

# **COVID-19 PANDEMIC POLICY**

The Hands of Hope Foundation Incorporated (ABN 30 362 949 819) hereby referred to as HOH has developed a detailed and comprehensive COVID-19 Safe operating plan for its Clients, Members and Volunteers which has been designed to mitigate the risk of infection to our members & clients.

Please read this policy carefully as it describes how HOH will mitigate risk to our Clients, Members and Volunteers during the Pandemic.

HOH may revise this policy from time to time in accordance with Commonwealth and State Government directives and publish a revised version on our website.

A revised version of this policy will take effect from the date it is published to our website.

## **1. POLICY PURPOSE**

This policy outlines HOH's intent to minimize the exposure to HOH clients, members and volunteers and place HOH in a position to immediately address any potential risks to HOH client services within South Australia.

## **2. POLICY STATEMENT**

HOH is committed to providing Clients, Members and Volunteers with a safe working and meeting environment that is free of health hazards, inclusive of pandemic diseases. HOH assigns the highest priority to assessing, minimizing and managing the risks to our Clients, Members and Volunteers from being exposed to pandemic diseases.

## **3. RESPONSIBILITIES AND PREVENTION**

### **3.1. HOH Pandemic exposure Responsibility**

HOH will immediately notify State Health Departments if there is a significant risk that any of its Clients, Members or Volunteers may have been exposed to or affected with a pandemic disease, and HOH will comply with to any Government requests to supply the personal information that is associated with these exposures.

### **3.2. HOH Pandemic Clients, Members and Volunteers Responsibilities**

Clients, Members and Volunteers will take all necessary precautions to ensure that they protect themselves from pandemic diseases transmission and be aware of their current health status.

Additionally they will immediately notify the HOH CEO of any actual or possible disease exposures whilst acting or carrying out tasks on behalf of HOH.

### **3.3. Prevention of Pandemic Disease**

HOH will incorporate the following prevention strategies to minimize any threats of possible pandemic disease contact or transmission:



Have a monitoring mechanism in place for symptoms applicable to a known pandemic.

Some common symptoms may include:

- High fever.
- Flu-like symptoms such as coughing, sore throat and fatigue.
- Shortness of breath.

If a Members or Volunteers exhibit symptoms relative to a known pandemic, those people will need to seek medical clearance before returning to and assisting HOH support functions.

HOH Members and Volunteers are to exhibit and apply the following hygiene practice generally:

- Wearing of face masks when in a closed environment.
- Wash your hands frequently with soap and water or use an alcohol-based hand rub if your hands are not visibly dirty.
- Washing your hands with soap and water or using alcohol-based hand rub eliminates the virus if it is on your hands.
- Practice respiratory hygiene:
  - When coughing and sneezing, cover mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with alcohol based hand rub or soap and water.
- Covering your mouth and nose when coughing and sneezing prevent the spread of germs and viruses. If you sneeze or cough into your hands, you may contaminate objects or people that you touch.
- Maintain social distancing:
  - Maintain at least 1 metre (3 feet) distance between yourself and other people, particularly those who are coughing, sneezing and have a fever.
- In relation to the movement of Client goods, we will continue to monitor State Government Health Department communications and recommended restrictions and preventative measures.

#### **4. IMPLEMENTATION**

A Pandemic – Work Health and Safety Guideline will be developed for the various tasks and settings highlighting the scenarios and specific risks associated with the tasks carried out highlighting the risk & impact to HOH Members & Volunteers.

#### **5. POLICY COVERAGE**

The policy applies to all HOH Members and Volunteers carrying out HOH activities. Should any persons dealing with HOH have any concerns in respect of threats from Pandemic Disease through their dealings with HOH they should immediately direct enquires to

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