



# EPIDEMIC/PANDEMIC POLICY

## INTRODUCTION

From time to time infectious diseases develop into epidemics or pandemics, and create increased risks for the community. These occasions require specific policies targeted at the particular disease in question and general efforts at preparedness.

The Boite wishes as far as possible to protect its clients, its staff, its volunteers, and the general public from infection or contagion by epidemics and/or pandemics.

The Boite will facilitate, through its policies and procedures, strategies designed to reduce risks to its clients, its staff, its volunteers, and the general public.

The Boite will comply with all directions from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.

## PURPOSE

This document sets out:

- the strategies and actions that The Boite intends to take to prevent the transmission of infectious diseases that are epidemics or pandemics, and control the transmission of infectious diseases when a case/s is/are identified.

For the purpose of this policy, **infectious diseases** mean diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another. This policy is focused on infectious diseases that are declared to be an epidemic or pandemic.

## SCOPE

This policy applies to:

- Employees
- Directors
- Officers
- Contractors (including employees of contractors)
- Volunteers
- Suppliers
- Consultants

## POLICY

The Boite will, as far as possible, plan for and make advance preparations for the possibility that its operations will be affected by an epidemic or pandemic.

In the event of an epidemic or pandemic, The Boite will, as far as possible:

- Assist its clients, staff, volunteers and others, as relevant, to minimise their exposure to the illness concerned.
- Encourage and assist those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis.
- Support employees, volunteers, contractors and clients to take reasonable precautions to prevent infection or contagion.
- Maintain its services and operations throughout the period of concern.



In the event of an infectious disease being declared an epidemic or pandemic, The Boite requires people covered by this Policy to take the following precautions and any others deemed necessary by the government authority:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water (for at least 20 seconds).
- Maintain physical distance between yourself and anyone else, whenever possible.
- Avoid touching your eyes, nose and mouth, or shaking hands with others.
- Make sure you follow good hygiene, and encourage others to do the same. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, and disposing of used tissues immediately.
- Stay home if you feel unwell. If you are well enough to work but would like to minimise the risk of infecting others, ask your supervisor whether you can temporarily work from home.
- Keep up to date on the latest hotspots (cities or local areas where the pandemic or epidemic is spreading widely). If possible, avoid traveling - especially if you are at higher risk.
- If you are or are likely to be contagious, notify your supervisor as soon as possible. It may be possible or necessary for you to self-isolate by staying at home until you recover.
- Seek medical advice promptly and follow the directions of your local health authority.

## LEAVE AND FLEXIBILITY

The Boite recognises that staff may request or require paid and unpaid leave when they are unwell, at risk of or vulnerable to infection, and at risk of infecting others.

Workers may make use of leave consistent with The Boite's leave policy, relevant industrial instruments and the National Employment Standards (including access to unpaid leave).

The Boite may, at its discretion, direct those affected or reasonably at risk of being affected by the pandemic or epidemic, to remain away from the workplace or work remotely.

## NOTES

In carrying out the procedures listed below, The Boite will be guided by the information and directions provided by local health authorities and the World Health Organisation, and its occupational health and safety obligations.

Where possible during an epidemic or pandemic, The Boite will aim to provide workers with flexibility to work remotely and to attend medical appointments.

## RELATED DOCUMENTS

Australian Health Management Plan for Pandemic Influenza ([AHMPPI](#)) [Vic - Victoria](#)

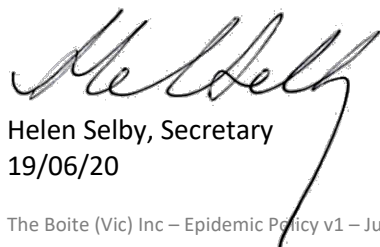
Legislation & Industrial Instruments: *This policy & procedure is not intended to override any industrial instrument, contract, award or legislation.*

*Biosecurity Act 2015 (Commonwealth)*

*Fair Work Act 2009 (Cth)*

*Fair Work Regulations 2009 (Cth)*

## AUTHORISATION



Helen Selby, Secretary  
19/06/20



## EPIDEMIC/PANDEMIC PROCEDURES

### RESPONSIBILITIES

The **Managing Director** is responsible for:

- Nominating an Epidemic/Pandemic Officer.
- Ensuring that the organisation's Leave and Workplace Health and Safety policies are consistent with the intention of the Epidemic/Pandemic Policy.
- Assessing the organisation's vulnerabilities, in the light of the epidemic or pandemic, to:
  - The Boite's own human resources
  - The Boite's suppliers of goods and services
- In the event of an epidemic or pandemic,
  - Giving notice to staff, volunteers, clients, and any persons likely to be affected that epidemic or pandemic procedures are in effect
  - Bringing into operation the epidemic or pandemic management procedures specified below
  - Instituting any administrative measures necessary to reduce the impact of the vulnerabilities detailed above
  - Ensuring that staff and volunteers are aware of the epidemic procedures in effect at any time.

**Employees/volunteers** are responsible for:

- Abiding by the epidemic/pandemic procedures specified below, when informed by authorised staff that epidemic or pandemic procedures are in effect

The **Epidemic/Pandemic Officer** is responsible for:

- Working with the Managing Director on the preparation of a comprehensive epidemic/pandemic plan
- Advising the Managing Director on when epidemic/pandemic procedures should be activated
- Familiarising staff with recommended procedures regarding epidemic/pandemic avoidance
- Working with all sectors of the organisation to identify mission-critical staff and functions

### PROCESSES

The following procedures apply in the event of the Managing Director giving notice that epidemic or pandemic procedures are in effect.

#### Events

The Managing Director, with the advice of the Epidemic/Pandemic Officer, will consider on a continuing basis whether any events involving the attendance of staff or members of the public should be changed, rescheduled or cancelled to minimise the risk of infection.

#### Work procedures

The Managing Director, with the advice of the Epidemic/Pandemic Officer, will consider on a continuing basis whether:



- it is necessary or appropriate for nominated staff/volunteers to work from home.
- staff/volunteer travel, (or other activities that may cause them to come into contact with other people in Australia or overseas) should be modified or terminated.
- arrangements for staff/volunteers who work with clients or the public should be modified to minimise risks for all parties.

The Managing Director, with the advice of the Epidemic/Pandemic Officer, may require any member of staff not to attend the workplace, and/or to work from home, or, if this is not feasible or appropriate, to take paid or unpaid Leave.

The Managing Director, with the advice of the Epidemic/Pandemic Officer, may require any member of staff to provide satisfactory evidence that they are fit to return to work.

### **Contractors and suppliers**

The Managing Director, with the advice of the Epidemic/Pandemic Officer, will consider on a continuing basis whether arrangements with existing contractors and suppliers need to be modified or supplemented to ensure uninterrupted service delivery

## **HEALTH MESSAGING**

The Epidemic/Pandemic Officer shall familiarise staff/volunteers and others, as relevant, with recommended procedures on epidemic/pandemic avoidance guidelines (e.g. handwashing, soap, sneezing policy) as appropriate.

## **RELATED DOCUMENTS**

Australian Health Management Plan for Pandemic Influenza ([AHMPPI](#)) [Vic - Victoria](#)

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## **AUTHORISATION**

A handwritten signature in black ink, appearing to read 'Eyal Chinkiewicz', is written over the name and date below it. The signature is stylized and cursive.

Eyal Chinkiewicz, Managing Director  
19/06/20