



WRITERS SA

Writers SA COVID-19 Vaccination Policy

GUIDING PRINCIPLES

This Policy is necessary to reinforce Writers SA's (WSA) workplace health and safety position as we move into the next stage of the COVID-19 Pandemic. As an employer, WSA has a clear obligation and duty of care under the Work Health Safety Act to provide our team members (including employees, contractors, and Board Members - herein collectively referred to as WSA Representatives), visitors and the public with the highest levels of safety as borders reopen and South Australia experiences COVID-19 cases.

While we clearly understand and respect that it is an individual's choice as to whether or not they elect to undergo COVID-19 vaccinations, vaccination is the best way to protect oneself and the community from COVID-19; there is evidence that vaccinated people are less infectious and significantly less likely to become seriously ill.

We appreciate that this is not an easy topic to consider and there are many opinions, however Writers SA must take a position of leadership as a community-facing membership organisation and the peak organisation for literature in SA.

In light of the above, and in considering the State Government's new Testing, Tracing, Isolation and Quarantining (TTIQ) model, WSA has determined that the below arrangements will be implemented effective from 8:30am on Tuesday 30 November 2021.

WRITERS SA REPRESENTATIVE ARRANGEMENTS

Writers SA upholds our primary duty of care and must, so far as is reasonably practicable, ensure the health and safety of our WSA Representatives and to do this the following directions will apply:

1. Only WSA Representatives who are fully vaccinated against COVID-19 are able to enter the Writers SA office and/or have any face-to-face meetings and attend events as a representative of WSA.
2. WSA Representatives 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 WSA.
3. WSA Representatives 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 WSA until they are fully vaccinated.
4. WSA Representatives who have compromised immune systems will be permitted to work from home.
5. WSA Representatives that are concerned about being in the workplace are encouraged to have a discussion with the Director to discuss alternative working arrangements.

EVENTS, PROGRAMS, MEETINGS, INFORMATION AND NETWORKING SESSIONS WITH EXTERNAL STAKEHOLDERS

In line with the growing number of prominent South Australian event venues and businesses now requiring that all attendees are fully vaccinated against COVID-19, WSA has taken the following position on behalf of the writing community:



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1. Any attendee of a WSA Event, Program, Meeting, Information and Networking session either held at WSA or at any external location must be fully vaccinated against COVID-19 (if they are of an eligible age).
2. Attendees with a SA Health approved medical exemption will only be able to attend an WSA Event, Program, Meeting, Information and Networking session either at WSA or at any external location if they can show proof of their Certificate of Exemption and provide a recent negative test result no older than 72 hours.
3. Fully vaccinated WSA Representatives cannot attend any off-site Event, Program, Meeting, Information and Networking as a WSA representative if the individual(s) present are not fully vaccinated. If all individuals present are not fully vaccinated, then engagements should be convened on-line.

SUPPLIERS AND SERVICE PROVIDERS

In accordance with WSA's policy that all WSA Representatives and attendees at WSA engagements must be fully vaccinated, all WSA suppliers and service providers must also have all doses of the COVID-19 to enter our office in the Institute Building from 30 November 2021.

Hygiene Protocols:

From 30 November 2021, all WSA Representatives will be required to comply with the following:

1. If attending a meeting on site or externally you are required to wear a face mask.
2. Any external visitor including courier delivery drivers will be required to wear a face mask when entering the WSA building.
3. WSA Representatives who wish to wear a face mask whilst working at their desk are more than welcome to do so.

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.

WSA Representatives will note hygiene measures being implemented in the workplace including, anti-bacterial wipes, hand sanitizers, etc.

WSA Representatives 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 WSA'S COVID-19 VACCINATION POLICY

Given the dynamic nature of the COVID-19 pandemic, this Policy will be periodically reviewed in relation to evolving circumstances. Unless reviewed prior, WSA will formally review this Policy in mid-January 2022.



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FAQS FOR EXTERNAL STAKEHOLDERS

1. Why has WSA introduced this COVID-19 vaccination policy?

Writers SA has a duty of care to provide our WSA Representatives and also contractors, visitors and the public with the highest level of safety as borders reopen and South Australia experiences COVID-19 cases.

For this reason, we have put in place a range of measures which includes that staff, clients and visitors who meet or engage face to face with any of our WSA Representatives are required to be fully vaccinated against COVID-19.

WSA is not mandating COVID-19 vaccinations, but we are taking these measures in an abundance of caution to protect our WSA Representatives, external clients and visitors and ensure business continuity to maintain provision of advocacy, services and support to the literary community in South Australia.

2. How will meetings with the WSA team be managed?

WSA Representatives cannot meet with members, partners, or other business contacts face to face if they (both WSA staff and contact) are not fully vaccinated against COVID-19. WSA needs to ensure the safety of all WSA Representatives, clients, visitors and contractors regardless of their vaccination status.

The WSA team and contacts should consider alternatives to face to face meetings including virtual meetings or telephone discussions.

3. What type of proof of vaccination do WSA staff require prior to meeting someone?

If a person is coming into the WSA office for a meeting, they will be required to provide evidence of their COVID-19 vaccination certificate at the time of making the appointment or prior to the commencement of the meeting, at the discretion of the WSA representative.

Proof of COVID-19 Vaccination can be provided in a range of ways:

- Download your COVID-19 digital certificate via the Express Plus Medicare mobile app or your Medicare online account through mySAGov
- Add your COVID digital certificate to your Apple Wallet or Google Pay
- Instructions available on the Services Australia website
- Your vaccination provider may be able to print your immunisation history statement for you
- You can call the Australian Immunisation Register on 1800 653 809 (Monday to Friday 8am to 5pm) and ask for your statement to be sent to you. It can take up to 14 days to arrive in the post.
- If you're not eligible for Medicare, call the Australian Immunisation Register and request your certificate be mailed to you or add your COVID certificate to your digital wallet using the Individual Healthcare Identifiers service (IHI service) through myGov.



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4. How will WSA manage events and ensure those who attend are fully vaccinated?

There will be several different approaches taken by the WSA in managing events. For events requiring online registration via the Writers SA website, we will include a question regarding vaccination status into the event registration form.

Attendees may be required to show evidence of their vaccination status upon entry (see question 3 above).

It is important to note that while this is a position of WSA, it is also a condition of a number of major venues including Adelaide Oval, The Convention Centre, Coopers Stadium, Adelaide Zoo, Festival Theatre. WSA anticipates there will be more announcements from other venues and businesses over coming days and weeks.

5. If a WSA team member is attending a face-to-face meeting at another premises, does that entire workforce need to be fully vaccinated?

No, the entire workforce does not need to be fully vaccinated if you are able to meet in a separate room, i.e. not out in common areas and providing the person(s) meeting are fully vaccinated.

6. Do WSA staff members need to wear a mask when meeting with clients?

Yes, WSA staff members must wear a mask when meeting with anyone internally and externally. Additionally, all participants who attend WSA courses or programs will be required to wear masks during the sessions. Similarly, attendees at WSA events, such as networking events will be required to wear masks.

The only preclusions that apply are if a person has a medical exemption from wearing a mask or is eating and/or drinking.

7. What are the mask requirements applying at WSA's office and for staff attending external engagements?

From 30 November 2021, all WSA Representatives must wear a face mask other than sitting at their workstation or in their office. External visitors will also be required to wear a mask at all times while present at WSA.

The following must be complied with:

1. If attending a meeting on site or externally you are required to wear a face mask.
2. Any external visitor including courier delivery drivers will be required to wear a face mask when entering the WSA building.
3. WSA Representatives who wish to wear a face mask whilst working at their desk are more than welcome to do so.



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8. What can I do to protect myself against the spread of COVID-19?

While WSA has taken appropriate measures to ensure the safety of staff and contacts, there are several measures you can take to further protect yourself. 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.

WSA Representatives will note hygiene measures being implemented in the workplace including, anti-bacterial wipes, hand sanitizers, etc.

9. When will WSA's COVID-19 vaccination policy be reviewed?

Given the dynamic nature of the COVID-19 pandemic, this Policy will be periodically reviewed in relation to evolving circumstances and will be formally reviewed in mid-January 2022.

10. What do I do if I think I may have come into contact with a person(s) who has COVID-19?

If you believe you have come into contact with someone who has COVID-19 and/or suspect they may have COVID-19, it is important that you go and get tested for COVID-19. You should also contact SA Health and monitor SA Health Alerts [HERE](#).

After your test, go straight home and self-isolate while you wait for your test result (which you should usually get within 2 days) and:

- Stay at home and do not attend work, school or childcare
- Wash your hands often with soap and water
- Cough and sneeze into a clean tissue or your elbow
- Avoid close contact with others, including members of your household.

You should also notify the Director who will then be able to determine if anyone else may need to be tested or isolated and what other considerations need to be taken in the workplace.

11. What if I don't feel well and have cold and/or flu like symptoms?

Please do not attend the WSA office, external meetings or events if you 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, you must get tested for COVID-19 as soon as symptoms appear and obtain a negative result.

For more information on symptoms and how to get tested find out more [Testing for COVID-19 | SA Health](#).

For information about this Policy, contact Writers SA at info@writerssa.org.au.