



COVID Safe Delivery of *fkaCS*' Services

V2 November 2021

Context

fkaCS had been operating under a COVID safe plan since the beginning of the pandemic. For a copy of the *fkaCS* COVID safe plan, please contact the office. The plan includes processes and protocols to limit transmission of the virus in line with the Victorian Government State of Emergency relevant Health Orders from the Chief Health Officer and all other relevant legislation or community directions.

Now that the Victorian community is no longer pursuing zero transmission, *fkaCS* has added additional safety measures to the way we work.

fkaCS has a legal obligation to keep team members and our colleagues safe whilst at work, including taking all reasonable measures to keep everyone safe from contracting and transmitting the virus whilst at work, travelling for work and working off-site.

fkaCS also has an obligation to keep the community safe, including young children and exempt members of the community who are not able to be vaccinated.

The Physical Environment

fkaCS has invested in *amendments* to our building to maintain density limits and ensure optimum air quality and circulation.

fkaCS is a Vaccinated¹ Workplace

Vaccinations are one of the essential ways that we can keep our community safe. *fkaCS* supports the Victorian Government's requirement that staff and visitors working in early childhood services should be vaccinated to protect young children who cannot be vaccinated.

We have extended this requirement to all existing and new *fkaCS* team members, subcontractors, volunteers and visitors.

Travel and Site Visits

fkaCS Travel Safely During the Pandemic Policy limits team members' travel across Victoria and between early childhood education and care sites. It also requires periodic testing for team members who are permitted to travel across Victoria.

Visitors to *fkaCS*

A vaccinated visitor to *fkaCS* will need to show evidence of vaccination² to visit our offices.

The MRC Outreach service remains available to members. We can also arrange for items to be collated by a team member and picked up directly in front of the building if visitors are unable to browse the library.

Privacy

fkaCS will not collect, store or share private health information, including vaccination or exemption status unless required to do so by law. Staff and visitors will be required to show proof of vaccination to an authorised *fkaCS* team member on entering the building or as part of the *fkaCS* employment process. For further information, please refer to *fkaCS* Privacy Policy <https://fka.org.au/cms/uploads/docs/fka-children-s-services-privacy-policy.pdf>.

Information on gaining a Vaccination Certificate can be found at <https://www.coronavirus.vic.gov.au/get-your-covid-19-digital-certificate>.

¹ Vaccinated – means having received vaccinations against COVID-19 and for the purpose of this statement includes a person deemed an **exempt person** as defined by the CHO Directions and Australian Technical Advisory Group on Immunisation (ATAGI) guidelines.

² Evidence of vaccination or in the case of an **exempt person** proof of the exemption.