



COVID-19 Precautions for Volunteers

Policy: 15

POLICY STATEMENT:

Volunteers must practise social distancing with each other and with clients during the COVID-19 crisis time in accordance with guidelines issued by the Regulatory and Legislative authorities, and the following Procedures. While we are providing shelter or meals in church premises we will need to work to the most stringent practices as directed by the authorities. Clients will be referred to Sunbury Winter Shelter by agencies, or other contacts, and their needs will be assessed as in the past.

Advice from the Australian Department of Health states that people aged 70 years and over, people aged 65 years and over with chronic medical conditions, people with compromised immune systems, and Aboriginal and Torres Strait Islanders over the age of 50, are at greater risk of more serious illness if they become infected with coronavirus. These people should avoid front line contact with guests unless they have been vaccinated.

PROCEDURES

1. PERSONAL HYGIENE PRACTICES

- 1. Cover coughs and sneezes with your elbow, upper arm, or tissue,**
- 2. Dispose of tissues immediately and appropriately,**
- 3. Wash hands often with soap and water, including entering and leaving buildings, before and after eating, and after using toilet facilities,**
- 4. If soap and water not available use alcohol based hand sanitiser,**
- 5. Clean and disinfect frequently-used surfaces regularly, e.g. mobile phones, counter tops, door handles, etc. Follow instructions as required by each venue.**

2. SOCIAL DISTANCING

- 1. Social distancing is important because COVID-19 is most likely to spread from person to person in the following ways -**
- 2. - Direct close contact and air-borne transmission with a person while they are infectious, which may be before their symptoms appear.**
- 3. - Close proximity to a person with a confirmed infection who coughs or sneezes.**
- 4. - Touching objects or surfaces contaminated from a cough or sneeze from a person with a confirmed infection,**
- 5. Stay home if feeling unwell and seek a COVID-19 test or other medical advice,**
- 6. Keep a minimum 1.5 metres between yourself and others,**
- 7. Avoid physical contact such as hand shaking and hugging,**
- 8. Volunteers who normally live or work together as couples may continue to do so when dealing with clients.**

3. INTERACTING WITH CLIENTS

- 1. Disposable rubber gloves are required to be worn by volunteers when handling food or other materials.**

2. Masks should be carried at all times, and must be worn when it is impossible to maintain social distancing.
3. Guests should wash hands with soap and water; if not available, use alcohol based hand sanitiser which will be made available to them,
4. Clients must submit to a non contact temperature check and be asked to declare any connection with potential sources of infection each time they present to a service provided by Sunbury Winter Shelter.
5. Results of their declaration must be recorded on a SWS Sign In Sheet for volunteers or a Guest Registration Form for guests before any interaction with them,
6. Any client displaying or suspected of being affected in any of the ways described on the SWS COVID-19 Declaration should be subject to medical assessment. The Victorian Government COVID-19 help line should be called for further advice 24/7. The number is 1800675389.

4. VOLUNTEER OBLIGATIONS

- 1 Prior to your rostered duty time with SWS a SWS COVID-19 Sign In Form must be completed. This will remain valid for 14 days. This Form must be completed again before your next volunteer shift begins.
- 2 If feeling unwell or displaying any symptoms of coronavirus you must remain at home.