

POLICY STATEMENT

McCall has check-in systems in place for staff and visitors to gain access to a McCall site. These requirements are mandatory and comply with the NSW COVID safe check-in mandate and Work Health and Safety requirements.

Anyone that does not comply with the requirements set out in this Policy will be denied access to a McCall site(s).

NSW COVID SAFE CHECK-IN MANDATE

- From Monday 12 July 2021, it is mandatory for all businesses and workplaces to use the Service NSW COVID Safe check-in.
- Each business and workplace is:
 - to display the Service NSW QR code and take reasonable steps to ensure people entering their premises check-in using the Service NSW QR codes or digital sign-in sheet
 - responsible for providing an alternative form of electronic check-in for people without smartphones
- The data captured by the Service NSW COVID-Safe check-in is only used for the purposes of contact tracing by NSW Health. It is deleted after 28 days.
- Businesses that fail to comply with the new health order requirements may be subject to fines.

McCALL COVID SAFE CHECK-IN REQUIREMENTS

- The following sites are registered as a COVID safe business with Service NSW. Each site has its own QR check-in code and on-line check-in webform:
 - Head Office and Training Centre
 - CPP
 - Sue Hawkins Cottage
 - Brisbane
 - Cranbourne A
 - Cranbourne B
 - Elizabeth
 - George
 - Grange A
 - Grange B
 - Ivy
 - Mileham
 - Piccadilly
 - St Albans
- All McCall sites to display a check-in poster with their QR code, where it is easy to see and easy for people to scan before entering the site.
- Staff and visitors to use the Service NSW app to check-in at a McCall site and show confirmation of check-in on their mobile phone to a staff member.
- Visitors without a smart device to check-in using the Service NSW online check-in form using the house mobile or iPad.



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Policy Folder	WHS
Document Owner	CEO
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- Once checked-in, staff and visitors to comply with McCall's [COVID 19 Policy](#).

BREACH OF POLICY

- Failure to comply with the requirements contained in this policy will lead to disciplinary action, which may include, but is not limited to, termination of an employee's employment or engagement of a contractor's services.