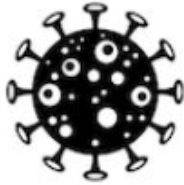
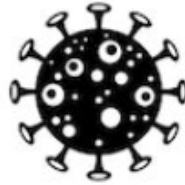


COVID-19 Code of Conduct

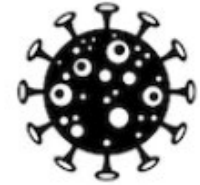
Guidelines for the safe return of staff, volunteers and participants



Covid-19



Covid-19



Covid-19

Purpose:

A Code of Conduct (“The Code”) lists behaviours that are acceptable and those that are unacceptable within Avenue Neighbourhood House @ Eley.

In the current landscape, it is important that any person who enters Avenue Neighbourhood House @ Eley is clear about our behavioural expectations and health and hygiene protocols.

This ensures that the environment at Avenue Neighbourhood House is safe for all of us as we return to our programs and activities.

The COVID-19 Code of Conduct applies to ALL:

- Staff.
- Participants.
- Volunteers.
- Early Learning family members and/or authorised person(s) dropping off and picking up children.
- External contractors and service providers.
- Visitors.

The COVID-19 Code of Conduct set out below is designed to stand alone, independent from other Codes of Conduct Avenue Neighbourhood House has in place that regulate professional and occupational safety.

All staff, participants, volunteers, external contractors, service providers, visitors, and other members of the Avenue Neighbourhood House community intending to return to onsite programs and activities at Avenue Neighbourhood House must read and abide by the terms of The Code.

Our COVID-19 Code of Conduct

This COVID-19 Code of Conduct outlines appropriate standards of behaviour for all individuals while on the premises of Avenue Neighbourhood House. The Code serves to protect all individuals, reduce any opportunities for the spread of the COVID-19 virus, and promote health and safety in the Avenue Neighbourhood House environment. It provides guidance on how to best support each other and how to avoid and/or better manage difficult situations.

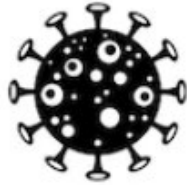
The Code requires all persons attending Avenue Neighbourhood House to maintain appropriate standards of behaviour and conduct at all times, including:

- Treat others as they themselves would like to be treated.
- Use acceptable language at all times.
- Respect another person’s right to hold different positions and views.
- Cooperate with staff requests for proof of vaccination when asked, understanding that this is a State Government Public Health Order requirement.

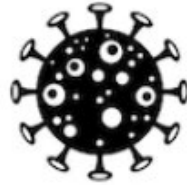
Where behaviour and conduct is deemed to be improper or inappropriate, the person or persons behaving improperly and/or inappropriately will be asked to leave the premises.

COVID-19 Code of Conduct

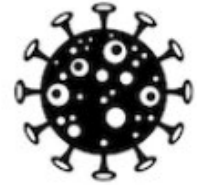
Guidelines for the safe return of staff, volunteers and participants



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Vaccination Requirement

Avenue Neighbourhood House due to the range of services provided is listed in the pandemic orders and must not allow a person to work other than in their own home if they are not vaccinated or if they do not have a valid exception to being vaccinated.

Due to the vulnerability of many students and participants, Avenue Neighbourhood House must ensure that students / participants and visitors who are attending onsite are fully vaccinated, unless they have evidence of a valid medical exemption.

Students / Participants must provide evidence of full vaccination (or exemption) once, prior to their first attendance onsite.

All Avenue Neighbourhood House staff are required to have their third booster by 25 February 2022. If staff have not received their booster, they are not allowed onsite.

COVID-19 Code of Conduct

Guidelines for the safe return of staff, volunteers and participants

THINGS YOU MUST DO:

Physical Distancing



- Appropriate physical distancing as determined by government health authorities must be observed.
- Follow all physical distancing line markings and signs on our premises.

Health & Hygiene



- Follow Avenue Neighbourhood House's requirements as instructed.
- A face mask must be worn **inside at all times when on House premises** (infants and children under the age of 8 years are exempt).
- Enter through the **front door only**.
- Practise good hand hygiene by regularly washing hands or disinfecting at hand sanitiser stations. Wash hands before and after meals, after sharing objects as well as after any close contact with another person for longer than fifteen (15) minutes.
- Sneeze and cough into your elbow and dispose of used tissues or wipes in rubbish bins.

Environment



- Open doors and windows whenever possible to ventilate rooms.
- Exercise contactless delivery of goods to Avenue Neighbourhood House.
- Be vigilant and proactive with regard to health and safety issues.

Communicate



- Due to the medical vulnerability of some persons using these premises and House facilities, ANH@E reserves the right to refuse entry to any unvaccinated person at any time.
- Check in using the Victorian Government QR Code Scan application for contact tracing. If you do not have a mobile phone you must sign-in with your name and contact details using the COVID attendance register at reception.
- Confirm your COVID-19 vaccination status with a COVIDSafe Marshal upon entry using the Victorian Government QR Code Scan application and/or digital or paper copy of your vaccination certificate, If you have a medical exemption a digital or paper copy of your vaccination certificate is required as your registered medical practitioner must have recorded your exemption on the Australian Immunisation Register.

COVID-19 Code of Conduct

Guidelines for the safe return of staff, volunteers and participants

THINGS YOU MUST DO:

Physical Distancing



Health & Hygiene



Environment



Communicate



- Notify Avenue Neighbourhood House on: info@theavenue.org.au with any information that might impact your suitability to be on our premises.
- Notify us if COVID-19 is impacting your wellbeing, or if you have complex medical needs that make you vulnerable or at greater risk of more serious illness if you are infected with COVID-19.
- Encourage people around you to go home and contact their medical practitioner if they look unwell or are displaying symptoms of COVID-19. Notify the Manager or staff of details if you do this.
- Intervene when you notice someone engaging in inappropriate physical distancing or hygiene behaviour.
- Respect the privacy of others and only disclose information to people who have a need to know. Report any breaches of this Code to the Manager or staff.

COVID-19 Code of Conduct

Guidelines for the safe return of staff, volunteers and participants

THINGS YOU MUST NOT DO:

Attend When Unwell



- **Do not** come to Avenue Neighbourhood House if you are unwell or displaying symptoms of COVID-19, which may include, but are not limited to, recording a temperature above 37.5 degrees Centigrade, fatigue, dry cough, aches and pains, nasal congestion, runny nose, sore throat, or diarrhoea.

Ignore Self Isolation



- **Do not** come to Avenue Neighbourhood House if you have been potentially exposed to the virus and have not yet been tested.
- **Do not** come to Avenue Neighbourhood House if you have been tested for COVID-19 and are awaiting your test result.
- **Do not** come to Avenue Neighbourhood House if you have tested positive to COVID-19 and should be self-isolating.
- **Do not** come to Avenue Neighbourhood House if you have not self-isolated for seven (7) days after being identified as a household contact with a confirmed case of COVID-19.

Congregate



- **Do not** exceed room capacities where marked at entry points.
- **Do not** remove or move chairs, tables and other furniture that have been strategically placed around the room to promote social distancing.

Unnecessary Contact



- **Do not** shake hands, hug, or exercise close physical contact.
- **Do not** touch or share objects unless necessary.
- **Do not** share food or drink.
- **Do not** spend extended times socialising at Avenue Neighbourhood House premises and adjacent grounds.

Review

THIS CODE OF CONDUCT WILL REMAIN IN EFFECT UNTIL THE VICTORIAN GOVERNMENT ADVISES OTHERWISE.