



## 1. Rationale

- 1.1 The Australian Rural Leadership Foundation (ARLF) is committed to ensuring the health and safety of its board members, Employees, Associates, Participants and Volunteers as well as the safety of Visitors, and Contractors.
- 1.2 This policy outlines the ARLF's approach to minimising the risk of exposure to COVID-19 for all board members, Employees, Volunteers, Associates, Participants, Contractors and Visitors during the COVID-19 pandemic while working at ARLF Workplaces.
- 1.3 This policy is subject to any Public Health Order which affects the ARLF and its activities and programs. If any State, Territory or the Australian Government mandates that a workplace must close, that employees isolate at home, wear a mask or be vaccinated at work (**Public Health Order**) then such directives override this policy to the extent of any inconsistency.
- 1.4 All board members, employees, volunteers, participants, associates, contractors and visitors have a duty-of-care and responsibility to assess and mitigate risk of infection to themselves and to others, including keeping informed of current government jurisdictional mandates and medical advice.
- 1.5 The ARLF supports the use of vaccinations for COVID-19 to minimise the health and safety risk to individuals interacting with the ARLF. If an individual chooses not to receive a vaccination, they acknowledge that they may not be able to enter an ARLF workplace, or participate in the ARLF's activities, and programs. The ARLF acknowledges that there may be medical reasons why an individual may not be able to receive a COVID-19 vaccination, or choose not to in their circumstances, including protected attributes such as pregnancy or disability.
- 1.6 From time to time the ARLF interacts with people and communities with an elevated risk of being infected with COVID-19 such as, for example people with a reduced immune system, medical professionals, flight crew, and Aboriginal and Torres Strait Islander individuals and communities. Individuals that this policy relates to have a duty to consider their personal health and wellbeing and the desires of others during the pandemic. The ARLF is mindful of taking steps to minimise the risk to vulnerable individuals.
- 1.7 Refer to the ARLF Emergency Management Procedure for COVID-19 safety guidelines for program planning, design and delivery, and each ARLF leadership program's COVID Safe Plan and risk management plan.

## 2. Definitions

ARLF	Australian Rural Leadership Foundation
Associate	An entity (and its agents, employees) or individual that provides services with the ARLF.
Board Members	All current elected and appointed members of the ARLF board.
Close contact	A close contact is an individual that has come into contact with a confirmed case of COVID-19; however, definitions and rules differ between jurisdictions. Refer to the relevant government website for up-to-date information.
Contractors	An entity (and its agents, employees) or individual that provides paid services to the ARLF and whom execute an ARLF subcontractor agreement.
COVID-19	Corona Virus Disease (identified 2019)
COVID-like Symptoms	<p>Can include but are not limited to:</p> <ul style="list-style-type: none"> <li>• fever</li> <li>• respiratory symptoms</li> <li>• coughing</li> <li>• sore throat</li> <li>• shortness of breath.</li> </ul> <p>Other symptoms can include runny nose, acute blocked nose (congestion), headache, muscle or joint pains, nausea, diarrhoea, vomiting, loss of sense of smell, altered sense of taste, loss of appetite and fatigue.</p>
Employee	An individual who has a contract of employment with the ARLF.

Up-to-date vaccination	Means an individual has received the required dose(s) of a Therapeutic Goods Administration (TGA)-approved COVID-19 vaccine under the national COVID-19 vaccination program.
Participant	An individual who has contracted with the ARLF to participate in an ARLF program..
Test	Means a polymerase chain reaction (PCR) test or in ARLF's absolute discretion and on a case-by-case basis, a TGA approved rapid antigen test.
Visitor	Means a person who visits an ARLF workplace but who is not a participant, employee, volunteer or associate. This also includes ad hoc ancillary service providers who are not contractors.
Volunteer	Means a person who: <ul style="list-style-type: none"> <li>(a) is not an employee of the ARLF; and</li> <li>(b) offers their services or time to the ARLF for no financial gain.</li> </ul> For the avoidance of doubt this includes ARLF alumni, and honorary fellows of the ARLF.
Workplace	In the context of this policy workplace is a place where work is carried out for a business or undertaking and includes any place where an individual goes, or is likely to be, while at work. <p>participants, visitors, associates, contractors and volunteers are visiting a workplace where they are participating in an ARLF program or activity.</p> <p>Employees that are designated homeworkers cannot leave their workplace when their office is based in their home (a designated homemaker is an ARLF employee who works from home [their office is based in their home] even though they may work other than at home for part of their working hours)</p>

### **3. Role and Responsibilities of the ARLF, Employees, Board Members, Associates, Participants, Volunteers, Visitors and Contractors**

#### **3.1 The ARLF's role**

In delivering on its work health and safety duties the ARLF aim to:

- Provide a safe working environment, information, instruction, and supervision to promote health and safety in the workplace including procedures to follow in high-risk COVID-19 situations in the workplace.
- Provide adequate facilities to practice good hygiene in the workplace including hand sanitiser, soap, disinfectant spray, tissues, and where relevant, face masks and other PPE.
- Consult with those to whom this policy relates about work health and safety issues relevant to the COVID-19 outbreak.
- Integrate work health and safety issues into all of decision making and put in place mechanisms for monitoring work health and safety issues.
- Notify the relevant state/territory Work Safe office and lodge a WHS incident notification if a COVID-19 infection is contracted in the workplace.
- Revise and implement this policy where reasonably necessary and in line with changes to the law and government directives.

### **3.2 General responsibilities of Board Members, Employees, Volunteers, Associates, Participants, Contractors and Visitors to an ARLF Workplace**

#### **When feeling unwell**

- Do not enter a workplace when feeling unwell, displaying COVID-like symptoms, or if you suspect you may have COVID-19.
- If feeling unwell while in the workplace, inform an executive employee of the ARLF who may direct you to leave the workplace and immediately seek medical treatment.
- If an employee is suffering COVID-like symptoms and not attending the workplace, they may continue to work; however, they will be advised to use sick leave to allow recovery.

#### **If suspected to have encountered COVID-19**

- Do not attend a workplace when directed to self-isolate or work from home.
- ARLF employees, unless otherwise directed by the ARLF, are not to attend a workplace if they have encountered a confirmed case of COVID-19.
- Unless otherwise directed by the ARLF, persons that this policy relates to other than ARLF employees, must follow the directives of the jurisdiction if they have come into close contact with a confirmed case of COVID-19.
- If diagnosed with COVID-19, individuals who have had contact with the ARLF or a workplace must immediately inform an ARLF executive employee, and not attend a workplace.

Individuals should follow the advice of medical practitioners, government health officials and any Public Health Order.

- If diagnosed with COVID-19, employees (and where relevant, volunteers) must provide a medical certificate confirming that they are fit to return to work, which may include confirmation that they have had a test which returned negative for COVID-19.
- If a participant, contractor, visitor or associate has been diagnosed with COVID-19 they will not be able to enter a workplace, provide services to or participate in any ARLF program or activity until the ARLF are satisfied that they are COVID-19 free or are not a health or safety risk to others.
- An employee with COVID-19 can potentially work from home subject to the advice from the treating clinician and discussions with the ARLF.

### **General Responsibilities**

- Monitor government websites and directives relating to COVID-19 within your local area.
- Be mindful of others in taking steps to minimise the risk of vulnerable individuals contracting the illness, including by avoiding the workplace when experiencing COVID-like symptoms.
- Practice good hygiene in the workplace:
  - wipe down surfaces after use including scanners and printers.
  - practice cough and sneeze etiquette by keeping away from others, cover coughs and sneezes
  - do not share items such as pens, keyboards, mouses where possible.
  - Wash hands regularly with soap and use hand sanitiser regularly.
- Observe social distancing when necessary including:
  - Limit or avoid face-to-face meetings.
  - Abide by any room capacity restrictions.
- Follow instructions when in the workplace.

### **3.3 Specific Responsibilities of Employees and Board Members**

- In order to attend workplaces and ARLF activities in person, the ARLF requires employees and board members to have up-to-date vaccination against COVID -19, subject to each individual obtaining their own independent medical advice regarding vaccination and their options for vaccination.
- Where employees or board members are exempt from COVID -19 vaccination for medical reasons, individuals may be required to provide evidence acceptable to the ARLF of the exemption.

- Employees or board members returning from overseas or interstate may be unable to attend workplaces or ARLF activities. Such individuals may be directed by the ARLF not to return to the office for a period of time and where relevant, may be required to take leave in accordance with our policies or, with the consent of the ARLF, work from home.
- Individuals may be required to provide proof of their vaccination status to attend a workplace.

### **3.4 Specific responsibilities of Participants, Associates and Contractors**

- Participants, Associates, and contractors are required to have up-to date vaccination for COVID-19 to take part in person in any ARLF program or activity where any person is required to travel from a interstate and/or overseas to attend.
- The ARLF will consider applications for participants that do not have up-to-date vaccination for COVID-19 to take part in person in an ARLF program or activity where there is no interstate and/or overseas travel required to attend. This will be assessed on a case-by-case basis by the ARLF and the participant understands that the application may be declined.
- The ARLF will consider engaging an Associate or contractor that does not possess up-to-date vaccination for COVID-19 to take part in person in an ARLF program or activity when there is no interstate and/or overseas travel required to attend. This will be assessed on a case-by-case basis by the ARLF and the Associate/contractor understands that they may be declined to participate in person.
- A COVID-19 vaccination exemption may be allowable where an individual has a disability, medical or other protected attribute that means they cannot be vaccinated. This will be assessed on a case-by-case basis by the ARLF.
- Where an individual is provided with an exemption, they must provide proof of a negative test result within 48 hours prior to the commencement of a face-to-face program or activity.
- Individuals may be required to show an ARLF representative proof of their vaccination status or exemption to participate in an ARLF program.

### **3.5 Specific responsibilities of Volunteers and Visitors**

- ARLF will conduct a risk assessment with respect to volunteers and visitors and determine in their absolute discretion whether a volunteer or visitor is required to have up-to-date vaccination, for participation in any ARLF activity or upon entering an ARLF workplace. ARLF will consider whether a relevant Public Health Order applies in the context of appropriate vaccination requirements.
- Where an individual is provided with a vaccination exemption, they must provide proof of a negative test result within 48 hours prior to the commencement of a face-to-face program or activity.
- Individuals may be required to show an ARLF representative proof of their vaccination status or exemption to participate in an ARLF program or attend a Workplace.

## 4. Scope and application

This policy applies to ARLF board members, employee, volunteers, associates, visitors and all contractors engaged in the ARLF's activities and programs.

This policy will be reviewed periodically but is subject to change at short notice.

## 5. Responsibilities and ownership of this policy

Policy approval	ARLF Board of Directors
Implementation	Chief Executive; Director, Finance and Operations; Director, Learning; Director Partnerships; Director, Strategic Projects
Review	Chief Executive
Improvement	Chief Executive

## 6. Resources

- Workplace guides, procedures and practice related to minimising the risk of COVID-19
- Health questions and symptoms Tel 1800 020 080
- Australian Government Department of Health [www.health.gov.au/covid19-resources](http://www.health.gov.au/covid19-resources)
- Safe Work Australia <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

## 7. Review schedule

Initially	2021 (new policy)
Periodic	Monthly
Recent review	22 April 2022