

COVID-19 Code of Conduct

GUIDELINES FOR THE SAFE RETURN OF STAFF, VOLUNTEERS AND PARTICIPANTS



Purpose:

A Code of Conduct (“The Code”) lists behaviours that are acceptable and those that are unacceptable. In the current landscape, it is important that any person who enters Clota Cottage Neighbourhood House is clear about Clota Cottage Neighbourhood House’s behavioural expectations and health and hygiene protocols.

This ensures that the environment at Clota Cottage Neighbourhood House is safe for all of us as we return to our programs and activities.

The COVID-19 Code of Conduct applies to:

- All staff
- Participants
- Volunteers
- Third party contract and service providers
- Visitors

The COVID-19 Code of Conduct set out below is designed to stand alone, independent from other Codes of Conduct Clota Cottage Neighbourhood House has in place that regulate professional and occupational safety.

All staff, participants, external contractors, volunteers and other members of the Clota Cottage Neighbourhood House community intending to return to on-site programs and activities at Clota Cottage Neighbourhood House must read and abide by the terms of The Code.

Our COVID-19 Code of Conduct:

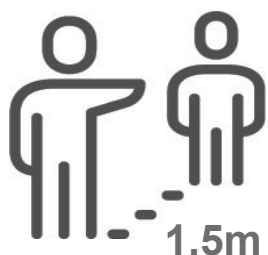
This COVID-19 Code of Conduct outlines appropriate standards of behaviour for all individuals while on the premises of Clota Cottage Neighbourhood House. The Code serves to protect all individuals, reduce any opportunities for the spread of the COVID-19 virus to occur, and promote health and safety in the Clota Cottage Neighbourhood House environment. It provides guidance on how to best support each other and how to avoid or better manage difficult situations.

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THINGS YOU MUST DO:



Physical Distancing

- Appropriate physical distancing must be observed.
- Follow all physical distancing line markings and signs on our premises.



Health & Hygiene

- Follow Clota Cottage Neighbourhood House's requirements as instructed.
- Enter through the front door only.
- Have your temperature checked.
- Complete the attendance register.
- Practice good hand hygiene by regularly washing hands or disinfecting at hand sanitiser stations. Wash hands before and after meals, after sharing objects as well as after any close contact with another person for longer than 15 minutes.
- Sneeze and cough into your elbow.
- Dispose of used tissues or wipes in rubbish bins.



Environment

- Open doors and windows whenever possible to ventilate rooms.
- Exercise contactless delivery of goods to Clota Cottage Neighbourhood House.
- Be vigilant and proactive with regard to health and safety issues



Communicate

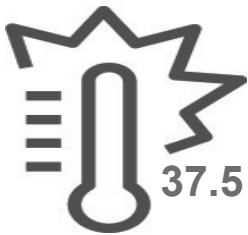
- Notify Clota Cottage Neighbourhood House on manager@clotacottage.org.au with any information that might impact your suitability to be on our premises.
- Notify us if you have complex medical needs that make you vulnerable or at greater risk of more serious illness if you are infected with COVID-19.
- Notify us if COVID-19 is impacting your wellbeing.
- Encourage people around you to go home if they look unwell or are displaying symptoms of COVID-19.
- Intervene when you notice someone engaging in inappropriate physical distancing or hygiene behaviour
- Report any breaches of this code to the manager or staff.
- Respect the privacy of others and only disclose information to people who have a need to know.

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THINGS YOU MUST NOT DO:



Attend When Unwell

- Do not come to Clota Cottage Neighbourhood House if you are unwell or displaying symptoms of COVID-19, which may include, but is not limited to, recording a temperature about 37.5 degrees, fatigue, dry cough, aches and pains, nasal congestion, runny nose, sore throat or diarrhoea.



Ignore Self Isolation

- Do not come to Clota Cottage Neighbourhood House if you have not self-isolated for 14 days after being in close contact with a confirmed case of COVID-19.
- Do not come to Clota Cottage Neighbourhood House if you have not self-isolated for 14 days after traveling abroad.



Congregate

- Do not exceed room capacities where marked at entry points.
- Do not remove chairs, tables and other furniture that have been strategically placed around the room to promote social distancing.



Unnecessary Contact

- Do not shake hands, hug or exercise close physical contact.
- Do not touch or share objects unless necessary.
- Do not share food or drink.
- Do not spend extended times at Clota Cottage Neighbourhood House grounds socialising.

REVIEW

This Code of Conduct will remain in effect until the Victorian Government's lockdown procedures are fully lifted.