

## 20. COVID-19 POLICIES

### **Statement of Intent**

UCC is committed to the health and safety of our employees, volunteers, contractors, suppliers, guests and visitors.

### **Scope**

This policy and procedures apply to all UCC employees, volunteers, contractors, suppliers, guests, and visitors.

### **Background**

Uniting Church Camping (UCC) has prepared this Policy and Procedures document in response to COVID-19.

This document was prepared from resources from the following bodies:

- Australian Camps Association (ACA)
- Safe Work Australia (SWA)
- Department of Health and Human Services (DHHS)
- Business Victoria
- Department of Education and Training (DET)
- Australian Tourism Accreditation Program

COVID-19 has presented the hospitality, accommodation, and camps (group accommodation) sector many challenges. The ability for UCC to operate, requires that our staff, volunteers, contractors, suppliers, guests, and visitors to our sites follow our COVID-19 Policy and Procedures.

The Procedures are based on the best current knowledge and practise however, there is continuous change in the management, prevention and community response to COVID-19 that require everyone to remain informed and prepared for change.

<p><b>20.A</b>  <b>Understanding COVID-19</b></p>	<p>UCC will ensure that all employees, volunteers, contractors, suppliers, guests, and visitors understand what Covid-19 is, what are the symptoms and how the disease is spread.</p>
<p><b>20.B</b>  <b>Communication, Information and Training</b></p>	<p>UCC will ensure that staff are consulted about health and safety related to COVID-19 and that appropriate and current information and training are provided to employees.</p> <p>UCC will support guests and visitors to meet current guidelines during their stay.</p>
<p><b>20.C</b>  <b>Covid-19 measures</b></p>	<p>UCC will ensure all COVID-19 appropriate measures including, but limited to; physical distancing, face coverings, hygiene and cleaning are implemented.</p> <p>UCC will require all employees, volunteers, contractors and suppliers, to be fully vaccinated. All guests and visitors over 18 will be required to be fully vaccinated.</p>
<p><b>20.D</b>  <b>Catering, Transport and Activity Programs</b></p>	<p>UCC will ensure that catering, transport and activity programs are conducted in accordance with current guidelines and minimise the risks of COVID-19 and maintain the health and safety of staff, volunteers, contractors, guests, and visitors.</p>
<p><b>20.F</b>  <b>Co-hosting groups</b></p>	<p>UCC will continue to co-host groups at our sites that can accommodate appropriate group management in line with current guidelines.</p>
<p><b>20.G</b>  <b>Suspected, confirmed case or outbreak of covid-19 at UC camping site</b></p>	<p>UCC will ensure that a procedure is in place, that is consistent with current guidelines, for the management of a suspected, confirmed case or outbreak of COVID-19 in an employee, volunteer, contractor, guest or visitor.</p>

## Responsibility

### UCC Director

The UC Camping Director is responsible for the adherence to this policy.

### Site Managers

The Site Managers will support the UC Camping Director with the implementation and operation of this policy

### Employees

All employees will observe the requirements of this policy and procedures.

## Amendments

These policies will be reviewed biannually or at the discretion of the UC Camping Director and Compliance Manager if changes in legislation or operational circumstances so require. If amended, employees will be consulted and notified immediately in writing of the changes and will update the site policies and procedures manual accordingly.

## Procedures

- 10.1 Understanding COVID-19
- 10.2 Communication, Information and Training
- 10.3 COVID-19 Measures
- 10.4 Catering, Transport and Activity Programs
- 10.5 Co- Hosting and COVID-19
- 10.6 Suspected or Confirmed Case at a UCC site.

## Policy Status

Version Approval	Review Date	Endorsed Date
Chief Executive Officer – eLM	March 2022	4 February 2022
Director UC Camping	March 2022	4 February 2022
Compliance Manager UC Camping	March 2022	4 February 2022

## Further assistance

Contact Director of UC Camping for interpretation and assistance with this policy.