

THE RICE MARKETING BOARD FOR THE STATE OF NEW SOUTH WALES



Covid-19 Policy

March 2022

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COVID-19 POLICY

1 Purpose

This document describes the Covid-19 Policy of the Rice Marketing Board for the State of NSW (the Board). Its purpose is to:

- protect the public;
- protect Board Members, employees and their families from potential infection;
- provide a safe environment for work; and
- ensure business continuity for the Board's services.

2 Scope

This Policy applies to all Board employees, Board members, contractors, consultants and temporary workers employed by the Board, including those workers affiliated with third parties, when they physically interact with the Board Members or staff.

3 Policy Statement

A Covid-19 safety plan is to be maintained in accordance with NSW Government policy and the landlord's requirements. All persons are to get tested and isolate if they have any Covid-19 symptoms. All persons are to isolate if they have been in close contact with a person with Covid-19, in accordance with NSW Health requirements. Flexible arrangements including virtual private network (VPN) computer services are provided to facilitate working from home.

The Board expects all persons, who can be safely vaccinated, to do so at the earliest opportunity and to show the vaccination certificate to the Board Secretary, who will record the sighting. The Board will not store copies of the vaccination certificates, to ensure personal information is protected. A Covid-19 vaccine medical contraindication form is to be sighted if the person has not been vaccinated. Evidence of vaccination status may be in the form of either the Covid-19 digital certificate or an immunisation history statement. Other controls such as providing personal protective equipment, social distancing, personal hygiene measures and capacity limits will also be used in workplaces.

If a person tests positive to Covid-19, and they have been in close contact with a Board Member or employee, they are required to inform the Board Secretary or Board Chair in accordance with NSW Government policy. The Board must notify SafeWork NSW if a worker has, or is likely to have, contracted Covid-19 at work and requires hospitalisation.

The privacy and confidentiality of all persons covered in the scope of this policy is to be maintained at all times.

4 Responsibilities

The Board Secretary, with oversight by the Audit and Risk Committee, is responsible for maintaining the Covid-19 safety plan and collecting evidence of vaccination status. The

Audit and Risk Committee is responsible for ensuring the Board's on-going commitment to Covid-19 safety principles and practice.

5 Implementation

The Board's Covid-19 policy is implemented according to the following approach:

- working from home if possible;
- meeting via videoconference or teleconference if possible;
- providing QR code check-in, sanitiser and disinfectant surface wipes at the office entrance in accordance with NSW Government policy and landlord's requirements;
- providing personal protective equipment, maintaining social distancing, ensuring personal hygiene measures and using capacity limits in workplaces;
- allowing personal discretion regarding attendance at rice industry and other business meetings where there is a high risk of infection;
- reporting Covid-19 related incidents to the Board Secretary or Board Chair; and
- working in accordance with NSW Government Policy and landlord's requirements.

For business continuity, if the Board Secretary is unable to perform her duties, the Disaster Recovery Plan is to be implemented.

6 Breaches of this policy

A breach of this policy may lead to action being taken for mis-conduct. Refer Code of Conduct policies for further information.

7 Further information

For further information concerning the Board's Covid-19 Policy, please contact:

The Secretary

The Rice Marketing Board for the State of New South Wales

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8 Document Approval and Control

a. Version

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b. Revision History

Version	Revision Date	Summary of Change	Author
2022.1	19/1/22	Creation	C Chiswell
2022.1	4/2/22	Increase emphasis on NSW Government policy and landlord's requirements	Audit and Risk Committee
2022.	17/3/22	Amendments to Section 3, second paragraph	Board

c. Document Approval

Audit and Risk Committee	4/2/22
Board	17/3/22