



YOUTH LIVE4LIFE LIMITED ACN 638 122 648: ABN: 82 511 418 317

# COVID-19 POLICY

## SECTION 1: DOCUMENT ADMINISTRATION

<b>Classification</b>	Internal policy and procedure
<b>Policy owner</b>	CEO
<b>Related documents</b>	<ul style="list-style-type: none"><li>• Department of Health social distancing guidelines</li><li>• Australian Government COVID-19 guidelines</li><li>• Safe Work Australia guidelines</li><li>• COVID-19 Restriction Checker</li><li>• Safe Work Australia's National COVID-19 safe workplace principles</li><li>• YL4L's Covid-19 declaration form</li></ul>
<b>Review and approval body</b>	Board of Management

**Note:** This is a controlled document and will not be changed without the consent of Youth Live4Life. The master copy of this document is held electronically. Printed documents are uncontrolled copies and may be obsolete.

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## **SECTION 2: COVID-19 GUIDANCE FOR OUR CLIENTS, PEOPLE, GUESTS, SUPPLIERS AND CONTRACTORS**

Given the spread of the novel coronavirus (COVID-19) and its declaration by the World Health Organisation (WHO) as a global health pandemic, Youth Live4Life (YL4L) is taking considered action to ensure the safety, health and wellbeing of our people, clients, guests, suppliers and contractors.

We encourage everyone in our workspaces to practice good hygiene by:

1. washing your hands regularly with soap and water;
2. using alcohol-based hand sanitiser if soap is unavailable;
3. covering coughs and sneezes with a tissue or the inside of your elbow;
4. disposing of tissues in the bin immediately;
5. maintaining workplace cleanliness and periodically using antiseptic wipes to keep your desks and phones clean; and
6. practicing social distancing, see [social distancing guidelines](#) from the Department of Health

YL4L has implemented safeguards that meet official [Australian Government COVID-19 guidelines](#) and taken additional steps to minimise impact:

### **2.1 YL4L WORKING FROM HOME:**

All of our people and contractors are required to establish a safe and comfortable environment for working from home. For assistance setting up your home workspace safely and comfortably, please refer to the [Safe Work Australia guidelines](#).

### **2.2 MEETINGS:**

- Any meetings considered non-essential should be held virtually. Face-to-face meetings should only be held if an in-person meeting is critical.
- For essential meetings still taking place - (under 10 people) only:
  - we have advised our people to exercise caution in meetings (good traffic flow, crowd minimisation, social distancing providing attendees with a minimum of 4sqm per person, no handshaking) with heightened hygiene practices including provision of hand sanitiser.
  - we ensure all invited and registered guests are aware of this public statement prior to meeting.
  - no catering will be provided other than water being available.
  - all rooms used are to be cleaned and sanitised after each meeting.
  - all attendees at any face-to-face meetings must be registered and have completed and signed YL4L's Covid-19 declaration form.

## **2.3 SAFETY IN OUR WORKSPACES:**

### **We ask all visitors to please:**

1. Present some form of identification (e.g. business card, drivers licence) upon request;
2. Where it is in place due to local advice (State Government recommendations), have a temperature test to help protect everyone within our workspace (No personal information will be recorded);
3. Maintain strict social distancing by keeping a 1.5m distance from other persons at all times;
4. Avoid physical contact such as handshakes and other forms of greeting or farewell;
5. Use the hand sanitiser stations regularly;
6. Remain only in the workspace where your meeting is be held;
7. Vacate the workspace on time to allow cleaning; and
8. Do not remain within our workspaces if you feel unwell - please alert your YL4L host if you have any health concerns.

### **To help protect the health of our guests, suppliers and contractors we:**

1. Have implemented additional cleaning practices within our workspaces and increased the frequency of cleaning;
2. Eliminated any catering services; and
3. Where appropriate due to local advice (State Government recommendations), we have implemented wellness check and temperature testing of all our people onsite.

If you have any questions or concerns regarding the health and safety measures within our workspaces, please discuss this with your YL4L contact.

## **SECTION 3: BUSINESS CONTINUITY:**

- YL4L has in place a business continuity management system to reduce the potential impact of a pandemic event on our work with clients.

### **3.1 YL4L'S SAFEGUARDS:**

#### **1. Clients, guests, suppliers and contractors visiting YL4L workspaces**

It is important to be aware of the restrictions present in your state or territory using the [COVID-19 Restriction Checker](#). We ask that our clients, guests, suppliers and contractors follow these restrictions to ensure their own safety as well as the safety of our other clients, guests, suppliers and contractors, our people and the public.

YL4L provides hand sanitisers and disinfectants in all workspaces to promote a healthy workplace, and we encourage visitors and our people to adhere to heightened hygiene practices. If you are feeling unwell when visiting our workspaces, please make your YL4L host aware so we can support you accordingly.

#### **2. Working with clients to safeguard the health and safety of our people**

YL4L requests our clients take their own measures to respond to COVID-19, in accordance with official [Australian Government COVID-19 guidelines](#) and [Safe Work Australia's National COVID-19 safe workplace principles](#).

If YL4L people at client sites are concerned their host client site is not taking reasonably practicable steps to proactively prevent the spread of COVID-19 so far as it is able, YL4L has directed our people to speak with their team leader or CEO immediately.

If you are an organisation with a suspected or confirmed case of COVID-19 and YL4L clients or people may be impacted, we ask that you immediately contact your preferred YL4L contact.

### **3. Clients, guests, suppliers and contractors attending external YL4L hosted meetings**

Any YL4L Australia meetings with clients, guests, suppliers and contractors hosted outside our offices will include the following control:

- YL4L will confirm with host venues that they have taken the practicable steps, including implementing the recommended [Australian Government coronavirus guidelines](#) and are following [Safe Work Australia's National COVID-19 safe workplace principles](#) to protect our clients, people and guests.

The COVID-19 pandemic is an evolving situation. All of us at YL4L are committed to supporting our clients