



# Covid-19 Response Plan

**Date** ●  
1 February 2022.

**Version** ●  
6.5

**Owner** ●  
Covid-1 Response Team (Chair)



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# Overview and Current Context

As at 1 February 2022

## Pandemic Response 2020 & 2021

- Covid-19 was declared a pandemic in March 2020
  - ▶ Anglicare WA established a Covid-19 Response Team and implemented a comprehensive risk management plan
- The plan saw Anglicare WA navigate a number of lock-downs through 2020 and 2021 to support ongoing critical service delivery and remote work (primarily in metropolitan sites)
- Anglicare WA's Op Shop and Bridges workforce were most impacted by lock-downs, and were supported by Job Keeper, which was also received to support philanthropically funded services (Young Hearts and Street Connect)
- A number of Covid-19 service responses were added to Anglicare WA's strategic plan, funded by JobKeeper income and Covid-19 grants
- Throughout the last 24 months, Anglicare WA has significantly bolstered and improved its digital tools and systems, with the workforce now equipped and skilled to be able to work remotely across a range of roles
- The release of the West Australian Public Health orders in October 2021 fortified Anglicare WA's Vaccination Policy which requires our workforce to be fully vaccinated to attend any Anglicare WA workplace by 1 January 2022
- The PHO were updated to include boosters for all workers, records are now being updated as our workers receive boosters as they are due

## Current Environment

- Western Australia (WA) has implemented conservative, strict controls which have meant that intermittent outbreaks of Covid-19 have so far been effectively managed
  - For the majority of the last 24 months, West Australians have avoided significant impacts of the pandemic
  - The West Australian Premier announced on 20 January 2022 that the the state's planned Safe Transition plan which included opening state borders on 5 February 2022 would be delayed
  - All other Australian states and territories reduced their border restrictions prior to the end of 2021
  - On 27 November 2022 the first case of the highly contagious Omicron variant was confirmed in Australia
  - Spread of the Omicron variant in other Australian states has been overwhelming and had a dramatic impact on infrastructures and communities
- ### What we know
- Evidence confirms that while [the infectiousness of Omicron](#) is greater than other strains of Covid-19, its general impact on health is less severe
  - Full vaccination, including boosters, are [proven to significantly reduce transmission and illness severity](#)
  - Interstate, large demand and case numbers have placed enormous pressure on Covid-19 testing facilities, and Rapid Antigen Tests (RATS) are advocated in a number of circumstances
  - RATS are in short supply causing significant further strain on testing
  - The highly contagious, airborne nature of Omicron requires an increased personal protective equipment (PPE) response
  - [N95 masks are advised](#) in preference to cloth or surgical masks
  - Face shields, gloves and eye protection must be considered to reduce transmission risk
  - [Ventilation and air quality](#) are also important risk controls
  - The Omicron strain has a pattern of rapid escalation of case numbers, peaking in a 6-8 week window, which would be extended with increased restrictions
  - Other variants may follow Omicron
  - It's possible to [contract Covid-19 multiple times](#)
  - Workforce shortages, up to 20%, have resulted from the swift spread of Omicron
  - While the strain on healthcare systems is increasing – there have also been chaotic impacts on critical supply chains leading to significant food insecurity
  - Demand for mental health supports, which was already high, have soared
  - People are increasingly reporting being fatigued and burn out by the pandemic toll



# Our Covid-19 Response Priorities

Our COVID-19 response plan is informed by our priorities.

- Our People:** Ensuring the health, safety and well-being of our employees, volunteers and clients
- Client Services:** Focusing on providing our clients with high quality services as far as practicable;
- Stopping the spread:** Taking actions to support slowing the community spread of the virus
- Supporting our Communities:** Closely assessing the impact of COVID-19 on our communities and identify ways to safely extend support to those in need.

And underpinned by our values:

## All about people

We show compassion, placing people at the heart

## Trusted partners

We walk alongside and inspire trust

## Gutsy and courageous

We tackle difficult issues, speak up and take action even when it's hard

## Focused on strengths

We believe in and amplify the strength of people and communities

## Fiercely inclusive

We make sure that everyone can belong

## Curious and creative

We seek new ways to do better



# Dynamic and Complex

We are making the **BEST** decisions we can with the information we have available to us, guided by our response

**PRIORITIES** and **VALUES**

- ▶ Things are changing **RAPIDLY**
- ▶ This plan is **DYNAMIC** and will change as things change
- ▶ This is **unchartered territory, but we are preparing by:**
  - ▶ Actively researching the latest **Government Health Advice**
  - ▶ **Consulting** with local and interstate sector members/**colleagues**
  - ▶ **Planning for the worst and hoping for the best**
- ▶ Decisions made by **assessing data | advice | context** to **determine risk** – to workforce, clients and community

# COVID-19 Response Team

Anglicare WA has a COVID-19 Response Team which is accountable for a range of response activities. Specialist advice and expertise is brought into the team as and when needed.



▶ [Daniel Gasper](#)  
(AKA: Covid-Commander)



▶ [Shelley Micale](#)

**Director People & Culture (Chair)**

- ▶ **CHAIR**
- ▶ Lead internal communication and co-ordination
- ▶ Identify employment related issues & responses
- ▶ Maintain safety systems & processes
- ▶ Support volunteer engagement for community initiatives

CEO

**Manager Covid Response**

- ▶ Manage and oversee co-ordination of plans and responses
- ▶ Provide expert safety advice and guidance, undertake research and information gathering
- ▶ Central contact for issue escalation and key point of contact for C-19 response

**Director Services**

- ▶ Manage relationships and communication with funding bodies and service partners
- ▶ Manage overall service delivery risk assessment and response plans, identifying overall service trends and risks
- ▶ Lead the identification and implementation of community support service response(s)

**Regional Managers (x3)**

- ▶ Manage regional response plans
- ▶ Support communication to and from the regions and across teams
- ▶ Identify regional specific issues

**General Managers (Service Ops x3)**

- ▶ Provide expert advice in relation to practice matters, contract matters, service response and adaptations

**Manager Youth (Residential)**

- ▶ Lead the critical response planning and implementation for high-risk residential services

**Director Corporate support**

- ▶ Oversee procured contracts and facilities responses
- ▶ Measure and quantify financial impact as events unfold

**General Manager Digital Transformation**

- ▶ Support digital infrastructure

**Manager Quality & Risk**

- ▶ Maintain central registers
- ▶ Contribute to governance and risk planning infrastructures and responses

**Manager Philanthropy & Enterprise**

- ▶ Lead Op Shop response plans
- ▶ Manage relationship and communications with donors and philanthropists
- ▶ Provide specific fundraising advice and guidance to support new service responses

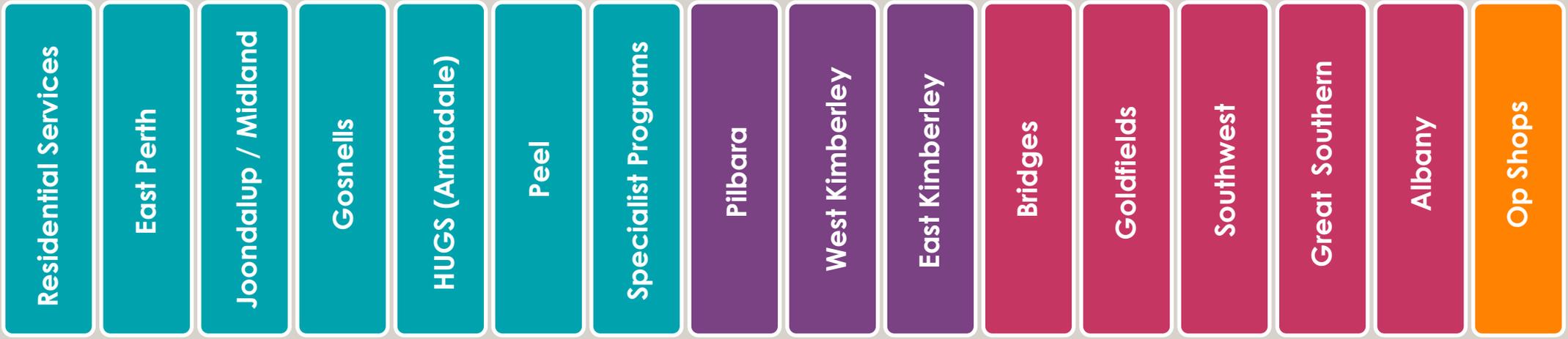
# Covid-19 Response Team Governance - Internal

Response Plan Deployment

Covid Response Team (CRT)

Organisational

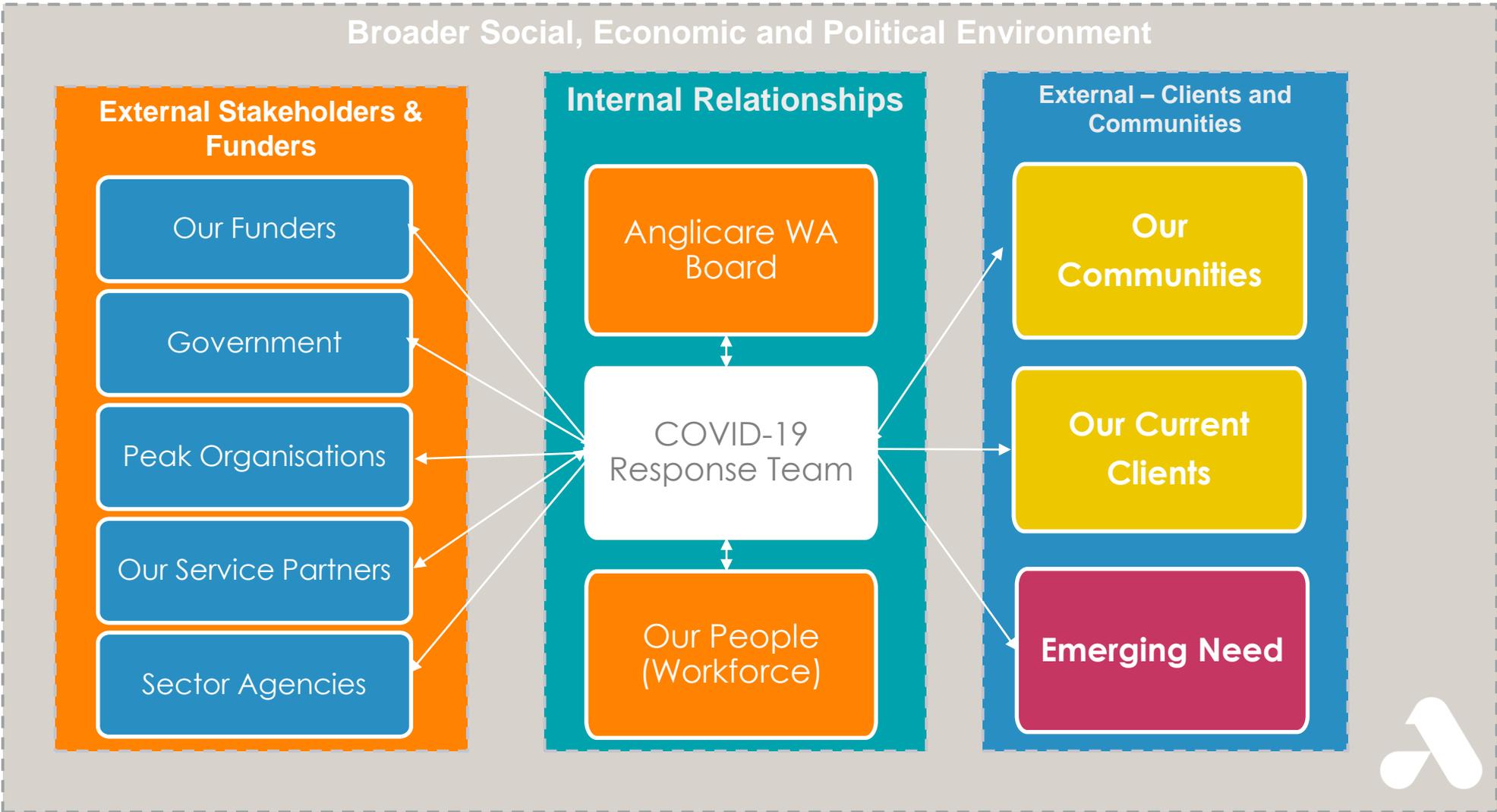
Place & Team Based



**Local Response Teams (LRT)** – implement local area response plan including co-located partners and services

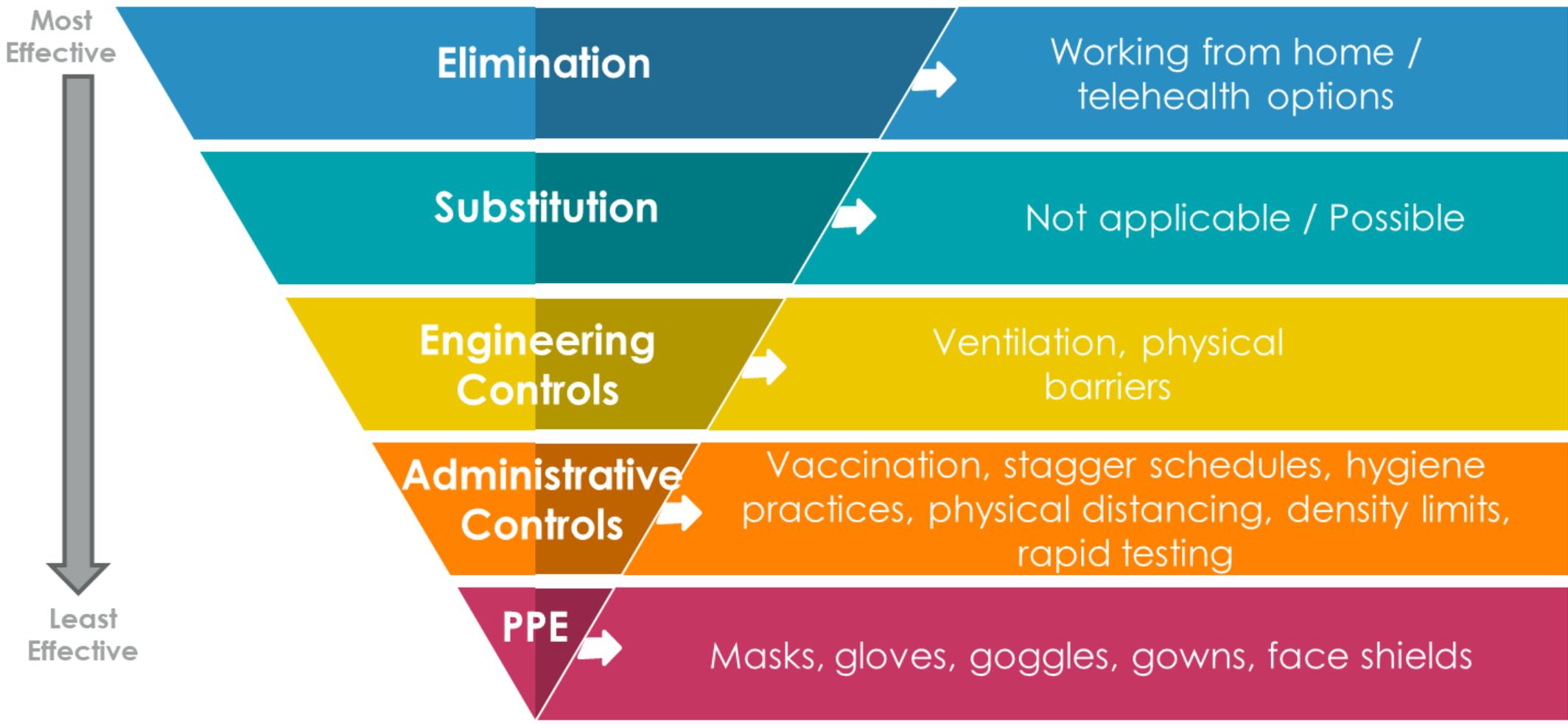
# Covid-19 Response Team Governance - External

The COVID-19 Response Team is connected to range of stakeholders and is accountable for decision making, planning and communication in this context.



# Covid-19 Risk Response → Hierarchy of Controls

Risk controls to mitigate Covid-19 consider responses according to the safety Hierarchy of Controls:



# Covid-19 Risk Control Zones - Overview

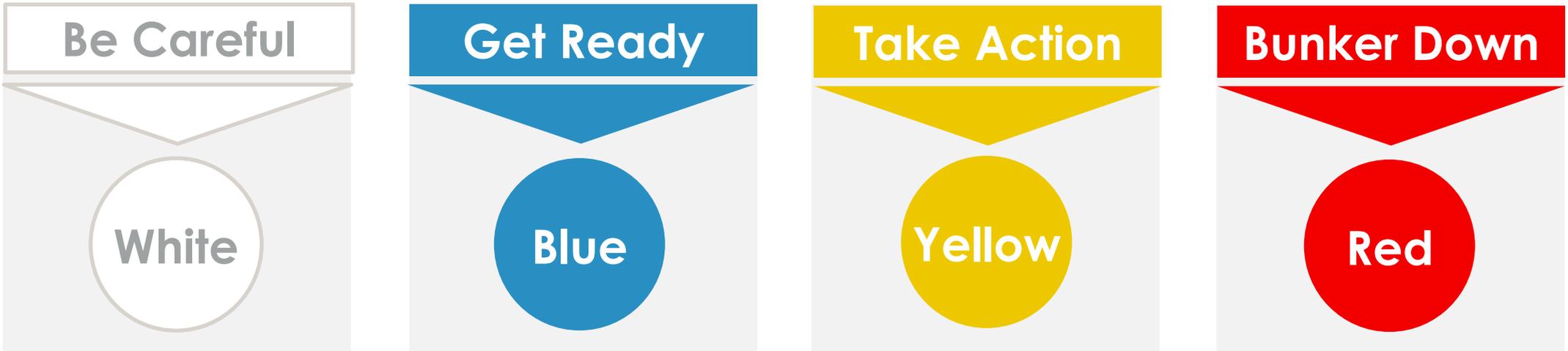
Anglicare WA's localised Covid-19 Risk Control Zoning provide guidance to all teams relating to actions to mitigate risks.

Zone rating **determined by Executive Team** based in local context and risk assessment.



# Covid-19 Risk Control Zones – White Risk Controls

Anglicare WA's localised Covid-19 Risk Control Zoning provide guidance to all teams relating to actions to mitigate risks:



## Controls in place in White Zone and all other Zones

Controls in place in White Zone and all other Zones:

- QR Code Check in**  
For all workers and visitors at all sites
- Visitor Screening**  
For all visitors at all sites
- Covid-19 Vaccination**  
For all workers at all sites
- Unwell & Testing**  
Stay home if unwell.  
If you have
  - Covid-19 symptoms
  - visited exposure sites or
  - Been identified as close contact
 Get tested and isolate until -Neg test result
- Hand Hygiene**  
Be vigilant about hand hygiene
- Physical Distancing**  
Maintain physical distance
- Be Ready To Adapt**  
Be ready to adapt working including WFH – equipment, work areas, PPE

# Blue Zone – Get Ready

# Risk Controls



## In-Person Service Delivery

All services operating in person



## Remote Work

Non-client facing teams → consider **increased % of time WFH**



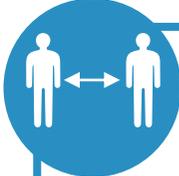
## In-Person External Events

Limit of **15 people** with attendees wearing **masks** and having **vax proof**



## Personal Protective Equipment

- Workers and clients to wear **masks** in all work/places
- Op Shop, residential service and Bridges High Intensity workers to wear **N95 masks**



## Density & Distance

- Limit movement** between sites
- Meetings** via **video** where possible
- Group delivery – seek **ventilated** space and possible **reduction in #s** as far as practicable



## Groups, Training & Development

- Limit group size to **15 or less**, everyone masked



## Wellbeing

Complete **Wellbeing Action Plan**



## Client Transport

Client preferably in **back** of vehicle everyone wearing **masks, windows open** if possible



## Travel

- No interstate** work travel
- Intrastate** work travel with **RM approval**, preferably **Neg RAT** on day of travel



## Recruitment & Onboarding

Only **video-based interviews** (because of mask requirement)

# Yellow Zone – Take Action

## Risk Controls



### In-Person Service Delivery

Only the following services:

- AWC
- **Bridges high needs**
- **CCS**
- CnR
- CRS
- DVASS
- DVOR
- **Family Housing high needs**
- Foyer
- Op Shops
- Homestretch
- **Housing First**
- Mobile Outreach FDV
- Street Connect
- Some critical suicide response (RM to advise)
- YES Housing
- Y-shac
- Standby

**Regular RAT** testing based on service risk (subject to supply)



### Personal Protective Equipment

- Workers to wear **N95 masks**
- Clients to wear **masks** in all work/places
- Op Shop and residential service workers to wear **N95 masks, face shields** and **gloves** depending on risk



### Telehealth/Online

- Transition to online or Telehealth service delivery where appropriate / possible



### Density & Distance

Limit movement between locations

- Room capacity = **1 person/2m2**



### Client Transport

Client preferably in **back** of vehicle, everyone wearing **masks** **windows** open if possible



### Outreach

To vulnerable locations (RM to advise) → **Neg RAT** on day of outreach



### Remote Working

- **WFH** for roles that can WFH
- **WFO** - **SM approval** with **safety plan**
- **Limit # workers in office**



### No Travel

unless exceptional circumstance with CEO approval



### No In Person External Events



### Recruitment & Onboarding

- Only **video-based** interviews
- Only **remote onboarding**



### Groups, Training & Development

- Only **remote learning**
- No conference attendance
- Encourage online learning update

# Red Zone – Bunker Down

# Risk Controls



## In-Person Service Delivery

- AWC Only the following services:
  - Homestretch
  - Bridges high needs
  - Housing First
  - CRS
  - Mobile Outreach FDV
  - DVOR
  - Street Connect
  - Family Housing high needs
  - YES Housing
  - Foyer
  - Some critical suicide response (DS advice)
  - Standby
  - Y-shac



## Telehealth/Online

- Transition to online or Telehealth service delivery where appropriate / possible



## Remote Working

For all other non-in-person roles who can WFH



## Op Shops Closed

(seek redeployment of resources)



## No Travel

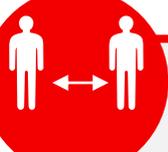


## No In Person External Events



## Groups, Training & Development

- Only remote learning
- No conference attendance
- Encourage online learning updates



## Density & Distance

Limit movement

- Room capacity = 1 person/2m2



## Client Transport

Only **essential** client transport

- Client in back of vehicle
- Everyone wearing masks
- All windows open



## Recruitment & Onboarding

- Only video-based interviews
- Delay recruitment if possible
- Only remote onboarding

Regular RAT testing based on service risk (subject to supply)



## Personal Protective Equipment

- Residential service workers to wear **N95 masks, face shields, eye protection** and **gloves** (gowns as needed)
- **N95 masks** work by non-resi workers
- Clients to wear **masks** in all work areas

# Covid-19 Risk Control Zones - Communication

Anglicare WA's localised Covid-19 Risk Control Zoning provide guidance to all teams relating to actions to mitigate risks:

		Be Careful	Get Ready	Take Action	Bunker Down
		White	Blue	Yellow	Red
		No to very low risk of Covid-19 in local community	Low risk of Covid-19 in local community Any emerging cases largely contained, and effective tracking and tracing systems in place to manage risk	Medium risk of Covid-19 in local community Risks increasing and less controlled Person(s) accessing workplace identified as a close contact	High risk of Covid-19 in local community Risks increasing no evidence of containment Person(s) accessing workplace identified as a Covid-19 Positive
	Audience ↓				
Town Hall Updates	All Workers	Monthly, 1 <sup>st</sup> Tuesday of the month	Monthly, 1 <sup>st</sup> Tuesday of the month Additional as needed	Fortnightly on Tuesdays Additional as needed	Fortnightly on Tuesdays Additional as needed
Managers' Briefings	All RMs/GMs & Managers	Monthly, 3 <sup>rd</sup> Thursday of the month	Monthly, 3 <sup>rd</sup> Thursday of the month Additional as needed	Fortnightly on Thursdays Additional as needed	Fortnightly on Thursdays Additional as needed
Covid Email Alerts	All Workers	As needed following significant Covid-19 announcement	As needed following significant Covid-19 announcement	As needed following significant Covid-19 announcement	As needed following significant Covid-19 announcement
Covid Response Team Meetings	CR Team	Every 3 weeks	Fortnightly, Mondays	Weekly, Mondays Additional as needed	Daily 8.30am Huddle Additional as needed
Exec Covid Meetings	Exec Team	Following significant Covid-19 announcement to agree zone demarcation, actions and communication			

# Covid-19 Risk Control Zones – Wellbeing Support

Anglicare WA's localised Covid-19 Risk Control Zoning provide guidance to all teams relating to actions to mitigate risks:

	Be Careful	Get Ready	Take Action	Bunker Down
	White	Blue	Yellow	Red
Increased access to EAP (up to 8 sessions)	✓	✓	✓	✓
Completion of self care plan and promotion of initiatives	✓	✓	✓	✓
Support managing WFH isolation and related challenges			✓	✓
Buddy/Check in System for Crisis Workers			✓	✓
Workforce MH pulse check				✓
Check ins for isolating / Covid unwell workers			✓	✓

# Covid-19 Risk Control Zones - Dashboard

Each Anglicare WA location has a risk control zone rating. This rating is reviewed and if needed, updated daily

- White
- Blue Get Ready
- Yellow Take Action
- Red Bunker Down



# COVID-19 Daily Dashboard

21<sup>st</sup>  
January  
2022



Keep up healthy hygiene habits



Stay home if unwell



Keep up with vaccinations



Remember to check in

**Red Sites**

0

**Workforce with confirm case COVID-19**

0

**External Developments**

- WA boarder opening has been delayed and is no longer 5<sup>th</sup> of February.
- Post 5<sup>th</sup> Feb, compassionate reasons for travel will widen.
- Exposure sites continue to grow in metro regions.

**Internal Developments**

- RATs have been ordered for AWA. Anticipated arrival in the next couple of weeks.
- PPE training commencing this week for resi work

**Key Actions**

- Sites to make sure local plans are up to date.
- Sites to ensure local response teams established.
- Applicable individuals to reassess WFH arrangements.
- Staff encouraged to review personal preparedness.

**Phase Yellow Sites**

0

**Service Roles**

0

**Support Roles**

0

**Phase Blue Sites**

31

**WA COVID-19 Case Numbers Today (21/01)**

	Local	0
New cases	7	
Active cases	82	
Patients in hospital	0	
Confirmed cases*	1,348	
Tested today:	4,222	

\* Includes 207 total cases from international vessels

**PPE Supplies**

	Low	2 weeks	2 months +
75% 2 Mask	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Face shields	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gloves	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Goggles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gowns	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Rapid Antigen Test Kits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hand Sanitiser	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

**Next Town Hall**

Tue 1 Feb @11.30 am

**Next Leaders Meeting**

Thur 17 Feb @ 3.30pm

**Next Response Meeting**

24<sup>th</sup> of January 2022

**Phase White Sites**

24

# Covid-19 Workforce Safety And Wellbeing

## Workforce Safety and Wellbeing

- Workforce adapting to new ways of working, which includes:-
  - remote working and
  - continuation of in-person essential services with increased use of hygiene and safety precautions
- **Remote working** has challenges including isolation and stress for workers as they adapt to new IT systems as well
- **In-person work** also leads to stress and increased potential anxiety as workers worry they may be exposed to infection
- ▶ **Action:** Create resources to support WFH – for both leaders and team members
- ▶ **Action:** Support regular updates and feedback from 'front-line' workers, ensure that all safety solutions are deployed (PPE, Perspex screens etc)

## Actions Completed

- ✓ **Remote working:** Many non-critical face to face services can transition to new remote ways of engagement
- ✓ **Scenario planning** undertaken (Lock-down) and infection outbreak scenarios (prior to Omicron) completed
- ✓ **Residential teams can split** into A and B, to ensure 'back-up'
- ✓ **WFH:** Large portion of workforce effectively working from home
- ✓ **Digital systems in place to support remote working,** training and supports in place for workers as needed
- ✓ **EAP:** Number of Employee Assistance Program (EAP) sessions increased for staff from 6 to 8
- ✓ **Flu shots:** Workers encouraged to receive flu vaccine and are able to claim cost of flu vaccine until 30 June
- ✓ **Skills planning:** Underway

# Covid-19 Response Guide → Worker Tests Positive

Worker has been isolating since test and tests positive

### Worker

- Continue isolation in suitable premises
- Inform Local Response Team  
Identify workers and clients impacted
- Isolate and focus on health and recovery, reach out for assistance if needed
- Discuss working/leave plans with line manager
- Only return to work when – Neg result(s) received per Health guidelines
- Return to work following Covid Zone protocols (white | blue | yellow | red)

### Local Response Team

- Appoint a primary contact
- Inform Covid Response Team
- Inform Health Department 13 268 43 for current advice and guidance
- Activate local response plan → include consideration of site closure
- Identify & inform workers / clients / co-locations who have had recent contact with worker
- Arrange additional cleaning for work environment and equipment
- Maintain contact with workers and clients who are being tested
- Maintain contact with Covid-Positive worker
- Implement service adaptations applicable in line with local plan

### Covid Response Team

- Monitor outcomes and maintain communication
- Appoint a single point of contact to maintain contact with Local Response Team
- Be available for escalation and trigger wellbeing process
- Identify and inform additional external stakeholders (partners, funders etc)
- Prepare to implement Local Outbreak Management plans in event of escalation
- Implement communication plan to inform managers, relevant sites and stakeholders
- Update Anglicare WA Covid-19 Response Daily Dashboard (CR Manager)

### CEO

- Inform Board Chair
- Inform whole Board
- Keep Board informed of any updates or changes
- Manage media response

1st 30mins

1st 30mins

1st Hour

3 Hour

24 Hour

1st Hour

24 Hour

1st 30mins

2 Hour

24 Hour

# Covid-19 Response Guide → Worker is Close

## Contact

Worker is a close contact of someone who tests positive

### Worker

- Isolate and immediately get tested, inform Covid-19 Clinic of your role if you work with vulnerable people
- Inform Local Response Team  
Identify workers and clients impacted
- Continue to isolate until result received
- Inform Local Response Team of test results as soon as they are received
- If -Neg result, return to work (per Health guidelines)
- If +Pos result, continue to isolate, focus on health and recovery and reach out for assistance if needed
- Only return to work when -Neg result(s) received per Health guidelines
- Return to work following local Covid Zone protocols (white | blue | yellow | red)

### Local Response Team

- Appoint a primary contact
- Inform Covid Response Team
- Inform Health Department seek advice and guidance on response if needed
- Identify and inform team members who have had recent contact with worker during contagious period

Worker tests positive? **Y** → Follow procedure for Worker Testing Positive

**N**

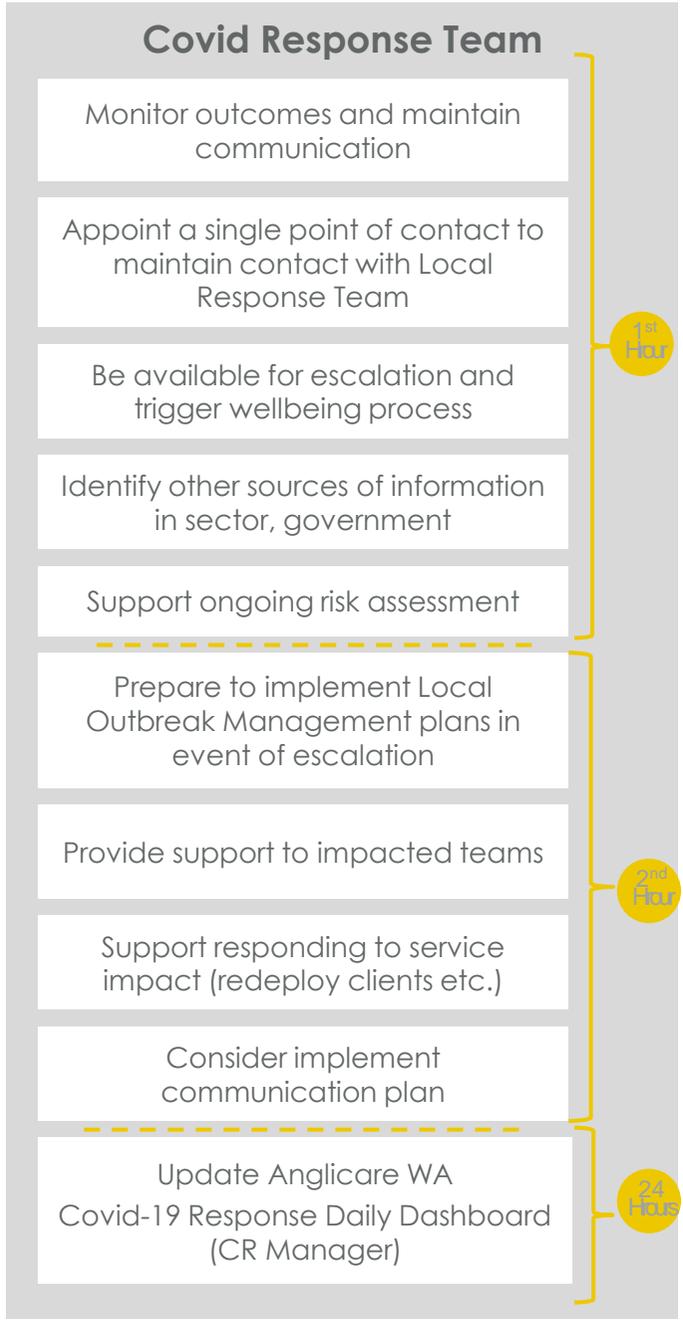
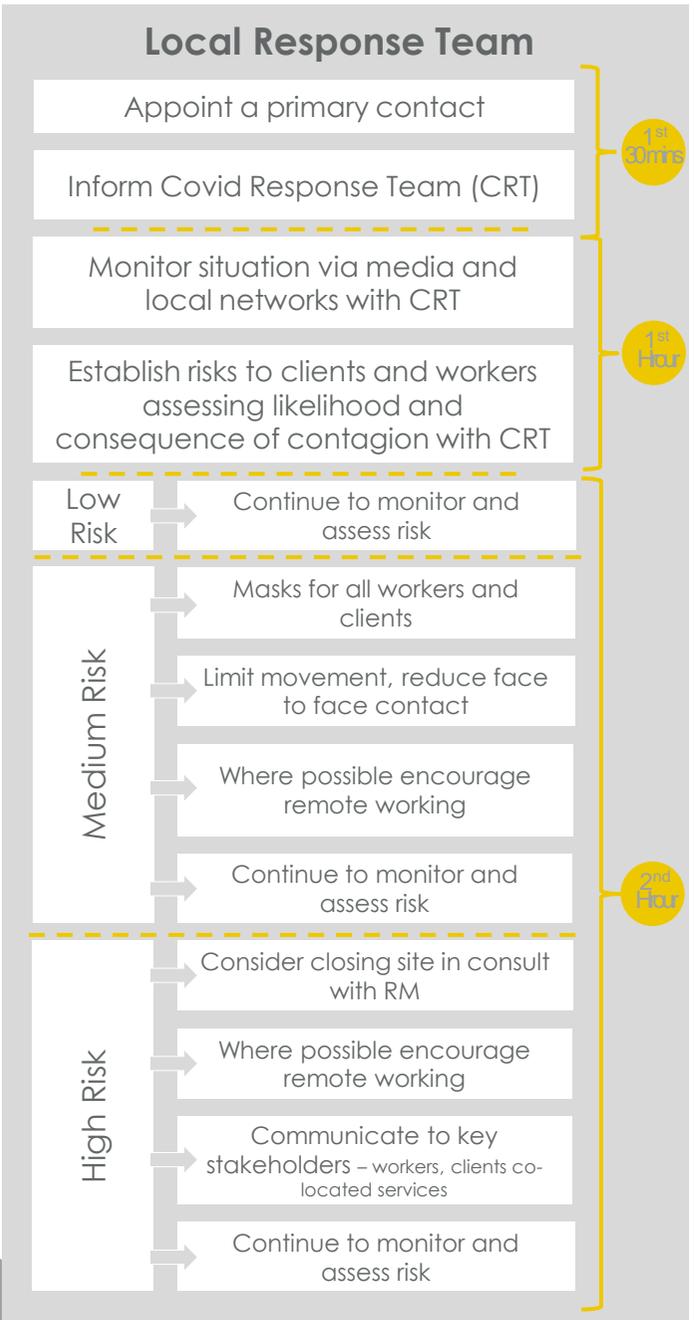
- Inform team members and CRT and any other stakeholders

### Covid Response Team

- Monitor outcomes and maintain communication
- Appoint a single point of contact to maintain contact with Local Response Team
- Be available for escalation and trigger wellbeing process
- Prepare to implement Local Outbreak Management plans in event of escalation
- Consider additional external stakeholders (partners, funders etc.)
- Consider and prepare draft communication plan
- Update Anglicare WA Covid-19 Response Daily Dashboard (CR Manager)

# Covid-19 Response Guide – Local Community Cases

## Positive case(s) in local community



# Covid-19 Response Guide → Local Exposure Site

Anglicare WA facility is an exposure site

### Workers

- Isolate and immediately get tested.
- Inform Local Response Team  
Identify workers and clients impacted
- Continue to isolate until result received
- Inform Local Response Team of test results as soon as they are received
- If -Neg result, return to work (per Health guidelines)
- If +Pos result, continue to isolate, focus on health and recovery and reach out for assistance if needed
- Only return to work when -Neg result(s) received per Health guidelines
- Return to work following local Covid Zone protocols (white | blue | yellow | red)

### Local Response Team

- Appoint a primary contact
- Inform Covid Response Team
- If needed, Inform Health Department seek advice and guidance on response.
- Inform all staff who have been at the location during the exposure time and arrange for isolation.  
DOH will coordinate contact with clients or members of the public who may have been exposed.
- Venue and exposure location may need to close and undergo cleaning.
- If needed, commence collecting data of all clients and workers who have been exposed to provide to DOH
- Worker tests positive?
  - Y → Follow procedure for Worker Testing Positive
  - N → Inform team members and CRT and any other stakeholders

### Covid Response Team

- Monitor outcomes and maintain communication
- Appoint a single point of contact to maintain contact with Local Response Team
- Exec team to close-up to determine if site will close temporarily.
- Be available for escalation and trigger wellbeing process
- Prepare to implement Local Outbreak Management plans in event of escalation
- Consider additional external stakeholders (partners, funders etc.)
- Consider and prepare draft communication plan
- Update Anglicare WA Covid-19 Response Daily Dashboard (CR Manager)

# Covid-19 Support – Anglicare WA Covid-19 Leave Policy

## Scope

All **part-time and fulltime employees** covered by Anglicare WA ECA or individual contract.

## Entitlement

If an employee is impacted by the pandemic (see Coverage), employee is entitled to

- Up to **20 days (pro-rata based on 7.5-hour day)** Covid-19 Leave over course of the Covid-19 Pandemic
- Subject to
  - Exhaustion of all other accrued leave entitlements inclusive of personal leave, annual leave, purchase leave and long service leave)
  - RM/GM approval and
  - Meeting evidence requirements

## Evidence

Employee must provide evidence to support application which may be a PCR test, Rapid Antigen Test, medical certificate and notices from a Government authority which relates to the employee, their family member or a location/place with appropriate details to confirm reason for and length of absence.

## Coverage

Covid-19 Leave to cover any period where an employee:

- Takes time off to get vaccinated (including boosters)
- Isolates if they are notified by department of health as being a close contact and unable to work from home
- Isolates having tested positive and unable to work from home
- Is required to provide care for an immediate family member (same residence) who has a positive test result and is sick with the virus

Coverage does not to extend to employees who are formally stood down.

## Rate of pay

Covid-19 Leave is paid at an employee's base rate of pay and excludes penalty rates, allowances and loadings. Covid-19 Leave attracts superannuation and leave is accrued whilst on Covid-19 Leave.

## Work from Home

Where an employee is not sick with the virus and is able to work from home – arrangements to work from home should be made wherever possible.

This includes people who are required to self-isolate for a specified period per Government Health guidelines.

## Application Process

Employee to apply via TechOne and upload relevant evidence.

## Effective Dates

Covid-19 Leave Policy will remain in effect until 31 December 2022 – at which point it will be reviewed.

# Covid-19 Support – Pandemic Leave Disaster Payment

## What is it?

Services Australia provide financial support to Casual employees who are affected by Covid-19.

If an employee is unable to work and earn income and any leave availability is exhausted and they have been directed to quarantine or isolate, they may be able to get the [Pandemic Leave Disaster Payment](#)

## Who can get it?

You are eligible if

You have to self-isolate or quarantine for one of the following reasons:

- you have coronavirus (COVID-19), for isolation periods starting before 10 January 2022, you must have been directly informed you have COVID-19 by a health official
- you're informed by a health official that you're a close contact with a person who has COVID-19
- you care for a child, 16 years or under, who has COVID-19
- you're informed by a health official that a child you care for who is 16 years or under, is a close contact with a person who has COVID-19
- you're caring for someone who has COVID-19
- you're caring for someone with disability or a severe medical condition who must self-isolate or quarantine because they're a close contact of a person with COVID-19.

You must be living in the same household as the person with disability or a severe medical condition.

You must also meet all of the following:

- you're at least 17 years old and live in WA
- you're an [Australian resident](#) or hold a visa that gives you the right to work in Australia
- you're living in Australia during your self-isolation, quarantine or caring period
- you're living in Australia at the time of your claim
- you're unable to go to work and earn an income because you have to self-isolate, quarantine or care for someone who has to self-isolate or quarantine
- you have no sick leave entitlements, including pandemic sick leave, personal leave or leave to care for another person.

From Monday 10 January 2022, Services Australia accept both Rapid Antigen Test (RAT) and Polymerase Chain Reaction (PCR) results.

You'll need to have either:

- advice of a positive test from a testing clinic or health professional
- evidence you've registered a positive result from a home-administered RAT with your state health authority.

## How much is the payment?

Payments may be up to \$750/week depending on average hours worked.

## How to apply?

The employee is responsible for applying through Services Australia

(Please note, this is not an Anglicare WA responsibility).

Find more information [here](#).

## More information?

Find more information on the payments [here](#).

# Covid-19 Individual Covid-19 Wellbeing Action Plan

## What is it?

A key risk every worker will encounter during the pandemic includes challenges maintaining overall mental health and wellbeing.

All workers are required to consider and document their own mental health and wellbeing action plan.



## Wellbeing Action Plan

### Maintaining health and wellbeing

During these pressured times of the COVID-19 outbreak, it's important to reflect on what keeps us well and identify what can have an impact our health. It is understandable that people may be feeling afraid, worried, and overwhelmed by the ever-changing alerts, advice and media coverage regarding the spread of the virus.

A Wellbeing Action Plan is a personalised, practical tool designed to support staff in managing their wellbeing, particularly when being asked to work from home for periods of time. This document contains tips to support your general wellbeing, working from home tips, a template to develop your own Wellbeing Action Plan and a list of resources for further support.



# Covid-19 Local Response Plans



## 2022 COVID-19 LOCAL RESPONSE PLAN

<b>Location/Team:</b>	<b>East Perth</b>						
<b>Services/Programs Provided by Team(s):</b>	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Mums &amp; Dads Forever</td> <td style="border: none;">FARS</td> </tr> <tr> <td style="border: none;">Relationship Education</td> <td style="border: none;">RAVS</td> </tr> <tr> <td style="border: none;">CCS</td> <td style="border: none;">SCASP</td> </tr> </table>	Mums & Dads Forever	FARS	Relationship Education	RAVS	CCS	SCASP
Mums & Dads Forever	FARS						
Relationship Education	RAVS						
CCS	SCASP						
<b>Name of Manager/Leader</b>	<b>Melanie Pearse, Manager East Perth</b>						
<b>Site/Facility Address:</b>	<b>23 Adelaide Terrace East Perth 6004</b>						

**Version Control**

**Version 1**

<b>Developed by (Name)</b>	Melanie Pearse
<b>Date Submitted for Approval</b>	25 January 2022
<b>Approved by (Name)</b>	Vik Jeyakumar & Daniel Gasper
<b>Date Approved</b>	27 January 2022

**Version 2**

<b>Developed by (Name)</b>	
<b>Date Submitted for Approval</b>	
<b>Approved by (Name)</b>	
<b>Date Approved</b>	

**Version 3**

<b>Developed by (Name)</b>	
<b>Date Submitted for Approval</b>	
<b>Approved by (Name)</b>	
<b>Date Approved</b>	



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EXAMPLE

# Covid-19 Individual Covid-19 Responsibilities

## Executive Team

- Overall decision making and response
- Determine Covid-19 zone allocations
- Monitoring changes to Government policy and directions
- Communications to workforce following changes
- Through the CEO communicating with the Board

## Covid Response Team

- Manage overall plan development contributing specialist expertise
- Determine and agree risk frameworks and decision-making supports
- Manage overall information and data to forecast changes

## Local Response Team

- Develop, test and maintain local response plans
- Respond to local Covid-19 incidents
- Maintain communication with CRT and local team
- 'Seek advice from Covid Response Manager as needed

## Service Managers

- Local response plan development (with LRT)
- Workforce management
- Service management
- Communication

## You! (everyone)

- Get **vaccinated** per deadlines
- Update WFH arrangements
- Develop your personal Covid-19 plans
  - ▶ Isolation / Illness preparedness
  - ▶ Your networks
- Develop your [Wellbeing Action Plan](#)
- Stay abreast of information (things move fast)
- Keep line manager informed of your Covid-19 situation to support response and planning

# Covid-19 – Time Frames

