

Version 2: Date Effective 7:00am Wednesday 23 February 2022

Business SA COVID-19 Policy

Guiding Principles

As an employer, Business SA has a clear obligation and duty of care under the Work Health Safety Act to provide our team members (including employees, contractors, Mentors, Program Facilitators and Board Members), visitors and the public with a safe environment as South Australia moves towards the further easing of COVID-19 restrictions.

Whilst we clearly understand and respect that it is an individual's choice as to whether or not they elect to undergo COVID-19 vaccinations, we suggest that getting vaccinated against COVID-19 is the best way to protect yourself and your loved ones as there is evidence that vaccinated people are less infectious and significantly less likely to become seriously ill. Accordingly, we continue to encourage team members to consider getting vaccinated against COVID-19.

As the second dose vaccination rate (12 years +) in South Australia is slightly above 92%, a review of this policy has been conducted and Business SA has now determined that the arrangements implemented on 23 November 2021 are to be replaced by a new set of arrangements and requirements, as detailed below. These arrangements will be implemented effective from 7:00am on Wednesday 23 February 2022.

Employee Arrangements

Business SA respects individual circumstances and does not expressly mandate for team members to be vaccinated against COVID-19. We must however uphold our primary duty of care and must, so far as is reasonably practicable, ensure the health and safety of our team members and to do this the following directions will apply:

1. Only team members who have had two doses of COVID-19 vaccinations are able to enter the building and/or have any face-to-face meetings and attend events as a representative of Business SA.
2. Team members with SA Health approved medical exemptions will be able to enter the building and/or have any face-to-face meetings and attend events as a representative of Business SA.
3. Team members who have not received two COVID-19 vaccinations will be directed to work from home and not have any face-to-face meetings and attend events as a representative of Business SA until they have received their second COVID-19 vaccination or both.
4. Team members who have compromised immune systems will be permitted to work from home.

5. Team members that are concerned about being in the workplace on medical and/or work health and safety grounds are encouraged to have a discussion with their Manager to discuss alternative working arrangements. Wherever practicable to do so, Business SA will support flexible workplace arrangements in these circumstances.

Events, Training, Programs, Meetings, Information and Networking Sessions with External Stakeholders

1. Any attendee of a Business SA Event, Training, Program, Meeting, Information and Networking session held at Business SA's premises at 136 Greenhill Road, Unley must have two doses of the COVID-19 vaccination.
2. Business SA's preference is to hold Events, Training, Programs, Meetings, Information and Networking Sessions with external stakeholders at external venues that require attendees to be fully vaccinated against COVID-19. However, Business SA recognises that there may be circumstances whereby it needs to hold an Event, Training, Program, Meeting, Information and/or Networking Session with external stakeholders at an external venue that does not require attendees to be fully vaccinated against COVID-19. In these instances, Business SA will follow the position of the external venue and will also not require attendees to be double vaccinated against COVID-19.
3. Attendees on site at Business SA's premises at 136 Greenhill Road, Unley with a SA Health approved medical exemption will only be able to attend a Business SA Event, Training, Program, Meeting, Information and Networking session either at Business SA or at any external location (that requires attendees to be fully vaccinated against COVID-19) if they can show proof of their Certificate of Exemption and provide a PCR recent negative test result no older than 72 hours or a Rapid Antigen Test no older than 24 hours.
4. Fully vaccinated Business SA team members may attend any off-site Event, Training, Program, Meeting, Information and Networking as a Business SA representative if the individual(s) present are not fully vaccinated and if the Business SA representative feels comfortable in doing so. However, it remains preferable that if all individuals present are not fully vaccinated, then engagements should be convened on-line.

Business SA Suppliers, Tenants and Service Providers

In accordance with Business SA's policy that all team members and attendees at Business SA engagements must have two doses of the COVID-19 vaccine, all Business SA suppliers, service providers and commercial tenants must also have two doses of the COVID-19 to enter our building.

Hygiene Protocols

All team members and tenants at Level 1, 136 Greenhill Road, Unley will be required to wear a face mask at all times other than sitting at their workstation or in their office. The following must be complied with:

1. Business SA reception team members will be required to wear a face mask when fulfilling reception desk activities.
2. If you leave your workstation or your office you must ensure you are wearing a face mask until you return to your workstation or your office.
3. If you are in a meeting room, in the Atrium, in the kitchen, at the printer, in the bathroom, at reception or any other workspace within our office you must wear a mask.
4. A mask is not required when eating or drinking or if you have a medical exemption that prevents you from wearing a face mask.
5. If you are attending a meeting on site or externally you are required to wear a face mask.
6. Any external visitor including courier delivery drivers will be required to wear a face mask when entering Business SA reception.
7. Team members who wish to wear a face mask whilst working at their desk are more than welcome to do so. It is however a strong recommendation that team members always keep their mask on.

You can reduce the risk of getting COVID-19 or passing it on to others by:

- Washing your hands, particularly after going to the toilet or handling used tissues
- Wiping down frequently touched surfaces
- Covering your coughs and sneezes with a tissue
- Maintaining appropriate social distancing where possible

It is also important to avoid touching your eyes, nose and mouth, or handling food, until you have washed your hands. Avoid contact with others if you are sick and if others are sick, keep your distance as much as possible.

Team members will note hygiene measures being implemented in the workplace including, anti-bacterial wipes, ample signage, provision of masks, hand sanitizers etc.

Team members who have any of the symptoms associated with COVID-19 which can include fever (a temperature of 37.5°C or higher) or chills, cough, loss of taste or smell, sore throat, tiredness (fatigue), runny or blocked nose, even if mild, must get tested for COVID-19 as soon as symptoms appear and not return to the workplace until a negative test is produced.

Periodic review of Business SA's COVID-19 Policy

Given the dynamic nature of the COVID-19 pandemic, this Policy will be periodically reviewed in relation to evolving circumstances and Business SA will next review its Policy in March 2022.

Contacts

If you have any queries regarding this Policy in the first instance, please contact;

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