally three as back up) to bring as backup. If requested, Leadership Victoria will reimburse you with a **replacement** TGA-approved RAT test.

Work Procedures

The CEO, with the advice of the Epidemic Officer, will consider on a continuing basis whether:

- It is necessary or appropriate for nominated staff/volunteers to work from home.
- Staff/volunteer travel, (or other activities that may cause them to come into contact with other people in Australia or overseas) should be minimised, modified

or terminated.

- Arrangements for staff/volunteers who work with clients or the public should be modified to minimise risks for all parties, avoiding face-to-face meetings in favour of electronic communication. Where a face-to-face meeting is unavoidable, minimise the meeting time, choose a large meeting room and sit at least one metre away from others
- The CEO, with the advice of the Epidemic Officer, may require any member of staff to not attend the workplace, and/or to work from home, or, if this is not feasible or appropriate, to take Personal Leave, substitute days, paid annual leave or unpaid annual leave].
- The CEO, with the advice of the Epidemic Officer, may require any member of staff to provide satisfactory evidence that they are fit to return to work.

Contractors and suppliers

The CEO, with the advice of the Epidemic Officer, will consider on a continuing basis whether arrangements with existing contractors and suppliers need to be modified or supplemented to ensure uninterrupted service delivery.

Health Procedures and Messaging

The Epidemic Officer shall familiarise staff/clients/volunteers and others, as relevant, with recommended procedures on epidemic avoidance guidelines as follows:

Staff, clients and others will be encouraged to observe the following personal infection prevention practices as a matter of course to ensure others are not exposed to respiratory excretions, whether or not they have symptoms of the virus:

- Avoid coughing and sneezing on, or in the vicinity of, others
- Cover your nose and mouth with a tissue, sleeve or a handkerchief (not hands) when coughing and sneezing and ask others in your proximity to do the same.
- Wash your hands (and other body parts such as the face that might have been exposed to respiratory secretions) with soap and running water (and then dry thoroughly) or with an approved alcohol-based liquid or hand rub immediately after contact with respiratory secretions
- Avoid contact with secretions of others who have, or are at risk of, respiratory illnesses (such as small children or those with underlying or chronic illnesses such as immune-suppression or lung disease) until respiratory symptoms have resolved
- Ensure that used tissues and face masks are placed in a disposable bag and disposed of in general waste, and that contaminated clothes are thoroughly washed/dry cleaned
- Ensure suspected symptoms of respiratory illness are reported immediately a line manager
- Ensure promptly after exposure that hard surfaces that might have been exposed to respiratory secretions are at least cleaned with an approved alcohol-based wipe, or preferably with an approved disinfectant solution.

Staff Well Being

Individuals will experience a wide range of reactions to a threatened or actual pandemic, including anxiety and concern for themselves, family, friends and colleagues. LV will respond to these concerns by:

- Maintaining strong leadership to manage the crisis and provide guidance and reassurance
- Providing access to an Employee Assistance Program to respond to individual and group concerns
- Providing staff with clear, factual, and up-to-date information
- Implementing management practices outlined in this document

If you are concerned, call the Coronavirus Hotline on 1800 675 398. For more information go to: <https://www.dhhs.vic.gov.au/coronavirus>

Related Documents

- LV Pandemic Policy
- LV CovidSafe Plan
- LV Working From Home Policy TBF
- LV Computer Usage Policy
- LV Internet Usage Policy
- LV Privacy Policy

Date Created	Date Approved	Date Revised	Version Control	Approved By	Amendment details
-	18/3/2020	-	1.0	Board	New statement
-	-	22/12/2020	1.1	CEO	Updated with latest health advice and information
		7/02/2022	1.2	CEO	Updated with latest health advice and information
		28/04/2022	1.3	CEO	Updated with latest health advice and information