

## the Y Ballarat – Coronavirus (COVID-19) Management Policy

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Policy Number	Date Approved	Date Last Amended	Status
RHS001-PO	8 April 2020	9 July 2020	FINAL

### 1. PURPOSE

The YMCA aims to minimise the risk and exposure of our staff, volunteers and families attending our programs and services to COVID-19 by adhering to all recommended guidelines from the Australian and Victorian Government Department of Health and Local Public Health Units. The YMCA will review and implement practices that help reduce the transmission of the virus and provide tools to support our services and staff through this global pandemic.

COVID-19 is a new strain of coronavirus that was originally identified in Wuhan, Hubei Province, China in December 2019. The World Health Organization (WHO), has declared that COVID-19 outbreak as a 'pandemic'- a Public Health Emergency of International Concern (effective 11 March 2020). This is mainly due to the speed and scale of transmission of the virus in countries around the world, including Australia.

### 2. SCOPE

The scope of this Policy applies to all Board members and the CEO, Sub Committee members, staff and volunteers. This policy applies to The Young Men's Christian Association of Ballarat Inc and related entities and the Ballarat YMCA Youth Services. For the purposes of this document we refer to these as the YMCA. All Procedures must conform to this Policy.

### 3. POLICY

The YMCA will follow the requirements passed by Federal, State, Local and associated Government Departments relating to COVID-19 and implement these practices across its business operations.

The YMCA will work closely with our stakeholders, staff and volunteers to communicate and implement the necessary recommended practices to prevent the spread of COVID-19 while continuing to operate services and programs that are permitted to do so either as essential services or as part of the permitted programs/activities list stated on the current restrictions infographics.

#### 4. Roles and Responsibilities

Department/Role	Responsibility
CEO and Executive Managers	Responsible for approving, reviewing and updating the policy, procedure and supporting resources.  Responsible for providing advice in the application of this Policy in accordance with government requirements.
Managers and Supervisors	Responsible for addressing any instance of non-compliance with this Policy and implementing strategies to help prevent non-compliance with this Policy.  Responsible for implementing the processes outlined in this Policy and associated procedure, in accordance with this Policy, as required.
All Employees and Volunteers (including Managers and Supervisors)	Responsible for meeting the requirements outlined in this Policy and associated procedure.  Responsible for raising concerns or complaints in accordance with this Policy.

#### 5. DEFINITIONS

Term	Definition
COVID-19	A strain of coronavirus that is transmitted from someone who is infected with the virus to others in close contact through contaminated droplets spread by coughing and/ or sneezing or by contact with contaminated hands or surfaces.
Pandemic	A pandemic is the worldwide spread of a new disease

#### 6. LEGISLATIVE AND INDUSTRY REQUIREMENTS

Related Legislation -	
National Quality Standards (NQS) Education and Care Services National Regulations Occupational Health and Safety Act 2004 Royal Lifesaving Guidelines for Safe Pool Operations	Quality Area 2 – Children’s Health and Safety 77,85,86,87,88,90,93,162,168

## 7. SUPPORTING DOCUMENTS

YMCA Code of Conduct Policy  
YMCA Safeguarding Children and Young People Policy  
COVID-19 Procedure  
Control of Infectious Diseases Policy  
Work Health and Safety Policy  
Interactions with Children, Families and Staff Policy

## 8. Approval and Review

**Approved By:** Senior Leadership Management Meeting  
**Meeting Name:** Senior Leadership Management Meeting  
**Meeting Date:** 9<sup>th</sup> July 2020  
**Effective Date:** 9<sup>th</sup> July 2020  
**Review Date:** 9<sup>th</sup> August 2020  
**Policy Owner:** Chief Operating Officer  
**Contact Details:** [craig.mathieson@ymca.org.au](mailto:craig.mathieson@ymca.org.au)

### Amendments

Version	Date	Author	Change Description
V1	8/4/2020	Carina O'Neill	Policy Created
V2	8/7/2020	Craig Mathieson	Policy updated – transitioned to whole of organisation policy with procedure components transitioned to procedure document. Policy update related to current State Government guidelines detailed 7 <sup>th</sup> July 2020.