



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 South Australia continues to experience 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.

In light of the above, WSA strongly recommends that all WSA Representatives are vaccinated and continue to wear masks.

### **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 recommendations apply:

1. WSA Representatives are strongly encouraged to be fully vaccinated against COVID-19 (as per SA Health advice). It is preferable that to enter the Writers SA office and/or have any face-to-face meetings and attend events, a representative of WSA is fully compliant with public health advice. .
2. WSA Representatives who have compromised immune systems will be permitted to work from home.
3. WSA Representatives that are concerned about being in the workplace are encouraged to have a discussion with the Director to discuss alternative working arrangements.
4. WSA Representatives are asked to work from home if they are experiencing any cold and/or flu like symptoms.

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

In line with the growing number of events and activities taking place, WSA has taken the following position on behalf of the writing community:

1. Any attendee of a WSA Event, Program, Meeting, Information and Networking session either held at WSA or at any external location is highly-encouraged to where a mask to protect themselves and



## WRITERS SA

others against the spread of COVID-19.

2. WSA Representatives are expected to wear masks where practicable to minimise the risk to health.
3. Any attendee experiencing cold and/or flu like symptoms is asked to contact WSA regarding a refund and encouraged to stay home.

### **SUPPLIERS AND SERVICE PROVIDERS**

In accordance with this policy all WSA suppliers and service providers are also requested to wear masks when entering WSA Offices and not entering if they are experiencing cold and/or flu like symptoms.

#### Hygiene Protocols:

All WSA Representatives are required to comply with the following until further notice:

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-August 2022.

## **FAQS FOR EXTERNAL STAKEHOLDERS**



WRITERS SA

**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.

WSA is encouraging measures that may help 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 are requested to wear masks at face-to-face meetings and to stay home if experiencing any cold and/or flu like symptoms characteristic of COVID-19.

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

**3. Does WSA require proof of vaccination?**

If a person is coming into the WSA office for a meeting, they will not be required to provide evidence of their COVID-19 vaccination certificate. However, each person is highly encouraged to be fully vaccinated as per current SA Health advice, to wear a mask at any in-person meeting, and to stay home if feeling unwell with COVID-19 symptoms, 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.



WRITERS SA

**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.



WRITERS SA



WRITERS SA

**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](#).



WRITERS SA

For information about this Policy, contact Writers SA at [info@writerssa.org.au](mailto:info@writerssa.org.au).