



Acacia Education and Training COVID Policy

The following details the guidelines that must be followed by Acacia staff and students in regards to COVID-19.

This policy is in line with Acacia's COVID Safety Plan, Service NSW guidelines and also the Australian Government Office of the Australian Information Commissioner (OAIC).

1. Exclude people who are unwell from the site

This includes all sites where Acacia operates including head office and all training locations.

No staff member or student is permitted to attend an Acacia site if they are unwell. If any symptoms are present (see Symptoms below), the staff member or student must not attend and notify their manager/trainer ASAP. They must obtain a COVID test and only return to the site with a negative result and when all symptoms have cleared.

Acacia holds the right to refuse any staff member or student entry into any Acacia site if they present with any symptoms of COVID-19 and request that they are tested. Proof of a negative test result must be presented to the manager/trainer before access to a site will be permitted.

2. Contacts of confirmed cases of COVID-19

If a student or staff member has been identified as a contact of someone with COVID-19, they must not attend any Acacia site and must follow the guidelines provided by Service NSW, isolate and get tested. If already in attendance when notified, the staff member or student must vacate the site immediately and follow the guidance by Service NSW and isolate for the required time and get tested. The staff member or student will only be allowed to return to the site once the required isolation time has been completed and a negative result has been provided.

3. Physical distancing, masks and cleaning

All staff and students are required to be vaccinated and wear masks where required or at the sites discretion. E.g. if a class is being run at a third parties facility (PCYC), all Acacia staff and students are required to adhere to their COVID safety plan and policies.

All staff and students of Acacia are required to practise physical distancing (1 person per 2 square metres of space and 1.5 metres) at all times. Staff and students are required to clean and sanitise their work station regularly and at least at the beginning and end of each day of attendance.

4. Record keeping

All Acacia staff and students must sign in and out using the COVID QR codes provided for each location. Where training is facilitated at a third parties premises (e.g. PCYC) students and staff must also sign in and out in line with the third parties policies and procedures.

Symptoms of COVID-19

Sourced: <https://www.nsw.gov.au/covid-19/stay-safe/testing/symptoms>

Symptoms include:

- fever (37.5 degrees Celsius or higher)
- cough
- sore throat
- shortness of breath (difficulty breathing)
- runny nose
- loss of taste
- loss of smell.

Other reported symptoms include:

- fatigue
- acute blocked nosed (congestion)
- muscle pain
- joint pain
- headache
- diarrhoea
- nausea/vomiting
- loss of appetite.

Unexplained chest pain and conjunctivitis (eye infection) have also been reported as symptoms of COVID-19.

For more information regarding protecting privacy, personal and sensitive information and collecting, using and disclosing personal and sensitive information, and for frequently asked questions, please visit the OAIC website:

<https://www.oaic.gov.au/privacy/guidance-and-advice/coronavirus-covid-19-understanding-your-privacy-obligations-to-your-staff>