

# COVID-19 POLICY & OPERATIONAL PROCEDURES

**Scope:** This policy and procedure applies to all Outward Bound Australia (OBA) programs, offices, accommodation, services, staff, participants, clients, and visitors.

**Policy Statement:** OBA will work to provide a safe and hygienic environment to promote the health and wellbeing of staff and participants. OBA will take reasonable steps to prevent and manage the spread of infectious diseases through the implementation of procedures that are consistent with current guidelines of State Health Authorities.

## Policy:

- It is no longer mandatory to self-isolate if you test positive to COVID-19, but it is strongly recommended you stay home and take steps to protect others.
- OBA follows the NSW, ACT, WA and Vic COVID-19-related regulations. All programs can be modified in terms of their service delivery considering advice in relation to COVID-19 health management practices.
- OBA staff are encouraged to consider getting a COVID-19 vaccination, but this is not a requirement of employment.
- OBA will work with schools and partner organisations to align with COVID-19 regulation requirements that may apply to different organisations and jurisdictions and may be subject to change at short notice.
- OBA will maintain program attendance and visitor records.
- It is no longer a legal requirement for people diagnosed with COVID-19 to isolate. For the 7 days following a positive test result, those affected may consider additional precautionary measures to protecting the health of others.

To help protect others, those who are diagnosed as positive are strongly advised to:

- Avoid contact with people who are at higher risk of severe disease, including immunosuppressed people, older people, and people with a disability with multiple conditions
- Wear a mask when in an indoor setting outside the home
- Work from home where practical
- Practise careful hand and respiratory hygiene
- Follow any jurisdictional testing advice when leaving the home
- If any staff, participant, or visitor to OBA inform us that they have received a diagnosis of COVID-19, OBA will follow health advice.
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Outward Bound Australia will continue to promote the following:

1. Maintain good hand, food and personal hygiene.
2. Practice safe social distancing whenever possible.
3. Encourage people to get vaccinated, stay home if unwell and get tested.
4. Monitor COVID-19 health advice, travel and operational restrictions for updates.



## **COVID Safe Operating Procedures**

### **Pre-Program**

Outward Bound will monitor health regulations and COVID related travel restrictions to align with up to date regulatory requirements. This includes working closely with schools and community organisations to align with regulatory and policy requirements that may apply for different organisations and jurisdictions.

### **Symptoms**

COVID-19 affects different people in different ways. The most common symptoms: fever, cough, tiredness, loss of taste or smell. Less common symptoms: sore throat, headache, aches and pains, diarrhoea, a rash on skin, or discolouration of fingers or toes, red or irritated eyes.

### **Transport**

- Vehicle internal ventilation system set to through-flow, not recirculating.
- Vehicles are disinfected if used to transport participants with a fever and/or respiratory symptoms.

### **Catering**

- All packing and prep surfaces are sanitized each day.
- All staff wash their hands between different types of food packing.
- All cooking equipment to be cleaned in hot soapy water at the end of each day.

### **Field Gear**

- Participants are encouraged to wash and/or sanitize their hands regularly.
- Personal participant gear should not be shared amongst participants or staff.
- Inner sheets are cleaned between program.
- Hired sleeping bags are commercial laundered after every program.

### **Accommodation**

- All accommodation provided to a client will be cleaned prior to client's arrival.
- Hand washing station and hand sanitizers will be available for each facility.

### **Offices**

- Hand sanitizer will be available.
- Sharing of office equipment should be minimised. Shared office equipment will be cleaned regularly.

## OBA staff

- All operation staff will be provided with COVID-19 safe operations procedures advice and training.
- Like other respiratory illnesses, it is recommended if you have Covid-19 symptoms or test positive you should stay at home. If a staff member, living on base, tests positive for Covid-19, they should isolate with appropriate arrangements for bathroom and catering access to provide isolation from other staff and community members.

## Confirmed COVID-19 Case

In the **ACT** People that are diagnosed with COVID-19 must report their positive Rapid Antigen Test (RAT) result using this online registration form. <https://actredcap.act.gov.au/redcap/surveys/?s=ENJETRYNA8CHAFJ7>

In **Victoria** If you have tested positive using a rapid antigen test (RAT) you should [report your result to the Department of Health online](#) or by calling [1800 675 398](tel:1800675398). Reporting your result can give you free access to medical care and COVID medicines through the [COVID Positive Pathways program](#).

In **WA** If you tested positive by using a rapid antigen test (RAT), you should [register your result online](#). For RAT registration help, call 13 COVID (13 268 43).

In **NSW** if you tested positive on a rapid antigen test (RAT), it is recommended that you [register your test result with Service NSW](#).

Version	Nature of change	Title	Date
3.1	Oct 24 2022 – No longer required to isolate if you test positive	Revision & updated	24/10/2022
3.0	Sep 2022 – Delete requirement of staff to be vaccinated, Change to recommendation.	Revision and updated	27/09/22
2.5	Apr 2022 simplification to align with easing of regulatory requirement for isolation and mask wearing	Revision and updated	21/4/22
2.4	Jan 2022 RAT tests, changes to close contact and contract tracing	Revision and updated	31/1/22
2.3	Nov 2021 staff vaccination evidence	Procedural details	19/11/21
2.2	Nov 2021 reviewed and updated	Regulations alignment	12/11/21
2.1	Nov 2021 reviewed and updated	Revision and updated	05/11/21
2.0	2021 Reviewed and updated	Revision and updated	07/07/21
1.0	Publication	First edition	2020