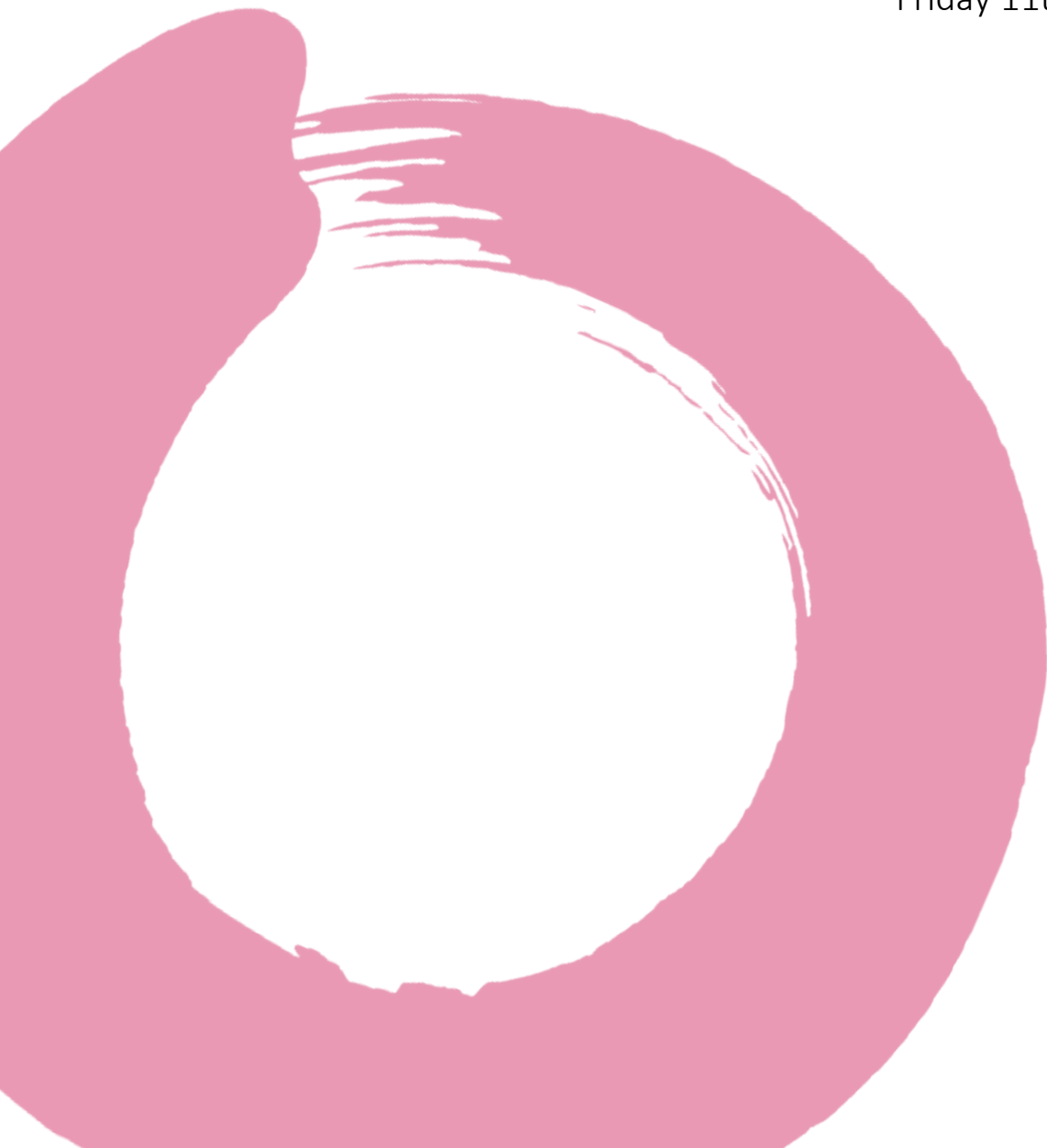




COVID-19 Policy
One Woman Project
2022

Last updated by: Skye O'Halloran, National Co-Director
Friday 11th February, 2022



1. COVID-19 Policy

Introduction

The One Woman Project is committed to the health, safety and wellbeing of our volunteers, board members and community. We acknowledge that precautions and safety measures are required during the COVID-19 pandemic to identify and mitigate risks in our workspaces and activities such as events, projects and meetings. We have set out this COVID-19 policy as a guide to operate in a COVID-Safe way.

The organisation may make alterations or additions to this policy from time to time. Should this be done, the organisation will update the policy document on the One Woman Project web site.

Purpose

The purpose of this policy is to set out guidelines for the organisation and its volunteers to follow and keep our workspace COVID-Safe and mitigate risks during the COVID-19 pandemic.

Application

This policy applies to all One Woman Project volunteers, Board members, and anyone who works for us or collaborates with us for projects and events.

Safe Work Australia Guidelines

The One Woman Project intends to minimise the risk of COVID-19 exposure by following the guidelines issued by Safe Work Australia. All employees, volunteers, and Board Members are expected to comply with these guidelines. They are available on the [Safe Work Australia Website](#). COVID-Safe guidelines and restrictions may vary from States and Territories and volunteers must ensure they are adhering to the Public Health Orders of the state they are in, see *additional resources* for more information.

Remote Working

One Woman Project operates remotely with volunteers and Board Members conducting work for the organisation in their own spaces, that is not in a shared office with other organisational volunteers. Operating in this manner mitigates exposure of COVID-19 to our team and community.

Using Physical Spaces

For events and projects, the One Woman Project may use or hire a physical space as long as they ensure adherence to the Public Health Orders of the state. All volunteers, external contributors and guests must be fully vaccinated and able to show proof of vaccination to attend in-person events as per Public Health Orders.

When using and hiring a space volunteers need to ensure:

- The event or projects aligns with the COVID Safety Plan of the venue they are hiring or using, this includes checking for capacity limits, requirement of entry such as vaccine requirements and cleaning requirements;
- Ensuring workplace hygiene and social distancing is followed; and
- Completing any COVID Safe training that may be required.

What to do if you are unwell or have been exposed to COVID-19

At the One Woman Project our volunteer's wellbeing comes first, if a volunteer is unwell, they should contact their portfolio's National Director or Co-Directors to take time off as needed. If they are unwell before and during an in-person event or meeting they are to notify their National Director or Co-Directors and stay home.

If you become unwell with COVID-19 or have been exposed to COVID-19 directly after a One Woman Project in-person event or team meeting you must notify your National Director or Co-Directors.

Breaches of this policy

Any volunteer or collaborator of One Woman Project that breaches this policy may be subject to disciplinary action up to and including termination of their role with the organisation.

Application of this policy

This policy is subject to review by the National Co-Directors and may be changed or revoked at any time in line with public health orders and advice.

If a volunteer or Board Member has a valid reason for not complying with this policy, they should contact their National Director or Co-Director to discuss their situation.

Additional resources

Work Safe Australia: <https://covid19.swa.gov.au/covid-19-information-workplaces>

NSW Covid-19 information: <https://www.nsw.gov.au/covid-19>

VIC Covid-19 information: <https://www.coronavirus.vic.gov.au/>

QLD Covid-19 information: <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19>

SA Covid-19 information: <https://www.covid-19.sa.gov.au/>

NT Covid-19 information: <https://coronavirus.nt.gov.au/>

ACT Covid-19 information: <https://www.covid19.act.gov.au/>

TAS Covid-19 information: <https://www.coronavirus.tas.gov.au/>

WA Covid-19 information: <https://www.wa.gov.au/government/covid-19-coronavirus>

