



PANDEMIC/EPIDEMIC POLICY

(M/BP)

Mandatory – Quality Area 2

PURPOSE

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 disease in question and general efforts at preparedness.

- 1.1 Outlets Co-operative Neighbourhood House LTD t/as NCEC 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 Outlets Co-operative Neighbourhood House LTD t/as NCEC 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 Outlets Co-operative Neighbourhood House LTD t/as NCEC will comply with all directions from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.

SCOPE

- 1.4 The purpose of this policy is to outline the strategies and actions that Outlets Co-operative Neighbourhood House LTD t/as NCEC 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.

This policy applies to:

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

2. POLICY

- 2.1 Outlets Co-operative Neighbourhood House LTD t/as NCEC will as far as possibly plan for and make advance preparations for the possibility that its operations will be affected by an epidemic or pandemic.
- 2.2 In the event of an epidemic or pandemic, Outlets Co-operative Neighbourhood House LTD t/as NCEC will, as far as possible:
 - 2.2.1 Assist its clients, staff, volunteers and others, as relevant, to minimise their exposure to the illness concerned.
 - 2.2.2 Encourage and assist those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis.



- 2.2.3 Support employees, volunteers, contractors and clients to take reasonable precautions to prevent infection or contagion.
 - 2.2.4 Provide standard precautions such as personal protective equipment (e.g. masks, soap, and gloves).
 - 2.2.5 Maintain its services and operations throughout the period of concern.
- 2.3 In the event of an infectious disease being declared an epidemic or pandemic, Outlets Co-operative Neighbourhood House LTD t/as NCEC requires people covered by this Policy to take the following precautions recommended by the World Health Organization.
- 2.3.1 Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
 - 2.3.2 Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.
 - 2.3.3 Avoid touching your eyes, nose and mouth, or shaking hands with others.
 - 2.3.4 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.
 - 2.3.5 Consider staying/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/ supervisor whether you can temporarily work from home.
 - 2.3.6 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.
 - 2.3.7 If you are or are likely to be contagious, notify your manager/position as soon as possible. It may be possible or necessary for you to self-isolate by staying at home until you recover.
 - 2.3.8 Seek medical advice promptly and follow the directions of your local health authority.

3. Leave and Flexibility

- 3.1 Outlets Co-operative Neighbourhood House LTD t/as NCEC 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.
- 3.2 Workers may make use of leave consistent with Outlets Co-operative Neighbourhood House LTD t/as NCEC leave policy, relevant industrial instruments and the National Employment Standards (including access to unpaid leave).
- 3.3 Outlets Co-operative Neighbourhood House LTD t/as NCEC 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.

4. Notes

In carrying out the procedures listed below, Outlets Co-operative Neighbourhood House LTD t/as NCEC 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.

Above and beyond provisions

Outlets Co-operative Neighbourhood House LTD t/as NCEC may subsidise any reasonable medical expenses incurred by any workers directed by Outlets Co-operative Neighbourhood House LTD t/as NCEC to obtain medical clearance for the infectious disease before returning to work.

Outlets Co-operative Neighbourhood House LTD t/as NCEC may, at its discretion offer any staff member who is diagnosed with the infectious disease in question additional paid Epidemic Leave/leave entitlements to cover any period the person is required to spend in quarantine or self-quarantine, presuming that person cannot carry out their duties remotely.



Where possible during an epidemic or pandemic, Outlets Co-operative Neighbourhood House LTD t/as NCEC 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](#))

[ACT - Australian Capital Territory](#)

[NSW - New South Wales](#)

[NT - Northern Territory](#)

[Qld - Queensland](#)

[SA - South Australia](#)

[Tas - Tasmania](#)

[Vic - Victoria](#)

[WA - Western Australia](#)

Trusted Information Sharing Network (TISN) for Critical Infrastructure Resilience: [Template Pandemic Emergency Plan](#)

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 (Cwth)*
- *Fair Work Regulations 2009*

Related Documents and Policies

Dealing with Infectious Diseases Policy

Pandemic response Plan – CoVid

Dealing with Medical Conditions Policy

Emergency and Evacuation Policy

Hygiene Policy

Refer to Action Plans (IT Filed)

AUTHORISATION

This policy was adopted by the Approved Provider of Outlets Co-operative Neighbourhood House LTD on July 2020

REVIEW DATE: 23/05/2023