



Keeping everyone safe during pandemics (COVID-19) Policy

- SAS is committed to ensuring the health and safety of all our clients, staff and other stakeholders, when we are providing our services and supports.
- We all have a responsibility to stop the spread of infections, including COVID-19 through the community, so that we can help keep all people safe.
- This policy explains what steps SAS takes to make sure everyone is safe.

PROCEDURES

- SAS will follow any instructions from the NSW Department of Health or NSW Government in relation to COVID-19 or other pandemics.
- SAS will regularly update its website and social media to keep everyone informed about what it is doing to keep people safe.
- SAS will update the posters or signs in its offices to make sure everyone knows what they should do to keep safe during COVID. The signs and posters will be changed when the Government gives new instructions regarding COVID and any other pandemics.
- The number of people allowed into each office will be determined by instructions from NSW Health or the NSW Government.
- When entering and leaving the office, everyone must use the hand sanitiser.
- Everyone must sign the sign-in book when they enter and leave the office.
- If a person has a mobile phone, they must also scan SAS' QR-code before entering the office. This helps NSW Health with contact tracing if there is an outbreak. The QR-code is a box that on the poster that asks you to scan it. It should be near the front entrance of each office.
- Everyone's temperature will be checked on entry. If a person's temperature is above 37.5 degrees Celsius, they will be asked to leave.
- If a person is feeling unwell when they are at SAS, they will be asked to leave.
- If a person has a cough, fever, sore throat, or difficulties breathing, they will be encouraged to stay home and go and get tested.
- If staff is unwell, they will not be able to return to the office without proof that they have had a COVID-19 test and it has come back negative.
- Where possible staff will speak with clients online and on the phone to minimize the number of people in the office.
- Face masks and other personal protective equipment (PPE) will be worn as per NSW Government instructions.

- Everyone will follow physical distancing rules as per NSW Government instructions.
- Any surfaces that people touch including phones, desks, benchtops, tables, computer screens, door handles, and keyboards will be wiped down before and after use.
- If there are any more lockdowns, SAS will follow all NSW Government instructions.
- To ensure that SAS can maintain its services and supports to its clients during further lockdowns, SAS will support staff to work from home.