

## Policy

Subject: **RCPA Return To Office Policy**  
Approval Date: October 2021  
Review Date: January 2022  
Review By: Board of Directors  
Number: 1/2021

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**Validity: 25 October 2021 – 31 January 2022**

### Overview

Organisations are required to keep their premises safe and minimise the risk of infection and transmission of COVID-19 in the workplace.

RCPA continually assesses the health and safety risks to employees given the changing risk profile.

As NSW reopens post lockdown, persons aged 16 and over will only be permitted to enter certain venues or settings if they are fully vaccinated or have a medical exemption. In some venues, children under 16 will have to be accompanied by a fully vaccinated member of their household to enter. RCPA has determined the following policy and procedures will apply to the workplace, staff, consultants, contractors, and visitors for the period 25 October – 31 January 2022.

This period will be divided into two phases that are with the NSW Government Roadmap to Recovery and associated Health Orders:

- 25 October 2021-30 November 2021
- 01 December 2021 – 31 January 2022

### General Policy and Principles:

#### Workplace Vaccination Policy

Organisations are now responsible for taking reasonable steps to prevent unvaccinated people entering their premises. From 25 October 2021–30 January 2022, unvaccinated persons **may not** enter RCPA premises.

The College will implement

- Prominent signs stating vaccination requirements
- Service NSW QR codes for checking vaccination status upon entry
- Requiring valid forms of evidence of vaccination or **medical** exemption.

#### Proof of Vaccination

Only the following three forms of evidence of vaccination (or medical exemption) should be accepted:

- A COVID-19 digital certificate displayed through the Medicare App, Service NSW App,

or equivalent smartphone wallet

- Printed version of the COVID-19 digital certificate or immunisation history statement
- Successful completion of a Service NSW QR check-in that includes vaccination confirmation.

### **Return to office 25 October 2021 – 30 November 2021**

RCPA will move to a limited return to the office for the period from Monday 25 October 2021–Tuesday 30 November 2021

- Staff return to the office during these dates will be voluntary, and only for ‘essential’ activity.
- Staff must be socially distanced so we will operate with limited numbers (max 50% capacity to 30 November or until further advice)
- While mask wearing in the office will no longer be mandatory, staff are encouraged to wear a mask if they prefer, and in particular, to wear a mask if in closed environments with other colleagues.
- You must be fully vaccinated (and 2-3 weeks past the second dose); evidence of your vaccination status must be lodged with the College DCEO, Dr Helen Freeborn before your application will be considered.
- If you wish to attend the office during this period you must submit an application for the days you wish to attend the office no later than 18 October, and have it approved by your manager.
- Ad hoc attendance will generally not be permitted, and all staff must check in/check out via QR code and email to their manager.
- External meetings will remain on Zoom/Teams only (no meetings in office or at any other premises)
- No consultants/contractors/visitors to the office (except for urgent repairs or an emergency)

### **Return to office 01 December 2021- 31 January 2022**

- Policies for this period will be advised as the situation/guidance for workplaces becomes clearer.

### **Contract tracing and isolation rules from 25 October 2021**

- Everyone, vaccinated and unvaccinated, is encouraged to get tested if they have any symptoms and self-isolate until a negative result is received.

### **Positive for COVID-19**

- If a staff member tests positive, whether vaccinated or unvaccinated, 14 days self-isolation is required. You must also comply with any advice from NSW Health along with your positive test result. You must inform the RCPA, your household members, and people you have spent time in person with recently.

### **Close Contact of someone who is Positive for COVID-19**

- An authorised contact tracer will advise you if you are a close contact:
- If you are vaccinated you must get tested and immediately self-isolate for 7 days. On day 6 after exposure, you must get tested again with a PCR test (for example, at a COVID-19 testing clinic or your GP).
  - If a negative result is received and you are well, you can end isolation after day 7.
  - For the following 7 days you must work from home where practicable, not attend hospitality settings, and not attend a high-risk setting (such as an aged care facility).
- If you are unvaccinated, you must get tested and immediately self-isolate for 14 days. On day 12, you should get tested again. If a negative result is received, you can end isolation after day 14.

**Casual Contact of someone who tests Positive for COVID-19**

- The Service NSW QR code check-in system will remain in place. This system will be used to notify people who were in the same venue as a positive case.
- In this circumstance you are encouraged to monitor for symptoms and get tested if you become unwell, or follow the advice given to you by NSW Health.

**Compliance for Employers**

- RCPA must inform NSW Health if three or more employees test positive for COVID-19 in a seven-day period.
- NSW Health guidelines will continue to be used to assess workplace risk if a COVID-19 case is identified and confirm actions to be taken.