

# Variety NSW/ACT COVID-19 Response Plan

Version 2.0

Updated 23 March, 2020

## Overview

This is version 2 of the Variety NSW/ACT COVID-19 Response Plan and provides further updates to developments and actions between 10 March and now.

There are now over 1,000 confirmed cases of COVID-19 in Australia, including 533 in NSW. On Sunday 22 March, NSW Premier Gladys Berejiklian announced the state will move to enforce major lockdowns of non-essential activities over the next 48 hours. Whilst schools will remain open in NSW, the Government's recommendation is for parents to keep their children home where it is possible to do so.

Preventative health measures detailed in [version 1 of the Response Plan](#) have been implemented, including increased hygiene and cleaning at the Variety offices. Currently there have been no instances of a Variety staff member or volunteer being diagnosed with COVID-19, nor to the best of our knowledge having come into direct contact with anyone diagnosed.

To prepare for remote working, Office 365 has been rolled out to all staff and trial work-from-home (WFH) days were trialed on two days last week. Migration of files from the Variety NSW/ACT servers to cloud storage will take place this week.

From this week a skeleton staff at the offices with the majority of staff WFH had been planned. However following the weekend announcements, both Variety offices will be closed effective Tuesday 24 March.

A number of events and programs have been postponed, with the Board deciding to make formal decisions on the remaining 2020 events within 90 days.

## Latest Updates

### Staff support

- **EAP** – The Employee Assistance Program (EAP) continues to be available to all staff. Following a challenging year with recent natural disasters, staff may feel anxious about the threat of COVID-19 and are encouraged to make use of EAP and also maintain open communication with their Manager.

### Risk of Exposure

- **Contact Disclosure** – staff and volunteers who have visited the Variety offices are required to advise Variety of any close contact with people who have recently travelled in high-risk areas, such as family members or international visitors, or anyone suspected or confirmed to have contracted COVID-19.
- **Symptoms** – staff and volunteers who have visited the Variety offices are asked to advise Variety if they develop any symptoms that may be caused by COVID-19.

### Communication

- Regular updates will continue to be provided to staff via email, Microsoft Teams and at weekly staff meetings (via video call).
- The Executive team are meeting daily (via video call).
- Staff are encouraged to stay informed using reputable sources. Information sources will be included in the regular updates.
- Communication plans have been developed for providing updates to the Variety community.
- A survey was sent to Variety families to understand how they have been impacted and what support they need with over 60 responses received to date.
- A crisis appeal will launch week commencing 23 March.

### Office Closures

- Variety offices in Artarmon and Newcastle are closed until further notice.
- All staff are now on Office 365 with meetings and collaboration to be done via Microsoft Teams (or Zoom where there are more than five attendees).
- Cloud-based file access will be in place via OneDrive once file migration is completed this week.
- Committee meetings will be done via video calls using Zoom.
- The main Sydney reception phone number is diverted to the Office Manager's mobile phone, and desk phones have been forwarded to staff mobiles.

### Variety Events and Kids Support Program Delivery

- **Postponed / cancelled events**
  - Young Variety 10x10
  - Variety Spin 4 Kids
  - Variety NSW Bash
  - Variety 4WD Adventure
  - Sydney Family Show / Variety Easter Family Fun Day
  - Motoring Events Information Night
  - Variety Livvi's Place Taree Family Day
  - Storytime – Livvi's Place Ryde and Five Dock
- **Postponed / cancelled Kids Support programs**
  - Activation Inclusion Sports Days Term 1
- **Fundraising impacts**
  - Woolworths token promotion due to commence week commencing 23 March
- **Decisions pending**
  - Variety of Chefs
  - Variety B to B Bash
  - Variety Postie Bike Dash
  - Variety Just Like You
  - Variety Grants
  - Variety Kids Xmas parties

## Resources

- Coronavirus Health Information Line - 1800 020 080
- [World Health Organisation](#)
- [Australian Department of Health](#)
- [ACT Department of Health](#)
- [NSW Health](#)
- <https://www.abc.net.au/news/story-streams/coronavirus/>
- [Employee Assistance Program \(EAP\)](#)

## Communications

For distribution Monday 23 March, 2020

To: AllStaff, Variety NSW/ACT Board, Committees, Office Volunteers

**Subject: An update on the  
coronavirus COVID-19**

Hi all,

Since the last update on 10 March, there has been a dramatic increase in the spread of COVID-19. There are now over 1,000 confirmed cases of COVID-19 in Australia, including 533 in NSW (as at 22 March). The Australian Government announced over the weekend restrictions on non-essential domestic travel, and the NSW Government has moved to shut down non-essential services.

Variety offices in Artarmon and Newcastle will be closed effective Tuesday 24 March. All staff will be working remotely. The work that has been done over the past 2 weeks has prepared us well for this eventuality, with all staff now working on Office 365 and migration of files from the servers to the cloud to be completed this week.

With a number of our fundraising events and activities having already been postponed or cancelled, we can't yet know how extensive the impact of this crisis will be on our organisation. But we know it will be significant. Over the coming days and weeks we will be rolling out a number of initiatives aimed at minimizing those impacts. Now more than ever we will need the full support of the Variety community to be able to continue to support kids who are sick, disadvantaged or have special needs. Families will be hit hard by this crisis and will need our support.

Version 2 of the Variety NSW/ACT Response Plan provides further updates on the current situation, including detail of events and programs that have been postponed or cancelled.

The situation is changing rapidly, and we are all facing this crisis together. I encourage you all to take care of yourselves and each other.

Thanks,

David Sexton  
CEO, Variety – the Children's Charity NSW/ACT