

OUR COMMITMENT TO YOUR SAFETY

Youth and Family Services are committed to providing high quality services, programs and events for the community, and operate within COVID Safe guidelines to ensure the safety of the community and staff.

CGD Youth and Family Services COVID Safe protocols have been established in response to State Government, Departmental and Council frameworks. The protocols are aligned with the six COVID Safe principles nominated by the Department of Health and Human Services as;

1. Ensure physical distancing of at least 1.5 metres
2. Wear a face mask
3. Practice good hygiene
4. Keep good records and act quickly if staff become unwell
5. Avoid interactions in close spaces
1. 6. Create a Safe Workforce

The following actions have been applied:

1. **COVID Safe Plan** has been implemented in line with government guidelines, and outlines its commitment to;

- Record keeping for programs, events, groups and client contact
- Requirements for use of PPE
- Actions to be undertaken by CGD Youth and Family Services to mitigate the transmission of coronavirus

2. **Groups, events, activities and individual appointments**

- *Workspaces* have been measured and adherence to 2 square meter rule per worker has been enforced.
- *Indoor Group capacity* size is determined by the 1 person per 2 square meter rule
- *Outdoor events and programs* are conducted in accordance with Tier 3 guidelines and capacity numbers are determined.
- DHHS *COVID Safe checklists* are completed prior to every event and submitted to the department
- Visible signage on all areas have been installed and informs clearly of the number of people allowed in one space

3. **Contact Tracing**

Record keeping and “real time” registers are maintained in accordance with Departmental directions. Information collected for COVID contact tracing purposes is treated in accordance with relevant Privacy and Confidentiality Legislation and Acts

4. **Hygiene Practises**

- Health Screening Checks are conducted before entry to a group, event or appointment
- Mandatory hygiene practices are implemented and monitored for staff **and** participants
- Allocated staff member to endorse and monitor COVID Safe practices at every event and program
- Sanitiser stations are erected and marked clearly visible in all areas of the building
- All communal surfaces are cleaned prior, during and at conclusion of program
- Face masks are mandatory when 1.5 meter spacing cannot be maintained

For any further information on CGD Youth and Family COVID Safe practices please contact:

youthservices@cgd.vic.gov.au or 9793 2155