



## **COVID-19 and Vaccination Policy      23 November 2021**

### **Background to policy**

The WWC SA is a community service that needs to balance accessibility, community safety and Work Health and Safety of all staff, volunteers, and management committee. Vaccination, along with masks, office hygiene, social distanced conversation, is the safest and most efficient way to prevent COVID-transmission and the WWC SA is committed to keeping all workers and volunteers safe as well as the community at large.

Emergency declarations that mandate vaccinations and isolation are often made with short notice to the public and for this reason, this policy will be regularly reviewed to ensure compliance with those declarations.

### **Vaccination policy for visitors who are eligible for the vaccination**

All visitors, as of 23 November 2021, to the WWC must be double vaccinated against COVID-19 to enter the office space at Level 1 Station Arcade 52 Hindley Street Adelaide ("the office"). Where relevant and if eligible all visitors to the centre must have obtained their booster COVID-19 vaccine.

All vaccinations must be approved by the Australia government. For ease of reference here is a list of approved vaccinations: <https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/approved-vaccines>

### **Proof of Vaccine**

Where an employee, volunteer or management committee member has invited a person to the Centre, it is their responsibility to ensure that the visitor has shown their proof of vaccination prior to entering the office. If possible, this should be done in advance of them attending the office.

### **Walk-ins**

Where a person unexpectedly visits the Centre, it is the responsibility of the staff member or volunteer that greets the person, to ask for proof of vaccination prior to them entering the wider office space. If the visitor cannot provide proof of vaccination, the staff member must ask the person to leave citing this policy and offer to provide a service over the telephone or online.

A copy of this policy must be provided to the walk in. A policy notice must be visible on the door.



### **Vaccination Exemptions**

We recognize that there are medical reasons why a person may not be able to receive a COVID-19 vaccination, or may choose not to in their circumstances, including because of protected attributes such as disability.

We will only accept evidence of an exemption where it is evidence by Australian Immunisation Register (AIR) to say the person has a medical contraindication.

Where a person who seeks to enter the WWC office and has a health exemption for the vaccination, where possible we will make alternative arrangements (online or telephone meeting) for that person or persons to meet with staff member or volunteer. Where an online or telephone meeting is not appropriate, then the staff member must meet with the Director and Work Health and Safety officer to discuss a strategy.

### **Masks**

All fully vaccinated people visiting the office must always wear a mask for the duration of their visit, unless they have an underlying health condition that prevents them from wearing one.

Where a WWC SA worker or volunteer can socially distance themselves from the client or member of the public and they are located in a well-ventilated office, then the worker or volunteer can elect to remove their mask and allow the fully vaccinated client member of the public to do the same.

### **Digital Divide**

We recognize that for some clients, arranging an online or telephone meeting is difficult due to reduced digital literacy or not having the tools to do so (phone credit, a computer or smart phone). Where a staff member or volunteer identifies a digital barrier to an eligible but unvaccinated person accessing our service they must speak with the Director or WHS officer to discuss whether there is an alternative measure we can take to provide a service to them.