



FOOTBALL  
**NSW**

**Safe Workplace (COVID-19) Policy**

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## **Safe Workplace (COVID-19) Policy**

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## MESSAGE FROM THE CEO

Football NSW is the governing body for organised football and Futsal in the State of New South Wales (**NSW**), with the exception of the northern regions of NSW (the governing body for which is Northern New South Wales Football).

In fulfilling its responsibilities, Football NSW employs or engages a range of people to perform work or provide services associated with the conduct and running of football in NSW.

COVID-19 is highly transmissible from person to person with serious consequences. We understand that the virus can spread from an infected person's mouth or nose in small droplets when they cough, sneeze, speak, sing or breathe. Other people then catch COVID-19 by inhaling the droplets or otherwise touching contaminated objects or surfaces and then touching their eyes, nose or mouth. Medical indications are that the virus can persist in the air for some time and on a variety of surfaces for up to 72 hours or longer depending on the surface.

The Coronavirus (**COVID-19**) pandemic has had a significant impact on Football NSW's ability to manage its responsibilities, including with respect to the organisation and running of its various competitions, and the employment and engagement of staff.

In response, like all other industries, Football NSW (in collaboration with its members and Football Australia) took the necessary steps to stabilise the game and made the required adjustments to ensure that football was in a strong position to recover. This included the implementation of rigorous "Return to Train", "Return to Play" and "Return to Office" plans and policies. These plans and policies have promoted the health and safety of all Football NSW staff and the broader football community, while allowing us to get back to what we love: Football.

We hope that the resumption of football will breathe life back into our game and mean that our football community is able to come together once more.

Notwithstanding the above, we appreciate the evolving nature of COVID-19 and the challenges posed by new strains of the virus, including the Delta and Omicron strains.

This policy is designed to:

1. promote the resumption of football and reconnection of our football communities in the face of these challenges;
2. satisfy our corporate work health and safety obligations; and
3. ensure Football NSW provides a safe environment for all involved in the game.

Notably, this policy mandates that all Football NSW employees (full-time, part-time and casual), contractors, volunteers and anyone providing services to Football NSW on a paid or unpaid basis must be vaccinated as a condition of entering any Football NSW workplace. Further, this policy mandates that all visitors who are attending indoor areas of VSP (e.g. our offices, the futsal centre etc.) must be vaccinated as a condition of entry.

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It is the position of Football NSW and its Board that the measures contained in this policy (including in respect to vaccination) are required to:

1. keep our people and their communities as safe as possible;
2. reduce the mental health burden resulting from government responses to COVID-19;
3. expedite the return of football;
4. meet the vaccination requirements and expectations of our workplaces and stakeholders;
5. mitigate the financial and commercial consequences for matches and other Football NSW activities being cancelled or postponed; and
6. protect Football NSW's legitimate business interests.

This position is supported by the advice of the Therapeutic Goods Administration (**TGA**) and the Australian Technical Advisory Group on Immunisation (**ATAGI**) that vaccination is the most effective way to reduce deaths and serious illness and is a key component of COVID-19 control with the overarching goal of protecting all people in Australia.

As an organisation committed to diversity and inclusion, Football NSW understands and respects that there may be exceptional circumstances that will prevent its workers complying with certain vaccination and health and safety measures. We have sought to provide a level of regulated flexibility in this policy to accommodate those circumstances, however, we remain available to discuss any additional obstacles that may arise. While we respect the legitimacy of all views from our workers on the subject, Football NSW considers its work health and safety obligations to all staff and others to be paramount. As such, the personal views or objections of any person to whom this policy applies will not be accepted as a valid reason for non-compliance.

If you would like to speak with me or the People & Culture Manager about any safety concerns, please do not hesitate to contact either one of us. We acknowledge that this policy is new and we appreciate the evolving nature of COVID-19, accordingly we will continue to monitor the efficacy of this policy and respond accordingly.



**Stuart Hodge**

CEO

8 December 2021

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# Safe Workplace (COVID-19) Policy

## 1. Purpose of Policy

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- 1.1 Football NSW recognises that the health, safety and wellbeing of its Staff, other Workers and broader football community are of primary importance.
- 1.2 As part of its work health and safety obligations, Football NSW has a duty to eliminate (or otherwise minimise) risks to health and safety so far as is reasonably practicable.
- 1.3 The purpose of this Policy is to facilitate the protection of, and minimise risks to, the health and safety of all Workers and Visitors (as defined below) by requiring all such persons to be fully vaccinated and comply with other measures to mitigate the transmission of COVID-19.

## 2. Application of Policy

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- 2.1 This Policy applies to:
  - (a) all Staff, including Football NSW Coaching Staff;
  - (b) all other Workers; and
  - (c) all Visitors.
- 2.2 This Policy applies with immediate effect, noting any interim arrangements set out within.
- 2.3 This Policy is additional to, and not in place of, any legislative instruments (including Public Health Orders) in place from time to time.

## 3. Related Policies

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This Policy must be read and applied in conjunction with the following Football NSW Policies:

- (a) Privacy Policy;
- (b) Work, Health and Safety Consultation Policy; and
- (c) Work, Health and Safety Policy.

## 4. COVID-19 WHS Responsibilities of Workers

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- 4.1 Football NSW requires Workers at all levels to take responsibility for maintaining a healthy and safe workplace. Cooperation from all Workers is essential to ensure a safe working environment.
- 4.2 Football NSW will maintain COVID-19 safe work protocols in the Premises, which may include:
  - (a) using a QR Code or providing name and mobile phone number prior to entering the Premises;
  - (b) hand sanitisation;
  - (c) the wearing of facemasks; and

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- (d) social distancing requirements.
  - 4.3 These protocols may change between Workplaces. These protocols are detailed in Schedule 1 to this Policy.
  - 4.4 Each Worker must at all times comply with the COVID-19 safe work protocols and practices that apply to their relevant Workplace.
  - 4.5 Each Visitor must at all times comply with the COVID-19 safe work protocols and practices that apply to the Premises, as well as the surrounding outdoor areas (such as the playing fields).
  - 4.6 Each Worker and Visitor must:
    - (a) observe and practice COVID-19 safe work protocols in accordance with this Policy; and
    - (b) co-operate with Football NSW to the extent necessary to enable Football NSW to fulfil its obligations under relevant work health and safety laws and any other applicable laws (including Public Health Orders).

## 5. Vaccination

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### 5.1 Interim Workplace Requirements

From 9 December 2021 until 9 January 2022:

- (a) subject to clause 5.1(b), all Workers must work from their place of residence;
- (b) only Workers who are Fully Vaccinated may attend a Workplace (subject to the prior written approval of their manager); and
- (c) only Visitors who are Fully Vaccinated may attend the Premises,

unless granted an exemption by Football NSW in accordance with this Policy.

### 5.2 Mandatory Vaccination

- (a) Football NSW has a primary duty to minimise (so far as is reasonably practicable) the risk of its Workers being exposed to COVID-19 while working for Football NSW.
- (b) In the normal course of their employment or engagement by Football NSW, all Workers are required to have regular face-to-face interactions with other Workers, stakeholders, football participants and/or the general public.
- (c) Further to the above, many Workers are required to:
  - (i) travel internationally; and/or
  - (ii) travel across NSW, including into regional areas of NSW); and/or
  - (iii) attend Workplaces other than the Premises where access is or may be restricted to Fully Vaccinated persons,in order to perform their role.
- (d) Football NSW would be significantly impacted by any outbreaks of COVID-19 in its operations. Without proper precautions such as vaccination:

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- (i) Workers, stakeholders, football participants and the general public will be exposed to a greater risk of receiving and spreading COVID-19;
  - (ii) Football NSW will be exposed to greater financial and commercial risks associated with matches and other Football NSW activities being cancelled or postponed;
  - (iii) the trust of football participants and the general public in Football NSW's safe administration and operation of football may be jeopardised; and
  - (iv) COVID-19 will remain a key risk to Football NSW's legitimate business interests and ability to maintain its workforce.
- (e) Notwithstanding high vaccination rates across Australia, at the date of this Policy there remains significant community transmission of COVID-19 in the location(s) where Football NSW operates and/or in areas where Workers live.
  - (f) Therefore, on and from 10 January 2022, Football NSW will require that:
    - (i) all Workers who attend a Workplace; and
    - (ii) all Visitors who attend the Premises,are Fully Vaccinated against COVID-19, unless:
    - (iii) any earlier date has been communicated to a Worker that they must be Fully Vaccinated in order to perform their role; or
    - (iv) they have been granted an exemption by Football NSW in accordance with this Policy.
  - (g) Workers are encouraged to speak to their medical practitioner (or another relevant health professional) about their current health and whether it is safe for them to be vaccinated and if so, which Approved Vaccine is most suitable for their circumstances. Please see section 6.1 if your medical or health practitioner advises you that it is unsafe for you to receive an Approved Vaccine.
  - (h) Information about making an appointment to receive an Approved Vaccine can be found at <https://www.australia.gov.au>.

### **5.3 Proof of Vaccination - Visitors**

- (a) For the purposes of sections 5.1 and 5.2, all Visitors will be requested to show evidence (printed or digital) acceptable to Football NSW (or to the hirer or tenant of the relevant part of the Premises, as the case may be) of being Fully Vaccinated prior to entering the Premises.
- (b) If a Visitor cannot show Football NSW (or to the hirer or tenant of the relevant part of the Premises, as the case may be) evidence that they are Fully Vaccinated in accordance with clause 5.3(a), then the Visitor may not be permitted to enter the Premises.

### **5.4 Proof of Vaccination - Workers**

- (a) For the purposes of sections 5.1 and 5.2, all Workers will be requested to provide evidence of being Fully Vaccinated, by providing:

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- (i) a copy of your Immunisation History Statement; or
  - (ii) a copy of your COVID-19 Digital Certificate (both of which can be obtained through your MyGov account).

These documents should be provided to Football NSW by emailing copies to the People & Culture Manager at [fnswhr@footballnsw.com.au](mailto:fnswhr@footballnsw.com.au).

- (b) If Football NSW does not hold evidence that a Worker is Fully Vaccinated, then Football NSW will manage the Worker in accordance with this Policy as though the Worker were not Fully Vaccinated.
- (c) Where required by law or the written requirements of a Workplace, Football NSW may request that any Worker who is not Fully Vaccinated provide evidence to Football NSW of confirmed appointments to receive a future vaccine. Football NSW will accept screenshots of an email or text message as evidence of a Worker's appointment to receive an Approved Vaccine.
- (d) Where a Worker or Visitor has received a full course of a non-Approved Vaccine (for example, where an individual was vaccinated overseas and can provide suitable evidence of such vaccinations), then this will be considered on a case-by-case basis by Football NSW's People & Culture Manager in collaboration with Football NSW's Chief Medical Officer, and a determination will be made on whether the individual concerned is required to receive an Approved Vaccine or not prior to attending any Workplace (including the Premises).
- (e) If a Worker is unable, or foresees that they will be unable, to be Fully Vaccinated by 10 January 2022 for reasons beyond their control (such as the unavailability of an Approved Vaccine), they must notify the People & Culture Manager in writing as soon as possible.

## 5.5 Vaccination Support

- (a) Where reasonably practicable, Football NSW will provide support to Staff to facilitate the vaccination of those Staff with an Approved Vaccine as soon as possible.
- (b) Full-time and part-time Staff are encouraged to request special leave from their Manager (which will not unreasonably be withheld) to attend each appointment for an Approved Vaccine during business hours.
- (c) If a Staff member has any questions regarding these arrangements, they should contact their Manager or the People & Culture Manager.

## 6. Support

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### 6.1 Exemptions

- (a) Football NSW recognises that not all Workers and Visitors will be able to receive an Approved Vaccine.
- (b) Any Workers and Visitors who are unable to receive an Approved Vaccine due to a medical condition for which there is a Recognised Contraindication to receiving the Approved Vaccines are requested to provide medical evidence to Football NSW's reasonable satisfaction of both the relevant medical condition and the Recognised

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Contraindication. Any medical certificate provided in this respect must be issued by a duly qualified medical practitioner certifying that because of a Recognised Contraindication, the Worker or Visitor cannot have any Approved Vaccine. Football NSW reserves the right to contact the issuing medical practitioner to verify the authenticity of any such medical certificate.

- (c) Any Worker who is unable to become Fully Vaccinated for a reason other than set out in clause 6.1(b) must contact the People & Culture Manager prior to 21 December 2021. Requests for an exemption will be considered by Football NSW on a case-by-case basis.
- (d) To ensure the health and safety of Workers at a Workplace, individuals granted an exemption under this section 6.1 may be subject to conditions or restrictions related to their job, facility access and/or safety requirements and regular COVID-19 testing.

## **6.2 Dedicated Support**

- (a) If Workers have any questions or concerns regarding this Policy that they would like to raise, including on a confidential basis, they may do so by contacting the People & Culture Manager at [fnswhr@footballnsw.com.au](mailto:fnswhr@footballnsw.com.au).
- (b) Staff are also reminded that they may access free health and wellbeing resources at any time via Football NSW's Employee Assistance Program. These resources may be particularly useful in responding to the challenges of COVID-19 and unusual working conditions.

## **6.3 Engagement**

In preparing this Policy, Football NSW took into account the responses to its Staff Vaccination Consultation Survey and Football NSW will engage with all Workers in relation to the implementation of this Policy.

## **7. Confidentiality and Privacy**

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- 7.1 The information that Football NSW is requesting from Workers pursuant to this Policy is reasonably necessary and directly related to Football NSW's functions and activities.
- 7.2 Any information provided to Football NSW in accordance with this Policy will:
  - (a) be treated confidentially by Football NSW;
  - (b) be stored securely in restricted HR folders;
  - (c) only be used for the purposes of:
    - (i) ensuring Football NSW is able to assess risks to Workers and other persons who come into contact with our organisation;
    - (ii) complying with any restrictions imposed on Football NSW by its stakeholders (including, venue operators, sponsors and community organisations who administer Workplaces); and
    - (iii) otherwise complying with this Policy and the law; and
  - (d) without limiting subparagraph 7.2(c) above, only be made available to Football NSW staff who require it for determining compliance with this Policy (e.g. members of the

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COVID-19 Safety Committee, the Venue & Facilities Department, the Technical Department and the Legal & Governance Department), unless otherwise compelled to do so by law.

For the avoidance of doubt, Football NSW will not disclose information collected pursuant to this Policy to overseas recipients.

Football NSW's Privacy Policy contains further details about how you may access your personal information, complain about any *Privacy Act 1988* (Cth) breaches and how complaints are dealt with.

- 7.3 Any Worker who provides information to Football NSW in accordance with this Policy is expected to provide accurate and truthful information to Football NSW. Failure to do so will be considered serious misconduct and managed in accordance with the Worker's contract and Football NSW policies.

## **8. Compliance With This Policy**

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- 8.1 All Staff (including Football NSW Coaching Staff) are required to comply with this Policy at all times. If a Staff member breaches this Policy, they may be subject to disciplinary action. This may include suspension of employment, exclusion from training and matches (where relevant) and, in serious cases, termination of employment.
- 8.2 For all other Workers (including consultants and contractors) and Visitors, compliance with this Policy is a condition of accessing any Workplace, including the Premises. Football NSW reserves the right to refuse entry to any Workplace by any Worker, or the Premises by any Visitor, who does not comply with this Policy. Further, compliance with this Policy is an essential term of any engagement, and Football NSW may terminate the contract of any Worker who is found to have breached this Policy.
- 8.3 Staff in supervisory and managerial roles must not approve or allow conduct which is in breach of this Policy. In these circumstances, disciplinary action may also be taken against the supervisor or manager.
- 8.4 If a Staff member becomes aware of conduct that breaches (or is suspected to have breached) this Policy, then the Staff member must report this conduct to the People & Culture Manager or the Head of Legal & Governance.
- 8.5 Football NSW reserves the right to investigate a suspected breach of this Policy and may take whatever action is considered appropriate in the circumstances.

## **9. Operation**

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Football NSW will monitor and assess the operation of this Policy in line with the latest information from government and health authorities. Football NSW may amend, withdraw or replace this Policy from time to time at its discretion. In such circumstances, Football NSW will inform all Workers in writing.

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## 10. Definitions

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In this Policy:

**Approved Vaccine** means any COVID-19 vaccination that has been provisionally registered for use in Australia by the Therapeutic Goods Administration (**TGA**).

**ATAGI** means the Australian Technical Advisory Group on Immunisation.

**Football NSW Coaching Staff** means all technical staff, coaches, assistant coaches, team managers, physiotherapists, strength and conditioning coaches and other allied staff who are providing services to Football NSW, whether as employees of Football NSW, (full-time, part time, temporary and casual), contractors of Football NSW, volunteers to Football NSW or on the basis of an honorarium. Examples include, but are not limited to, coaches and managers of Football NSW State Teams, Girls' Institute teams and coaches involved in the Talent Support Program.

**Fully Vaccinated** means having obtained the manufacturer's recommended dosage of any Approved Vaccine. As at the release of this Policy, Football NSW understand this to be a two dose schedule for all Approved Vaccines. Where the ATAGI recommends that additional doses of vaccine be administered to protect against COVID-19 (commonly referred to as 'booster shots'), a person will only be considered Fully Vaccinated where they have received any additional doses as recommended by ATAGI and where they have done so within or around the time frame recommended by ATAGI.

**Premises** means all internal areas of the buildings located at 235-257 Meurants Lane, Glenwood Sydney NSW, including the offices of Football NSW, the Charles Valentine Building, the Accommodation Centre, Valentine Café, the Dining Room, the gym, the pool and the Futsal court.

**Recognised Contraindication** means a contraindication or reaction to an Approved Vaccine that is recognised by the ATAGI and/or the manufacturer of that vaccine.

**Staff** means all employees (full-time, part time, temporary and casual) of Football NSW, including Football NSW Coaching Staff.

**Visitor** means any person over the age of 16 who attends the Premises, other than a Worker.

**Workers** means:

- (a) all Staff, including Football NSW Coaching Staff;
- (b) a contractor or subcontractor to Football NSW or one of their employees, to the extent that they are performing services for Football NSW;
- (c) an employee of a labour hire company assigned to work at or for Football NSW;
- (d) an apprentice or trainee of Football NSW;
- (e) students gaining work experience, to the extent that they are under the supervision of Football NSW;
- (f) a volunteer of Football NSW; and
- (g) anyone else providing services to Football NSW on a paid or unpaid basis.

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**Workplace** means any location (including the Premises) where a Worker performs services for Football NSW (e.g. stadiums, football grounds, football venues, Futsal centres, schools, universities, the offices of member-Associations and clubs, club rooms), excluding that Worker's place of residence.

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## **Schedule 1**

### **1. COVID-19 Safe Protocols**

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1. COVID-19 Return to Office Plan

[For Football NSW Staff only]

2. COVID-19 Safety Plan (Office)

[Available here](#)

3. VSP (COVID-19) Terms of Hire

[Available here](#)

4. COVID-19 Safety Plan (Outdoor Events)

[Available here](#)

5. COVID-19 Safety Plan (Gym and indoor recreation)

[Available here](#)

6. COVID-19 Safety Plan (Accommodation)

[Available here](#)