

COVID-19 PLAN FOR MEMBERS

Karratha Community House (Inc) (KCH) recognises that the COVID-19 (“coronavirus”) disease has the potential to drive significant business, personal and community impacts. It is critical that we have a clear plan and lines of communication with our members, employees and other stakeholders.

The *COVID-19 Plan for Members* has been developed based on the current guidance from the Department of Health, WA State Government, and Safe Work Australia. As any significant updates are given by these authorities, this Plan will be updated and redistributed to KCH members.

OUR GUIDING PRINCIPLES

- Keep KCH employees, volunteers and members safe.
- Continue to serve our members with the highest standards.
- Do our part to slow community spread of the virus, so that the most vulnerable people can get the care they need.

COVID-19 SYMPTOMS

Symptoms include a fever ($\geq 37.5^{\circ}\text{C}$) or a recent history of fever (e.g. night sweats, chills), without a known source, or acute respiratory symptoms (including cough, shortness of breath, sore throat, runny nose), or an acute loss of smell or taste. Symptoms can range from mild illness to severe pneumonia. From what we know now about COVID-19, the symptoms can start between 1 and 14 days after exposure to the virus.

IMPORTANT REQUIREMENTS OF MEMBERS

To ensure the health and safety of our children, staff and community, we ask that you please adhere to current advice from the [Department of Health](#), specifically:

- For those travelling, adhere to the Department of Health’s [Coronavirus \(COVID-19\) advice of travellers](#) and the State Government’s [COVID-19 Coronavirus: Latest updates](#);
- People who are close contacts as per the [current definition](#) must follow the State Government’s current close contact rules (including isolation and testing, where directed to do so);
- Where a mask when directed to do so by the State Government;
- Practise physical distancing (keep at least 1.5 metres or two arms lengths from each other) wherever possible;
- Stay home if you feel unwell, and if you are experiencing flu-like symptoms get tested for COVID-19;
- Maintain good sneeze/cough hygiene and hand-washing practices.

If you or your child develop symptoms of COVID-19 including a cough, shortness of breath, sore throat or runny nose, please urgently seek medical attention and do not attend KCH until you are well and any isolation requirements have ceased.

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If your child is noted by a staff member during their attendance at a KCH program to display any listed symptom(s) of COVID-19, you will be contacted and asked to pick up your child immediately from the centre. We ask that you seek medical review for your child, and only return to KCH once symptoms have ceased and any isolation requirements have ceased.

OPERATIONAL CONTROLS DURING FACE-TO-FACE PROGRAMS

Physical distancing

- The capacity of our activity rooms is capped at a maximum of 1 person per 2 square meters. This means the maximum number of people allowed inside **room 1 is 38 people**, and inside **room 2 is 41 people**, at any given time. Additional people may be in the outside spaces.
- Wherever possible, keep at least 1.5 metres or two arms lengths (minimum) away from others.
- Avoid physical greetings such as handshaking, hugs and kisses.
- Avoid the use of cash where possible. Payment via electronic funds transfer, the Mindbody system, or by credit card over the phone are preferred.
- If the local risk increases and/or mandates are applied by the State Government, additional distancing controls such as capacity limits and controlled entry/exit points may also be introduced.

Hygiene

- Masks shall be worn [when mandated by the State Government](#). The wearing of (and exemptions to requirements to wear) masks shall be [guided by the Department of Education](#), given the similarities in occupational requirements and risk profile.
- In line with State Government requirements, a person with a medical exemption from the requirement to wear a mask be able to present their exemption to the Operations Manager (or any delegate KCH staff).
- The premises shall undergo a thorough clean daily, and prior to any re-opening.
- Hand sanitiser stations shall be maintained around the centre.
- Bathrooms shall be well stocked with hand wash and paper towel.
- Posters with instructions on how to hand wash/hand rub shall be displayed.
- Staff shall encourage children attending programs to use additional ways to limit the spread of germs, including by not touching their face, sneezing into their elbow, and staying home if feeling sick.
- Areas frequented by staff and children shall be cleaned at least daily with disinfectant.
- Frequently touched areas and surfaces shall be cleaned several times a day with a detergent or disinfectant solution or wipe.
- Children's temperatures shall be taken when indicated. Any child with a high temperature will be asked to be taken home.

Awareness

- Staff shall be instructed to wear gloves when cleaning and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.
- Posters shall be displayed throughout the centre, with information on COVID-19 safety measures.

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CIRCUMSTANCES UNDER WHICH KCH PROGRAMS WILL BE CANCELLED

The KCH Board will direct closure of KCH and cancellation of programs until further notice if any of the following occur:

- A public health official advises KCH to close temporarily;
- The State Government closes schools and early childhood centres within our area;
- The City of Karratha directs the closure of the Pam Buchanan Family Centre; or
- Any other circumstances arise that lead the KCH Board to form the opinion that it is in the best interests of KCH staff, KCH members, and/or the general public to cancel its programs.

If KCH programs are cancelled, members will be advised by Facebook and email.

APPLICATION OF CREDIT TO MEMBERS WHO HAVE PRE-PAID PROGRAMS THAT ARE CANCELLED

If KCH programs are cancelled, any members who have pre-paid for those programs will have a credit applied to their account. This credit may be used when programs resume.

FREQUENTLY ASKED QUESTIONS

How can we help prevent the spread of COVID-19?

Practising good sneeze/cough hygiene is the best defence against most viruses. As instructed by the Department of Health, you should:

- Wash your hands frequently with soap and water, before and after eating, and after going to the toilet;
- Cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser; and
- If unwell, avoid contact with others (stay more than 1.5 metres from people).

If I keep my child home from a program that I've already paid for (either because they are sick, a close contact, or I'm just practicing social distancing), am I able to get any refund or credit?

Please refer to the KCH *Booking, Waitlist, Cancellation and No-show Procedure*.

If KCH is required to suspend face to face programs, how long can we expect programs will be cancelled?

If we are required to close our facilities, we do not know how long this will be for. The KCH Board will take into consideration any counsel available from the Government and Government officials, Health Care Professionals and the City of Karratha in forming its decision to re-open.

FURTHER INFORMATION

For further information on KCH's response to COVID-19, please contact the Operations Manager via phone (08 9185 6605) or email (manager@karrathacommunityhouse.org.au).

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For further information on COVID-19, please refer to the following resources:

- [Australian Government Department of Health](#)
- WA State Government's [COVID-19 Coronavirus: Latest updates](#)
- [World Health Organisation](#)
- [Smart Traveller](#)

Document Number	CL12	Responsible Person	KCH Chairperson		
Version	Reviewed by	Changes Made	Review Date	Approved By	Next Review Date
1.0	Elise Gore, KCH Board	Plan created.	17/03/2020	KCH Board	N/A
2.0	Elise Gore	Updated to align with current guidance.	18/05/2020	KCH Board	01/06/2020
3.0	Elise Gore	Minor updates to content to current controls. Updated role titles and formatting to Brand Guide.	30/04/2021	Chairperson	30/10/2021
4.0	Elise Gore, Cara Baker, Carrie Lewis	Updated to align with current guidance.	31/01/2022	Chairperson	31/07/2022
4.1	Elise Gore, Cara Baker, Carrie Lewis	Updated to align with new mask mandate and close contact rules.	20/02/2022	Chairperson	20/08/2022
4.2	Elise Gore, Cara Baker, Carrie Lewis	Updated to align with 2sqm rule, close contact trigger for closure (rather than just positive case), and requirement to provide evidence of medical exemption from masks.	02/03/2022	Chairperson	02/09/2022
5.0	Elise Gore	Updated to align with eased restrictions.	10/05/2022	Chairperson	10/11/2022
5.1	Elise Gore	Removed government-mandated vaccination requirement.	07/08/2022	KCH Board	07/02/2023

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