



## COVID-19 Safety Policy and Procedure

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### 1. PURPOSE

Delta Therapy Dogs (“Delta”) is committed to providing a safe working environment for our Personnel, Program Beneficiaries, Students, Clients and members of the public with whom we interact through our work – including the hazards associated with infectious diseases.

The purpose of this COVID Safe Policy and Procedure is to have in place prevention strategies in relation to the risks associated with COVID-19 so as to ensure Delta can continue to safely operate and maintain a COVID Safe workplace.

The policy and procedures follows and utilises the advice of the Australian Federal Government, as well as the Australian state and territory governments – including Health and Safe Work. It follows COVID-19 public health orders, and advice from government infection prevention and control departments.

### 2. SCOPE

The Policy applies to all Delta Board Members, employees, contractors and volunteers (“Personnel”), its Students and Program Partners with whom Delta Personnel and Students work, provide programs, study or visit.

It is to be read and followed in conjunction with Delta’s other relevant policy and procedure, as well as its Program Partner’s COVID-19 Safety policies or plans.

### 3. DEFINITIONS

Definitions are included in Appendix 1.

### 4. RESPONSIBILITIES

Role	Responsibility
<b>Chief Executive Officer / Leadership Team</b>	<ul style="list-style-type: none"><li>• Implement policy and procedures across the organisation</li><li>• Ensure Personnel have access to and understand this policy and procedure</li><li>• Ensure all managers/supervisors have access to support and advice to understand and implement policy and procedures</li></ul>

	<ul style="list-style-type: none"> <li>• Review and update this document and supporting resources in consultation with relevant stakeholders</li> <li>• Provide training and advice in the application of policy and procedures</li> </ul>
<b>People Managers</b>	<ul style="list-style-type: none"> <li>• Ensure Personnel have access to and understand this policy and procedure</li> <li>• Ensure policy and procedure is followed and implemented</li> </ul>
<b>All Personnel</b>	<ul style="list-style-type: none"> <li>• Compliance with policy and procedure.</li> </ul>

## 5. POLICY

It is the policy position of Delta that assessed and identified risks associated with COVID-19 will be eliminated, or if not possible, minimised so far as reasonably practicable. Where it is not possible to eliminate the risks associated with COVID-19, proper planning and implementation of controls will ensure risks arising from this infectious disease are minimised.

One of the key prevention strategies will be the provision of education and training – utilising formal and informal methods of communication to ensure accessibility – to all Personnel about COVID-19 and how to minimise the risk of infection to self and others. This includes access to Delta’s policies and procedures which relate to the prevention and control of COVID-19.

Delta will also put other prevention strategies in place which align with the most current advice from Departments’ of Health and Infection Control. This includes:

- limiting exposure to COVID-19 in the workplace by ensuring people with COVID-19 or COVID-19 symptoms do not come to work;
- maintaining physical distancing;
- ensuring there are good hygiene practices in place;
- carrying out adequate cleaning and disinfecting;
- utilising personal protective equipment as required;
- ensuring there is appropriate ventilation; and
- making available records for contact tracing purposes.

Thirdly, Delta has developed a COVID-19 Vaccination Policy for its Personnel. It is the policy position of Delta to strongly recommend and encourage all Personnel to become vaccinated against COVID-19, and for particular roles within the organisation has made the decision to mandate vaccination where there are increased risk factors.

Delta will conduct regular monitoring of the risks associated with COVID-19, and where the risk factors are assessed as being at a level where it would be reasonable for the above prevention strategies to sufficiently manage the risks, in-person activity will be allowable. However should the risks be determined to be unreasonable at any time, Delta will place in-person activity on hold and where possible all activity must be delivered/undertaken digitally. This suspension could apply to individual Program Partner premises, Local Government Areas, regions, States or any other breakdown as deemed suitable to manage the risk.

Delta will always comply with Government Directions, and therefore if relevant restrictions are imposed this will trigger an automatic hold on in-person activity in line with these directions. However Delta maintains the right to restrict in-person activity above and beyond these directions if the risk assessment process deems this to be necessary for the safety of Delta Personnel, Students, clients, program beneficiaries and/or members of the public.

Any movement Delta makes between in-person activity and digital only delivery will be communicated to the relevant stakeholders. No Delta Personnel or Students are to return to in-person activity until clearance has been provided by Delta, regardless of any requests made by Delta Program Partners.

It is Delta’s position that all Personnel and Students should review their own personal circumstances, health and carer status, considering the known risk factors associated with COVID-19, to determine if they want to undertake Delta in-person activities. Delta will where possible make provisions for work or study to be conducted digitally in such circumstances. However if Delta

cannot make reasonable accommodations without undue hardship, cannot make reasonable accommodations without it posing risk to the health or safety of others in the workplace, or its Personnel decline a role under these conditions, such Personnel may be subject to suspension or dismissal/termination of contract. Student's study will be suspended until any mandatory in-person components are able to be completed.

## **6. PROCEDURE**

### **Provision of education and training**

- All Delta's policies and procedures relevant to the prevention and control of COVID-19 will be provided to all organisational stakeholders – including Personnel, Students and Program Partners. If there are any up-dates made Delta will re-disseminate the policies and procedures along with a summary of changes made.
- All Delta Personnel are required to complete the Australian Government Department of Health COVID-19 Infection Control Training. Evidence of completion must be saved to their electronic personnel file.
- COVID-19 related signage will be placed in to Delta managed workplaces and in any venues hired by Delta to conduct activities. These easy to understand signs will serve as reminders about what to do to keep self and others safe in the workplace.
- Delta will use it's various communication channels to regularly remind Personnel and Students about the strategies Delta has employed to mitigate the risks associated with COVID-19.
- Delta encourages its Program Partners to also provide education and training to Delta Personnel in relation to the COVID-19 related prevention and control strategies relevant to their specific workplaces as part of the access provided to Delta Personnel.

### **Limiting exposure to COVID-19 in the workplace**

Delta Personnel and Students should not participate in any Delta in-person activities if they:

- are a confirmed case of COVID-19;
- are unwell with common symptoms of COVID-19 (such as fever, dry cough, sore throat, shortness of breath or tiredness) or have had common symptoms of COVID-19 in the last 48 hours;
- have been in close contact with a confirmed case of COVID-19 within the last 14 days;
- have been in close contact with a person who is still awaiting the results of a COVID-19 test;
- have returned from overseas in the last 14 days; and/or
- have been directed to isolate.

Additionally, if any animal is unwell or is a confirmed case of COVID-19 it must not participate in any Delta in-person activity.

Program Partners and venues for hire will advise the conditions of entry and government health directives related to their workplace. These are to be strictly adhered to by all Delta Personnel and Students.

### **Physical Distancing**

- Delta will facilitate working from home arrangements when appropriately proportionate to the risk of COVID-19 and/or to facilitate physical distancing requirements. This is subject to type of work being undertaken by Personnel, and the capacity of the organisation to provide reasonable accommodations without undue hardship or risking the health and safety of others.
- When appropriate, Delta / Program Partners / venues for hire will monitor and control the permitted number of people allowable in their respective premises in line with government directives.
- If a specific work area has been allocated, Personnel and Students are to remain in this area where practicable, and minimise movement between spaces.
- Delta / Program Partners / venues for hire will ensure that as far as practically possible the physical layout of their respective workplaces supports physical distancing – allowing people to enter, exit and move around the workplace both under normal working conditions and in an emergency without risks to their health and safety.

- Whenever practically possible, Delta's Personnel and Students are to maintain a physical distance of 1.5 metres between themselves and others.
- Exceptions to the requirement to maintain 1.5 metres from others include the need to render necessary physical assistance as part of their normal work duties or for work health and safety purposes (for example when a two person lift is required).
- In circumstances where Personnel and Students cannot physically distance they should limit the time they are in close contact, practice good hygiene and if appropriate utilise required Personal Protective Equipment ("PPE") as directed by Delta or its Program Partner.
- Delta Personnel and Students are to avoid crowded areas and groups of people where maintaining a physical distance of 1.5 metres may be difficult.

## Hygiene

- Delta / Program Partners / venues for hire are to ensure that in their respective premises there are adequate and accessible facilities to achieve good hygiene, these are in good working order, are clean and are otherwise safe, and facilities are properly stocked and have adequate supplies of toilet paper, soap, water and drying facilities (preferably single-use paper towels).
- Delta / Program Partners should also provide alcohol-based hand sanitiser (with at least 60% ethanol or 70% isopropanol as the active ingredient) in appropriate locations around the workspaces. Hand sanitiser must be used as per the manufacturer's instructions.
- Delta Personnel and Students are to follow infection control procedures to mitigate the risk of spread and infection of COVID-19, including maintaining exceptional hand and respiratory hygiene and limiting the items and surfaces touched.
- Anyone having contact with a Therapy Dog must wash or sanitise their hands immediately before and after contact with the dog.
- As is usual practice as part of Delta's infection control procedures, dog's are not to lick or 'kiss' people and a barrier (ie. clean towel or sheet) is to be placed between the Therapy Dog and soft furnishings (ie. bed's and chairs).

## Cleaning and disinfecting

- Cleaning, to physically remove germs, dirt and grime from surfaces using a detergent, should be undertaken on a regular basis. The regularity will be determined by Delta / Program Partners / venues for hire based on the purpose and regularity of use.
- Disinfecting, to chemically kill germs on surfaces, should be undertaken in addition to cleaning – particularly on frequently touched surfaces or where there is a requirement to share equipment. The regularity will be determined by Delta / Program Partners / venues for hire based on the likelihood of contaminated material being present.
- In addition to regular cleaning and disinfecting routines, Delta / Program Partners / venues for hire must clean and disinfect their respective premises following a suspected or confirmed case of COVID-19.
- Animals are not to be wiped down, bathed or cleaned with chemical disinfectants, alcohol, hydrogen peroxide, or any other products not approved for animal use. However collars, leads and bandanas should be cleaned and disinfected by Delta Personnel before and after all program delivery.

## Personal Protective Equipment (PPE)

- Personnel must follow the directions provided by Delta and its Program Partners in relation to the use of PPE while undertaking in-person activity for Delta. All government directives must also be adhered to in this regards.
- Where Delta or Program Partners require the use of PPE then it is the responsibility of that entity to provide training in regards to fit and appropriate use of the PPE. If Delta Personnel or Students themselves chooses to wear PPE, they should inform themselves about the correct procedures for use.
- Animals are not to have their faces covered with masks or any other face covering.

## Ventilation

- Adequate ventilation and air filtration can reduce the airborne concentration of the COVID-19 virus and the risk of transmission in indoor spaces, and so consideration will be given by Delta / Program Partners / venues for hire to increasing natural ventilation in their respective premises where possible and to ensuring any heating, ventilation and air-conditions (HVC) systems are maintained and operated in accordance with manufacturers' instructions.
- If Delta / Program Partners / venues for hire have concerns about achieving adequate ventilation, consideration must be given to limiting the number of persons present at the workplace, or within certain areas of the workplace, to increase the effective ventilation per person.
- Where possible Delta Personnel and Students will avoid travelling in vehicles together, but if this is unavoidable then only every second seat will be occupied and windows will be left open and/or air conditioning on and set to external airflow to limit the use of re-circulated air.

## **Record Keeping**

- Delta / Program Partners / venues for hire will utilise the State Government check-in systems that are in place to monitor the people entering their premises. Paper-based check-in systems can be used in addition to or as an alternative to electronic check-in, where allowable under government directives.
- All Delta Personnel, Students and visitors must utilise the check-in systems available to them on all occasions.
- Delta volunteers delivering programs will complete a Sign On Sheet as soon as practically possible after each session to confirm their attendance at the premises of a Delta Program Partner.
- Personnel and Students are also encouraged to download the COVIDSafe app to assist with the COVID-19 contact tracing process.
- In the event of a confirmed case of COVID-19 at a workplace, Delta and/or Program Partners will notify and co-operate with state health authorities and state Safe Work authorities.

## **7. COMMUNICATION**

We communicate our COVID-19 Safety Policy and Procedure to all Personnel, to our Program Partners and to our Institute Students.

We involve our Personnel in reviews of our COVID-19 Safety Policy and Procedure and communicate any significant alterations to all stakeholders.

## **8. MONITORING AND REVIEW**

This document will be reviewed at least triannually. Some circumstances may trigger an early review, this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board and/or Chief Executive Officer.

## **9. ASSOCIATED DOCUMENTS**

Response to Potential COVID-19 Cases Procedure  
 COVID-19 Vaccination Policy and Procedure for Delta Personnel

## **10. VERSION HISTORY**

V3.0, October-2021

## APPENDIX 1 – Definitions

Term	Definition
<b>Close Contact</b>	refers to face-to-face contact in any setting with a confirmed or probable case, for greater than 15 minutes cumulative over the course of a week, or sharing of a closed space with a confirmed or probable case for a prolonged period (e.g. more than 2 hours) in the period extending from 48 hours before onset of symptoms in the confirmed or probable case.
<b>Confirmed Case</b>	Refers to a person who has been identified by an Australian Government health authority as being a confirmed case of COVID-19.
<b>COVID-19</b>	Coronavirus disease which is an infectious disease caused by the SARS-CoV-2 virus.
<b>COVID-19 Vaccination</b>	Means a vaccination against COVID-19 approved for use in Australia by the Therapeutic Goods Administration.
<b>Delta</b>	Refers to Delta Therapy Dogs, including its program activities related to Delta Therapy Dogs, Paws the Pressure, Classroom Canines, Dog Safe and Delta Institute.
<b>Personnel</b>	All board members, staff, contractors and volunteers who undertake Work for the organisation, whether in a paid or unpaid capacity.
<b>Program Beneficiaries</b>	Benefactors of the organisation's programs (including Therapy Dogs, Classroom Canines, Paws the Pressure, Dog Safe and Digi-Dogs).
<b>Program Partner</b>	Refers to any facility, client or venue that hosts a Delta program or activity, including but not limited to a residential aged care facility, hospital, health care facility, school, university, correctional facility, corporate office, or event space in which Delta activity is carried out.
<b>Student</b>	Refers to any individual currently engaged in learning or study through the Delta Institute.
<b>Work</b>	Activities undertaken by Personnel as part of their role with Delta Therapy Dogs, whether in a paid or unpaid capacity.