



EPIDEMIC/PANDEMIC PROCEDURE

1. Responsibilities

1.1 The Coordinator is responsible for:

- In the event of an epidemic or pandemic,
 - o Giving notice to staff, volunteers, clients, and any persons likely to be affected that epidemic or pandemic procedures are in effect
 - o Bringing into operation the epidemic or pandemic management procedures specified below
 - o Instituting any administrative measures necessary to reduce the impact of the vulnerabilities detailed above
 - o Fulfilling the role of Epidemic Officer

1.2 The Committee of Management, in liaison with the Coordinator, is responsible for:

- Ensuring that the organisation's Leave and Workplace Health and Safety policies are consistent with the intention of the Epidemic Policy.
- Assessing the organisation's vulnerabilities, in the light of the epidemic or pandemic, to:
 - o Maldon Neighbourhood Centre's own human resources
 - o Maldon Neighbourhood Centre's suppliers of goods and services

1.3 Program Coordinators are responsible for:

- Ensuring that staff and volunteers are aware of the epidemic procedures in effect at any time.

1.4 Employees/volunteers are responsible for:

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

1.5 The Epidemic Officer is responsible for:

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

2. Procedures



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

2.1 Events

- The Committee of Management, with the advice of the Epidemic 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.

2.2 Work procedures

- The Committee of Management, with the advice of the Epidemic Officer, will consider on a continuing basis whether:
 - o it is necessary or appropriate for nominated staff/volunteers to work from home.
 - o 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.
 - o arrangements for staff/volunteers who work with clients or the public should be modified to minimise risks for all parties.
- The Committee of Management, with the advice of the Epidemic Officer, may require any member of staff to not attend the workplace, and/or to work from home, or, if this is not feasible or appropriate, to take [paid Epidemic Leave / Personal Leave/ Annual Leave].
- The Committee of Management, with the advice of the Epidemic Officer, may require any member of staff to provide satisfactory evidence that they are fit to return to work.

2.3 Contractors and suppliers

- The Committee of Management, with the advice of the Epidemic 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.

3. Health Messaging

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

4. Related Documents

- 4.1** Australian Health Management Plan for Pandemic Influenza (AHMPPI)
Vic - Victoria
- 4.2** Trusted Information Sharing Network (TISN) for Critical Infrastructure Resilience: Template Pandemic Emergency Management Plan

5. Legislation & Industrial Instruments

Policy Reference Number: PRO2020001
Date of endorsement: 28 July 2020
Date last reviewed:
Date for next review: 28 July 2023

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)
- NEIGHBOURHOOD HOUSES AND ADULT COMMUNITY EDUCATION CENTRES COLLECTIVE AGREEMENT 2016