



LAYNHAPUY HOMELANDS ABORIGINAL CORPORATION

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COVID-19 RISK MITIGATION PROCEDURES

FOR INTERSTATE TRAVELLERS

POST 17 JULY 2020

In response to the Northern Territory borders opening on 17th July, Laynha staff and Directors, will adhere to the following guidelines and procedures to mitigate the risks associated with the spread of COVID-19.

Any business visitors or contractors must be discussed with Jeff Cook, Manager of Health Services, to perform a Risk Assessment using “Risk Assessment Tool – Essential Travel (business visitors to Laynhapuy)”. If deemed essential travel, the “Covid 19 Visitor Questionnaire” must be emailed to them to complete and returned to Jeff Cook.

Due to the high risk of COVID in Aboriginal communities in the NT and the onus on employers not to increase risk of COVID transmission, a precautionary approach should be taken.

Areas designated as hot spots/high risk vs low risk will change and this status will be confirmed by Manager of Health.

Levels of Precaution

The precautions to be taken by Staff/Contractors/Directors/Contractors/Visitors are differentiated depending on the level of interaction with Homelands

High - Level 1 Precaution:

Positions that involve outreaching to Homelands and contact with Homeland residents. For example, Health and Youth.

Medium – Level 2 Precaution

Positions that involve outreaching to Homelands with no requirement for close contact with Homeland residents. For example, Operations, Trades Contractors and Rangers.

Medium Low - Level 3 Precaution

Positions that do not outreach to Homelands. For example, Corporate, Non Member Directors.

Other Precautions

Strict adherence will be maintained in regards to hand hygiene and physical distancing of staff, Directors, Contractors and visitors to the Yirrkala office.

If a staff member experiences any COVID-19 like symptoms, the staff member must take themselves straight to hospital.

Staff member does not present to office until after negative test results are confirmed.

If test results are positive, Laynha Health to triage staff member to Nhulunbuy hospital/CDC for isolation and treatment.

Interstate Travel

Any non essential interstate travel is at the staff members discretion and must be advised to the Manager of Health. Upon return, employee to follow the Guidelines below plus complete the Covid 19 Returning Employee Questionnaire.

Any personal visitors arriving from Interstate is at the staff members discretion and must be advised to the Manager of Health.

The leave taken before returning to the office is either unpaid or paid annual/personal leave or if alternative duties can be allocated, then the staff member may work from home.

Due to the recent spike in COVID cases, for the period to the end of September, it is recommended that there is no non essential travel to known hot spots, or areas of community transmission. If staff choose to travel to these area, they must advise the Manager of Health.

Guidelines to follow on return from interstate from low risk areas

Level 1 - Staff working in positions that includes outreaching to Homelands and contact with Homeland residents.

- (7) days working from home without contacting Laynha staff or the workplace.
- Covid POC test day (7) post return.
- Return to work though remain in office following social distancing procedures through day (14) post return.
- Return to outreach work day (15) post return following social distancing procedures unless developing symptoms.

Level 1 - Essential Contractors/Visiting external staffs entering from interstate who will visit Homelands and contact with Homelands residents.

- Do not travel if any symptoms
- (7) days isolation from Laynhapuy workplace and Laynha staff
- Covid POC test day (7) post return.
- Wear a mask during all contact with Homeland residents.

Level 2 - Essential Contractors/Visiting external staffs entering from interstate who will visit Homelands without contact with Homelands residents.

- Do not travel if any symptoms
- POC test on arrival
- Avoid any interaction with Homelands residents and Laynha staff.

Level 3 - Positions based in the office who do not outreach.

- (7) days working from home without contact with Laynha staff or the workplace.
- Covid POC test day 7 post return.
- Return to work though remain in office following strict social distancing procedures through day 14 post return.

Guidelines to follow on return from interstate from High risk areas

Level 1 - Staff working in positions that includes outreaching to Homelands and contact with Homeland residents.

- (14) days working from home without contacting Laynha staff or the workplace.
- If no symptoms, return to work day 14. If showing symptoms, stay isolated Covid POC test.
- Return to work day (15) post return following social distancing procedures unless developing symptoms.

Level 1 - Essential Contractors/Visiting external staffs entering from interstate who will visit Homelands and contact with Homelands residents.

- Do not travel if any symptoms
- (14) days quarantine without contacting Laynha staff or the workplace.
- Covid POC test day (11).

Level 2 - Essential Contractors/Visiting external staffs entering from interstate who will visit Homelands without contact with Homelands residents.

- Do not travel if any symptoms
- POC test on arrival
- Avoid any interaction with Homelands residents and Laynha staff.

Level 3 - Positions based in the office who do not outreach.

- (14) days working from home without contacting Laynha staff or the workplace.
- Return to work day (15) post return following social distancing procedures unless developing symptoms.