



Raise Foundation's (Raise) COVID-19 Safe Policy

Purpose

This document outlines how Raise will endeavour to ensure the safety of its employees, volunteers, mentees, school partner contacts, corporate partners, and visitors to our workplaces by clearly articulating our policy to mitigate the risk of Covid-19.

Scope

This policy applies to all employees of Raise, our volunteers, seasonal facilitators, contractors, and visitors to our workplaces.

Policy

Raise Foundation has a duty of care to its employees, volunteers, school and corporate partners and, importantly, the young people that are part of our programs. We take this very seriously.

We commit to providing a safe work environment for all people who work with us, in our workplaces and programs within schools.

Raise is committed to following relevant Federal and State Work Health and Safety (WHS) obligations and will comply with relevant State Departments of Education and Health regarding the implementation of COVID-19 safe policies and procedures.

Raise will follow State Based Public Health Orders, and these will inform our policy and procedures to the mitigate the health and safety risks relating to COVID-19.

Raise will continue to monitor Federal and State Department of Health and Education advice and review our policy as required.

COVID- 19 Vaccination Status

As a provider of programs and services within an education environment, Raise will comply with the relevant State Health and Education Departments' policies and procedures regarding the ongoing management of Covid-19.

The Covid-19 vaccine is view by Health and Education department in all States as the best way to protect individuals and school communities against the spread of Covid-19 and continue to encourage people to maintain up to date vaccination records.

However, mandatory vaccination requirements no longer exist in the school settings that Raise operates within.



This means that our employees, volunteers and contractors no longer need to provide evidence of their vaccination status to work and or mentor within a school setting.

Raise does not mandate vaccinations for its office-based employees or for visitors attending our offices, unless otherwise stipulated by the relevant State Health Department.

Managing illness in the workplace and in school settings

Raise employees and volunteers must not attend work or their mentor session if they have any cold or flu like symptoms. This includes symptoms of headaches, sore throat, and other general cold like symptoms (coughing, sneezing, runny nose, loss of taste/ smell or fatigue).

In accordance with Safe Work Australia guidelines, people with suspected symptoms of Covid-19 are encouraged to:

- follow the relevant State Health advice
- advise Raise if they are displaying symptoms of Covid-19, have been in contact with someone with Covid-19 or have tested positive for Covid-19.

Dealing with suspected illness

In the unlikely event that an employee or volunteer mentor arrives at work or their school program with a suspected illness (this may include demonstrating cold like symptoms (a cough, sneeze, runny nose etc)), they will be asked to leave the office or school premises and not return until they are well. Getting tested for Covid-19 in these circumstances is strongly encouraged.

Reporting suspected Covid-19 cases

Raise will be guided by the Safe Work Australia guidelines and the school's policy and procedures for dealing with and reporting suspected Covid-19 cases. These will include protocols for reporting cases and contact tracing, communication within the school community, cleaning, and hygiene.

COVID-19 safe work practices

Raise workplaces will follow State based legislation for Covid-19 safe work practices. These practices change from time to time, and depending on current advice may include:

- Hand sanitizer on arrival
- Mask wearing, when stipulated by Health guidelines
- Physical distancing protocols
- Food sharing protocols determined by the school
- Deep cleaning of workspaces



Program Counsellors will be provided with Hand sanitizer, gloves and antibacterial wipes for use in their program's delivery.

Raise employees and volunteers are expected to follow Covid-19 safe work practices as communicated by Raise and /or their Program Counsellor.

Availability of this Policy

All Raise employees will have access to this policy via SharePoint and are encouraged to direct any questions to their Team Leader or People & Culture.

Volunteers and School Partners will be provided with this policy in their induction with Raise. Corporate Partners and other key stakeholders may also request a copy of this document.

Document Control

Version	Date	Approved by	Responsible Individual	Changes
1.	June 2020	Raise Leadership Team	Program Director	Implemented
2	9 June 2020	Raise Leadership Team	Program Director	Changes to the provision of food and drinks Inclusion of Safe Work Australia's Covid-19 procedures
3	18 Feb 2021	People and Culture Director	Program Director	Updated to include the latest advice from the Dept of Health.
4	3 Oct 2021	People & Culture Director	Program Director	Updated to include latest Dept of Health Advice
5	6 Dec 2021	People & Culture Director	Leadership Team	Updated to include Covid-19 vaccination mandates by State
6	24 Feb 2022	People & Culture Director	Leadership Team	Updated to include changes to vaccine requirements in Victoria
7	19 Sept 2022	People & Culture Director	Leadership Team	Updated to reflect the removal of mandatory vaccine requirements by State