

## EPIDEMIC & PANDEMIC POLICY & PROCEDURE

### 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 CCGT 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 CCGT 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 CCGT 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 CCGT 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 all CCGT Employees including Internal Staff, Apprentices and Trainees, the Board of Directors, Officers, Contractors, Volunteers, Suppliers, Consultants and Host Employers.

### 4 Policy

- 4.1 CCGT 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, CCGT 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 and assist 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 all internal staff. Host Employers will be responsible for providing these same precautions to CCGT Apprentices and/or Trainees.
- 4.2.5 Maintain its services and operations throughout the period of concern.
- 4.3 In the event of an infectious disease being declared an epidemic or pandemic, CCGT requires people covered by this Policy to take the following precautions:
  - 4.3.1 Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
  - 4.3.2 Maintain at least 1.5 metres distance between yourself and anyone who is coughing or sneezing.
  - 4.3.3 Adhere to the 'four square metre rule' applied to premises under Public Health Orders. This includes property operated by CCGT, our Host Employers and any other applicable premises. The 4 square metre rule helps to determine the maximum number of people who can be on premises at any one time (1 person allowed per 4 square metres).
  - 4.3.4 Avoid touching your eyes, nose and mouth, or shaking hands with others.
  - 4.3.5 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.
  - 4.3.6 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 Manager whether you can temporarily work from home.
  - 4.3.7 Keep up to date on the latest hotspots (cities or local areas where the pandemic or epidemic is spreading widely). If possible, avoid travelling to places - especially if you are more at risk.
  - 4.3.8 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.
  - 4.3.9 Seek medical advice promptly and follow the directions of your local health authority.

## 5 Leave & Flexibility

- 5.1 CCGT 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.
- 5.2 Workers may make use of leave consistent with CCGT's Personal, Carer's & Compassionate Leave Policy, relevant industrial instruments and the National Employment Standards (including access to unpaid leave).





- 5.3 CCGT 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.
- 5.4 Where possible during an epidemic or pandemic, CCGT will aim to provide workers with flexibility to work remotely and to attend medical appointments.

## 6 Notes

In carrying out the procedures listed below, CCGT 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.

## 7 Related Documents

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

[ACT - Australian Capital Territory](#)

[NSW - New South Wales](#)

[NT - Northern Territory](#)

[Qld - Queensland](#)

[SA - South Australia](#)

[Tas - Tasmania](#)

[Vic - Victoria](#)

[WA - Western Australia](#)

## 8 Legislation & Industrial Instruments

This Policy and 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)

## 9 Epidemic / Pandemic Procedure

### 9.1 Responsibilities

9.1.1 The CCGT General Manager is responsible for:

- Nominating the Epidemic Officer;
- Ensuring that CCGT's Leave and Workplace Health and Safety Policies are consistent with the intention of the Epidemic Policy;
- Assessing CCGT's vulnerabilities, in the light of the epidemic or pandemic, to:
  - CCGT's own human resources

Epidemic & Pandemic Policy & Procedure | Version #1 | Created August 2020





- CCGT'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.
- 9.1.2 Supervisors/Managers are responsible for:
- Ensuring that Staff and volunteers are aware of the epidemic procedures in effect at any time.
- 9.1.3 Employees/Volunteers are responsible for:
- Abiding by the epidemic procedures specified below, when informed by authorized staff that epidemic or pandemic procedures are in effect.
- 9.1.4 The Epidemic Officer is responsible for:
- Working with the General Manager on the preparation of a comprehensive epidemic plan;
  - Advising the General Manager on when epidemic procedures should be activated;
  - Familiarizing staff with recommended procedures regarding epidemic avoidance;
  - Working with all sectors of the organisation to identify mission-critical staff and functions

## 10 Procedures

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

### 10.1 Events

- The General Manager, 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 minimize the risk of infection.

### 10.2 Work Procedures

- The General Manager with the advice of the Epidemic 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.

Epidemic & Pandemic Policy & Procedure | Version #1 | Created August 2020





o Arrangements for Staff/Volunteers who work with clients or the public should be modified to minimize risks for all parties.

- The General Manager, 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 discuss unpaid or paid leave options taking into account each individual circumstance.
- The General Manager, 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.

10.3 Contractors and Suppliers

- The General Manager, 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

11 Health Messaging

- 11.1 The Epidemic Officer shall familiarize staff/volunteers and others, as relevant, with recommended procedures on epidemic avoidance guidelines (e.g. Handwashing, sanitizing, measuring temperatures etc) as appropriate.

Endorsed by the Board of Directors on ..... 29/8/20 .....

CCGT Chairman

CCGT Senior Manager

