



EPIDEMIC/PANDEMIC POLICY

Lake Baroon Catchment Care Group Inc

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Policy Number	021	Responsible person	Chair
Version	2020	Approved by Committee on	
Drafted by	Office Manager	Scheduled review date	As required

Policy adapted from <https://www.communitydirectors.com.au/icda/policybank/>

Introduction

Lake Baroon Catchment Care Group is committed, as far as possible, to protect its clients, staff, contractors, volunteers and the general public from infection or contagion by epidemics and/or pandemics. As a consequence of this, Lake Baroon Catchment Care Group will comply with all relevant regulations and directives from local, state and federal governments designed to reduce risks and will comply with all directives from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.

Purpose

The purpose of this policy is to outline the strategies and actions that Lake Baroon Catchment Care Group intend to take to prevent the transmission of infectious diseases that are epidemics or pandemics, and control the transmission of infectious diseases when a case 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.

Policy

Lake Baroon Catchment Care Group 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, Lake Baroon Catchment Care Group will, as far as possible:

- Assist its clients, staff, contractors, 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 maintain social distancing.
- 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, Lake Baroon Catchment Care Group requires people covered by this Policy to take the following precautions:

- Regularly and thoroughly clean your hands with soap and water or alcohol-based hand rubs.
- Cover your nose and mouth with a tissue or bent elbow when coughing or sneezing. Dispose of tissues immediately.
- Avoid touching your eyes, nose and mouth and avoid shaking hands.
- Practice social distancing, which includes staying at least 1.5 metres away from others as much as you can.
- Stay home if you feel unwell. If you are well enough to work but would like to minimise the risk of infecting others, ask the Manager whether you can temporarily work from home.
- Avoid non-essential travel.
- If you are or are likely to be contagious, notify the Manager as soon as possible. It may be 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

Lake Baroon Catchment Care Group:

- 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.
- Will direct those affected or reasonably at risk of being affected by the pandemic or epidemic, to remain away from the workplace or work remotely.

Responsibilities

All Lake Baroon Catchment Care Group Project Managers are responsible and accountable for providing a healthy and safe workplace for other staff, volunteers and contractors and will ensure adequate resources are provided to meet and implement supporting strategies. In the event of an epidemic or pandemic Lake Baroon Catchment Care Group will:

- Instruct all staff, contractors, and volunteers to comply with the relevant regulations and directives from the Local, State and Federal Governments.
- Give notice to staff, contractors, volunteers, clients, and any persons likely to be affected that epidemic or pandemic procedures are in effect.
- Bring into operation the epidemic or pandemic management procedures.
- 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.
- Plans to travel should modified or terminated.
- All shared vehicles are to be treated as a workspace and cleaned appropriately before and after use.
- Arrangements for staff, contractors and volunteers who work with clients or the public should be modified to minimise risks for all parties.

- The Manager may require any member of staff not to attend the workplace and to work from home or take appropriate leave.
- Project Managers will consider on a continuing basis whether arrangements with existing contractors and suppliers need to be modified.
- Project Managers are responsible to ensure all contractors, volunteers and clients are aware of the epidemic procedures in effect at any time.
- Staff, contractors and volunteers are responsible for abiding by the epidemic procedures specified, when informed by authorised staff that epidemic or pandemic procedures are in effect.
- The Manager shall familiarise staff/volunteers and others, as relevant, with recommended procedures on epidemic avoidance guidelines as appropriate.
- All meetings, including management committee meetings will be held online or by phone.
- All communication and sharing of information will be done by email, phone or another online forum, if at all possible, to minimise contact and the risk of spreading the infection.

Review of Policy

The Pandemic/Epidemic policy will be reviewed annually by the person nominated by the Management Committee in consultation with the Manager. The review will involve assessing the effectiveness of the policy by reviewing current health advice.

Related Document

Work Health and Safety Policy

Useful Information

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

<https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/diseases/influenza/pandemic>

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/preparing-workplaces-covid-19>