EPIDEMIC-PANDEMIC POLICY

EPIDEMIC-PANDEMIC PROCEDURE

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1. 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.

1.1   Get Into Resources Inc. (Get into Resources) 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.

1.2   Get Into Resources will facilitate, through its policies and procedures, strategies designed to reduce risks to its clients, its staff, its volunteers, and the general public.

1.3   Get Into Resources Inc. will comply with all directions from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.

2. PURPOSE

2.1   The purpose of this policy is to outline the strategies and actions that Get Into Resources 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 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.

3. SCOPE

3.1   This policy applies to:

Executives	Committee Members	Professionals	Volunteers	Students
✔	✔	✔	✔	✔

4. POLICY

4.1   Get Into Resources 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.

4.2   In the event of an epidemic or pandemic, Get Into Resources will, as far as possible:
    4.2.1   Assist its clients, staff, volunteers and others, as relevant, to minimise their exposure to the illness concerned.
    4.2.2   Encourage those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis.
    4.2.3   Support employees, volunteers, contractors and clients to take reasonable precautions to prevent infection or contagion.
    4.2.4   Provide standard precautions such as personal protective equipment (e.g. masks, soap, and gloves) for any Get into Resources organised events.
    4.2.5   Maintain its services and operations throughout the period of concern.

4.3   We will be referring to the following government departments for regular updates:

https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert

https://www.who.int/news-room/releases

4.4   In the event of an infectious disease being declared an epidemic or pandemic, Get Into Resources Inc. requires people covered by this Policy to take the following precautions. Self-isolation and self-quarantine will be directed by both the Australian Government Department of Health website along with the World Health Organisation. https://www.health.gov.au/resources/publications/coronavirus-covid-19-isolation-guidance

    4.4.1   Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
    4.4.2   Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.
    4.4.3   Avoid touching your eyes, nose and mouth, or shaking hands with others.

4.4.4   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.

4.4.5   Consider staying 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.

4.4.6   Keep up to date on the latest hotspots (cities or local areas where the pandemic or epidemic is spreading widely). If possible, avoid traveling to places - especially if you are more at risk.

4.4.7   If you are or are likely to be contagious, notify your manager as soon as possible. It may be possible or necessary for you to self-isolate by staying at home until you recover.

4.4.8   Seek medical advice promptly and follow the directions of your local health authority.

5. NOTES

In carrying out the procedure listed below, Get Into Resources 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.

6. RELATED DOCUMENTS

6.1   Australian Health Management Plan for Pandemic Influenza (AHMPPI)
WA - Western Australia

6.2   Trusted Information Sharing Network (TISN) for Critical Infrastructure Resilience: Template Pandemic Emergency Management Plan

7. 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)

EPIDEMIC/PANDEMIC PROCEDURE

1.   RESPONSIBILITIES

1.1   The **Chair** is responsible for:
- Ensuring that the organisation's 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   Get Into Resources own human resources
    o   Get Into Resources suppliers of goods and services
- 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

1.2   **The Chair is** responsible for:

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

1.3   V**olunteers** are responsible for:

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

1.4   The **Chair** is responsible for:

- Preparing an epidemic plan in line with both the Australian Government and event partner guidelines which may include cancelling the event.

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2.   PROCEDURES

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

2.1   Events

- The Chair, 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 Chair, will consider on a continuing basis whether:
    - it is necessary or appropriate for nominated staff/volunteers to attend meetings via internet.
    - 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 volunteers who work with clients or the public should be modified to minimise risks for all parties.
- The Chair may require any member of staff to provide satisfactory evidence that they are fit to return to duty.

3.   HEALTH MESSAGING

3.1   The Chair shall familiarise volunteers and others, as relevant, with recommended procedures on epidemic avoidance guidelines (e.g. handwashing, soap, sneezing policy) as appropriate.

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