

# COVID Safe Policy

## Purpose

The policy establishes our commitment and expectations for protecting the safety of the Breast Cancer Network Australia (BCNA) network, as well as implementing suitable actions and controls for maintaining safety. This policy is also aimed at minimising risk, cost, and reputational damage to BCNA whilst fulfilling our duty of care.

## Scope

This policy applies to all BCNA staff, contractors, and volunteers, inclusive of Board members and consumer representatives. This policy also applies to all BCNA workplaces, events, and meeting locations (BCNA workplaces) as well as any required long-distance travel to attend a BCNA workplace.

## Out of Scope

This policy does not apply to BCNA partners and suppliers, nor an individual's residence when they are working from home.

## Policy Statement

Breast Cancer Network Australia (BCNA) is committed to ensuring all care is taken to protect the safety, health, physical and mental well-being of everyone whom our activities may involve or affect. We recognise that we exist for our members, who may include those vulnerable or immune compromised, and they must feel reassured that BCNA will use its best endeavours to provide safe locations that they may attend.

To support this commitment, every BCNA representative must be double vaccinated and demonstrate that they are double vaccinated, prior to being permitted to commence work at any BCNA workplace (including working from home arrangements), attending any BCNA work-related event, or traveling for BCNA work purposes.

## Application

This policy is applied within BCNA's operations through the implementation of our Health and Safety obligations, proactive management of the risk of exposure, responsive working arrangements, as well as through the BCNA COVIDSafe Plan, events' COVIDSafe Risk Registers, and the implementation of the additional requirements and controls outlined in the Schedules to this policy.

The policy schedules are included in this policy, covering:

- Schedule I: Guidelines for Attending the Office
- Schedule II: Guidelines for Offsite Workplaces and Events
- Health & Safety Obligations

A BETTER JOURNEY FOR ALL AUSTRALIANS AFFECTED BY BREAST CANCER

Health and safety is everyone's responsibility. To ensure every one of our team members and representatives help keep fellow BCNA representatives and members safe, we all must ensure that we:

- do not attend the BCNA office, event, or travel if you are feeling unwell. It is important to stay home and contact your General Practitioner (GP) for advice. If you are displaying flu-like symptoms (cough, temperature, sore throat, shortness of breath) you can contact the 24/7 COVID Information Hotline on 1800 675 398
- adhere to the guidelines provided in the schedule of this policy. If you have any questions, please speak with your Manager, Executive, or People and Culture
- maintain good hygiene and physical distancing
- raise any concerns you have with your Manager, Executive, or People and Culture as soon as possible.

If you are displaying any symptoms that may be COVID-related, you need to stay away from the office and/or any BCNA event, and if needed get tested and stay home until you have received a positive result or have completed your isolation period.

### **Management of Exposure**

BCNA representatives have an obligation to tell their Manager, Executive, or HR if they or any close contacts test positive for COVID-19 to help keep others safe.

BCNA takes private and confidential information seriously, and in accordance with our Privacy Policy and Confidentiality Policy will not disclose the identity of the person without express permission. However, we will provide suitable updates of any potential exposure to all BCNA staff.

If you think that you have been exposed to COVID-19, you should monitor your symptoms and consider the risks, particularly for those who may be immunocompromised.

### **Working Arrangements post the COVID-19 Pandemic**

BCNA has a Flexible Workplace Policy and Guidelines that provide details on staff arrangements for working in the office and working remotely. This policy and guidelines define BCNA's expectations for how many days staff are required to attend the office.

BCNA also has a Travel Policy, as well as a Personal Leave Policy that are applied to staff in conjunction with this policy.

### **Non-Compliance**

There are no exceptions to this policy or the attached Schedules. BCNA may consider breaches of this policy as amounting to serious misconduct that may result in disciplinary action including, but not limited to, suspension or dismissal.

The BCNA CEO has the authority to make exceptions to the Policy where appropriate due to an individual's circumstances. BCNA's CEO, or their nominated delegate, has complete discretion in relation to the management of breaches of this policy. In accordance with our Disciplinary Policy, BCNA will consider each matter on a case-by-case basis and manage each breach accordingly.

If you become aware that a BCNA representative has breached this policy, you must inform your Manager or Executive member.

## Related Policies and Documentation

The following documents are referenced within, or related to, this policy and should be reviewed in support of the interpretation and application of this policy:

- COVIDSafe Plan
- Occupational Health & Safety Policy
- Flexible Workplace Policy and Guidelines
- Travel Policy
- Personal Leave Policy
- Risk Framework
- Privacy Policy
- Confidentiality Policy
- Disciplinary Policy.

## Policy Administration

This policy is reviewed every one year, or earlier as determined by the Approval Authority or Policy Sponsor. Both endorsement by the Policy Sponsor and approval from the Approval Authority must be obtained prior to the implementation of this policy.

## Schedule I: Guidelines for Working in the Office

These guidelines have been developed to provide detailed information on our key processes and obligations to be aware of when working in the office, as well as where to find support.

Information in these guidelines includes the following:

1. Rules for attending the BCNA office.
2. Office Roster Process.
3. COVIDSafe Behaviours.

To ensure we are all working together to create a COVIDSafe environment, you are expected to read through these guidelines to understand what is expected when you work in the office, the support that is available to you, and where you can get support.

If you need any further information or support, please talk to your Manager, Executive, or the People and Culture team. Our Employee Assistance Program (EAP) is also available if you are concerned or have any anxiety around returning to the office, COVID-19, and managing your health and well-being.

The phone number for the EAP is 1300 851 695.

### Rules for Attending the BCNA Office:

Every staff member, contractor, or volunteer attending the BCNA office shall:

- only attend a BCNA workplace if double vaccinated and can demonstrate that they are double vaccinated
- follow the Bakers Delight office protocol for our shared office space – including wiping down surfaces in common areas such as the kitchen, meeting rooms, and other facilities after use.

### COVIDSafe Behaviours

To continue to keep everyone safe, there are general behaviours that we ask all BCNA staff to continue to follow to ensure we operate in a COVIDsafe manner.

#### ***Practicing Good, Safe Hygiene***

Maintain good hand hygiene – regularly washing hands and using the hand sanitisers that are located around the workplace.

#### ***Keep your Workspace Clean***

Wipe down your workstation at the start and end of each day. Disinfectant wipes are provided near the photocopier. If there is a shortage of disinfectant wipes or disinfectant spray, please notify HR. Remove all items from your desk at the end of each day.

#### ***Keeping Common Areas Clean***

As we share common workplace facilities with Bakers Delight (i.e., kitchen, meeting rooms, car park, utility areas, collaboration tables, and lounge areas) we ask all staff to remain COVIDSafe and follow the following protocols:

### Kitchen

As the kitchen area is an extremely high touchpoint area, it must be kept clean. As a result, all staff need to ensure the following:

- Dishes are to be put in the dishwasher after use, do not leave them on the bench.
- If the dishwasher is full, turn it on.
- If the dishwasher has finished the cleaning cycle, please empty it.
- Wipe down the bench if you make a mess.
- Wipe down any table or bench you sat at.
- Push the chairs back under the table or bench.
- Put things back clean and where you found them. Do not leave them out.
- The four kitchen rubbish bins (as marked) are for general waste, as the building does not have glass or plastic recycling.

### Meeting Rooms

Whilst there are no longer restrictions on how many people we can have in a meeting room, staff are still required to:

- wipe down the table (with the cleaning products that are in the room) after each meeting has finished
- push all the chairs under the table
- lower all chairs to the normal position to ensure they can be pushed under the table when you leave
- put all cords away
- wipe the whiteboard clean (including in the non-bookable rooms).

Many of the points above apply to any facilities and amenities you use in the office. If you are at a collaboration table, wipe it down after use and push the chairs in. If you use anything in a utility area, put it back where you got it from.

## **Schedule II: Guidelines for Offsite Workplaces and Events**

These guidelines have been developed to provide information on our key processes and obligations to be aware of when attending an offsite event or meeting and where to find support.

Information in these guidelines includes the following:

- Rules for attending a BCNA offsite workplace or event, and
- COVIDSafe Events Process.

### **Rules for Attending an Offsite Workplace or Event**

Every BCNA representative who attends an offsite workplace shall:

- at all times follow the COVIDSafe protocols of the venue/premises
- If the Risk Register deems that masks should be worn at the event, then it is compulsory that you do so at all times whilst indoors
- undertake physical distancing where possible. The recommendation is at least 1.5m of space between you and others at all times

- maintain good hand hygiene – regularly washing hands and using the hand sanitisers that are located around the workplace
- not attend if you are feeling unwell.

### COVIDSafe Events Process

- Any BCNA event or meeting must have a designated COVIDSafe Officer who will be responsible for ensuring the COVIDSafe Policy and these guidelines are adhered to.
- Any BCNA run or hosted meeting or event must have a Risk Register for the event including the identification, assessment, and mitigation strategies for COVID-related risks.
  - The Risk Register will be developed from the BCNA Risk Framework and will include appropriate identification of potential risks and appropriate mitigation strategies.
  - This must be completed in conjunction with the venue hosting the event/meeting. The Risk Register must be approved by the appropriate BCNA Executive at least 14 days prior to the event.