

Coronavirus Policy

1 Overview

The COVID-19 (Coronavirus) outbreak has evolved and impacted many countries, cities and organisations across the globe. The safety and wellbeing of our Board, staff, volunteers and program participants is paramount.

2 Application

This policy applies to:

(a) National Council of Jewish Women Victoria (NCJWA(Vic)):

- (i) Employees;
- (ii) Contractors;
- (iii) Volunteers;
- (iv) Directors;
- (v) Committee members;
- (vi) Program participants; and
- (vii) Event participants.

(b) Any others who are informed that this policy applies to them.

3 NCJWA(Vic)'s commitment

(a) NCJWA(Vic) is committed to providing a safe and healthy workplace.

(b) NCJWA(Vic) recognises its obligations to:

- (i) provide and maintain a working environment that is safe and without risks to health; and
- (ii) identify and reduce the risks of all types of work activities that have the potential to result in personal injury or illness.

4 Responsibilities

All persons to whom this policy applies agree to:

(a) Practice good hygiene and avoid close contact with others, such as touching;

- (b) Contact their local Doctor or present to a hospital when showing any symptoms (fever, respiratory difficulties, cough etc);
- (c) Not attend the NCJWA(Vic) offices or any events held in other locations if they show any symptoms;
- (d) Notify the NCJWA(Vic) CEO (or Chair of the Board in the case of the CEO) and isolate themselves from the NCJWA(Vic) offices and any events in other locations if they have confirmed case of coronavirus;
- (e) Notify the NCJWA(Vic) CEO if they have travelled overseas and been back in Australia for less than 14 days, in which case they may be required to isolate themselves from NCJWA(Vic) facilities and events.
- (f) Follow the advice of the World Health Organisation, Australia's Chief Medical Officer, and Victoria's Chief Medical Officer; and
- (g) Report to the NCJWA(Vic) CEO if they have been in close contact with someone who has confirmed coronavirus (NCJWA(Vic) CEO to report to the Board Chair).

Staff and Directors who have travelled overseas may be required to submit to a test for coronavirus and provide the results to the NCJWA(Vic) CEO before attending the NCJWA(Vic) offices or premises where events are being held by NCJWA(Vic).

5 NCJWA(Vic) Responsibilities

NCJWA(Vic) agrees to:

- (a) Monitor the situation;
- (b) Halt NCJWA(Vic)-related international travel until the situation has been resolved;
- (c) Restrict access to NCJWA(Vic) facilities and events when a person has been confirmed as having coronavirus or has been in contact with a person who has a confirmed case of coronavirus;
- (d) Reduce exposure by restricting people who have been in Australia for less than 14 days from travelling overseas from attending NCJWA(Vic) premises or events; and
- (e) Advise all persons under this policy if it is determined unsafe to attend the NCJWA(Vic) premises.
- (f) Advise staff to remain at home should they be unwell.
- (g) Invoke sick leave provisions in the event of staff illness.

6 Breach of this policy

All breaches or suspected breaches of this policy must be brought to the immediate attention of NCJWA(Vic) as soon as practicable.

7. Policy Updates

This policy will be updated to reflect current medical advice issued by the relevant Australian Health Authorities.

Policy Administration

Policy administrator	NCJWA(Vic) CEO
Effective date	March 2020
Date of last review	March 2020
Next scheduled review	June 2020
Approval body	Governance Committee

Appendix 1: Leave policy for staff

1 Leave Arrangements – confirmed cases of coronavirus

Any staff who have a confirmed case of coronavirus:

- a) Are entitled to take their sick leave entitlements under their contractual arrangements with NCJWA(Vic); or
- b) Are entitled to unpaid sick leave until they are cleared to return to work.

2 Leave Arrangements – exposure to persons with confirmed cases of coronavirus

Any staff who have come into contact with a confirmed case of coronavirus or who are caring for an immediate family member who has a confirmed case of coronavirus:

- a) Are entitled to take their sick leave entitlements under their contractual arrangements with NCJWA(Vic);
- b) Are entitled to unpaid sick leave for 14 days and may then return to work with clearance from a Doctor;
- c) Are entitled to work from home for up to 14 days if prior approval is obtained from the CEO (or the Board Chair in the case of the CEO), and may only return to work with clearance from a Doctor.