



Raise Foundations (Raise) COVID-19 Safe Policy

Purpose

This document outlines how Raise will endeavour to ensure the safety of its employees, mentees, mentors, volunteers, 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 who 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.

As this is an evolving situation, so Raise commits to reviewing this policy every three months, or as soon as government advice is updated, to ensure the most relevant State and Federal advice is followed.

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 deemed an essential part of mitigating the risks of Covid-19 in several State Health and Education Departments and as such the following states - NSW, VIC, SA, WA, QLD and ACT have deemed vaccinations mandatory for people who work in or visit an education setting. This includes volunteers.

For Raise, this means that our employees and volunteers in NSW, VIC, SA, WA, QLD and ACT, who visit school programs on school premises must be able to demonstrate to the relevant school, that

they have received 2 doses of the Covid-19 vaccine before entering the school premises and working with students.

Information regarding the vaccination mandates for each State can be found in the annexure at the end of this document.

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. Raise will continue to adopt a flexible work policy for its office-based employees, and at this time, returning to work at a Raise office will be voluntary. This position will be reviewed again in three months' time.

Managing illness in the workplace and in school settings

Raise employees and volunteers must not attend work or their mentoring 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:

- get tested for Covid-19 and isolate until they receive a negative result
- advise Raise if they are displaying symptoms of Covid-19, have been in contact with someone with Covid-19 or have been tested 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 including 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:

- Mandatory check ins via a QR Check in code and /or other Covid-19 check in protocols
- 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 and 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.

Annexure: COVID- 19 Vaccination Status by State

NSW:

- Anyone working on a NSW school site must be fully vaccinated to help protect the health and safety of staff and students against COVID-19, or alternatively, must provide evidence to support a medical exemption on medical or religious grounds. Evidence must be a certificate issued by a Medical Practitioner in the form approved by the Chief Medical Officer of NSW.
- Individuals who do not wish to be vaccinated based on sincerely held religious beliefs may seek an exemption from the requirements of this policy. Raise will require that the individual provide evidence in support of their exemption request, including but not limited to a statutory declaration.
- More information can be found here <https://education.nsw.gov.au/covid-19/advice-for-families/vaccination-requirements-for-school-sites>

Vic:

- In order to work onsite in an education setting, you will be required to provide evidence that you are deemed fully vaccinated (having had 2 doses of an approved vaccine) against COVID-19, or alternatively, can provide evidence to support a medical exemption on medical or religious grounds. Individuals are required to ask an authorised medical practitioner to update their record on the Australian Immunisation Register to show that they have a medical exemption.
- Individuals who do not wish to be vaccinated based on sincerely held religious beliefs may seek an exemption from the requirements of this policy. Raise will require that the person provide evidence in support of their exemption request, including but not limited to a statutory declaration.
- More information can be found here: <https://www.coronavirus.vic.gov.au/information-workers-required-to-be-vaccinated#workers-required-to-be-vaccinated>

QLD:

- **Effective 23 January 2022**, in order to work onsite in an education setting, you will be required to provide evidence that you are deemed fully vaccinated (having had 2 doses of an approved vaccine) against COVID-19, or alternatively, can provide evidence to support a medical exemption on medical or religious grounds.
- Individuals who do not wish to be vaccinated based on sincerely held religious beliefs may seek an exemption from the requirements of this policy. Raise will require that the person provide evidence in support of their exemption request, including but not limited to a statutory declaration.
- More information can be found here: <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/vaccination-requirements-for-workers-in-high-risk-settings>

WA:

- **By 31 January 2022**, people visiting or working in a school environment, will be required to provide evidence that they are deemed fully vaccinated (having had 2 doses of an approved vaccine) against COVID-19, or alternatively, can provide evidence to support a medical exemption on medical or religious grounds.
- Individuals who do not wish to be vaccinated based on sincerely held religious beliefs may seek an exemption from the requirements of this policy. Raise will require that the person provide evidence in support of their exemption request, including but not limited to a statutory declaration.
- More information can be found here <https://www.wa.gov.au/organisation/covid-communications/covid-19-coronavirus-mandatory-covid-19-vaccination-information>

SA:

- The Emergency Management (Education and Early Childhood Settings Vaccination (COVID-19 Direction 2021) requires that from **11 December 2021**, all persons (including volunteers) working in a South Australian Education environment must have at least one dose of an approved vaccine and have received or have evidence that they will receive a second dose of an approved vaccine within the interval recommended by the ATAGI.
- Individuals may seek a medical exemption from a legally qualified medical practitioner clearly stating that the individual has a temporary or permanent medical exemption. A SA Health Chief Public Health Officer (CPHO) Immunisation Exemption Application Form will need to be completed and signed by a legally qualified medical practitioner.
- This form must be endorsed by the CPHO and if approved, this is to be provided to Raise.
- More information can be found here: <https://www.education.sa.gov.au/parents-and-families/covid-19-coronavirus/covid-19-vaccination-requirements>

ACT:

- Anyone working on an ACT school site must be fully vaccinated to help protect the health and safety of staff and students against COVID-19, or alternatively, must provide evidence to support a medical exemption on medical or religious grounds.
- Individuals who do not wish to be vaccinated based on sincerely held religious beliefs may seek an exemption from the requirements of this policy. Raise will require that the person provide evidence in support of their exemption request, including but not limited to a statutory declaration.
- More information can be found here: <https://www.education.act.gov.au/about-us/all-news-and-news-alerts/news-items/october-2021/mandatory-vaccination-for-workers-in-certain-schools-and-early-childhood-settings>

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 and Culture Director | Program Director | Updated to include latest Dept of Health Advice |
| 5 | 6 Dec 2021 | People and Culture Director | Leadership Team | Updated to include Covid-19 vaccination mandates by State |