



Epidemic/Pandemic Policy

Policy number	SGLN – OH&S 2	Version	1
Drafted by	Elizabeth Anthony	Approved by Board on	13 March 2020
Responsible person	Glenn Brooks-MacMillan	Scheduled review date	12 March 2021

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 South Gippsland Landcare Network Inc. wishes as far as possible to protect its Landcare groups, its staff, its volunteers, its stakeholders and partners and the general public from infection or contagion by epidemics and/or pandemics.
- 1.2 South Gippsland Landcare Network Inc. will facilitate through its policies and procedures strategies designed to reduce risks to its Landcare groups, its staff, its volunteers, its stakeholders and partners and the general public.
- 1.3 South Gippsland Landcare Network 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 South Gippsland Landcare Network Inc. 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:

Employees	Board Members	Board Sub-committees	Contractors (including employees of contractors)	Volunteers	Suppliers	Consultants
✓	✓	✓	✓	✓	✓	✓

4. Policy

- 4.1 South Gippsland Landcare Network Inc. 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, South Gippsland Landcare Network Inc. will, as far as possible:
 - 4.2.1 Assist its Landcare groups, staff, volunteers, partners and stakeholders 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 Maintain its services and operations if possible throughout the period of concern.
- 4.3 In the event of an infectious disease being declared an epidemic or pandemic, South Gippsland Landcare Network Inc. 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 metre distance between yourself and anyone who is coughing or sneezing.
 - 4.3.3 Avoid touching your eyes, nose and mouth, or shaking hands with others.
 - 4.3.4 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.
 - 4.3.5 Stay at 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.
 - 4.3.6 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 these places - especially if you are more at risk.
 - 4.3.7 If you are or are likely to be contagious, notify your South Gippsland Landcare Network Inc. supervisor as soon as possible. It may be necessary for you to self-isolate by staying at home until you recover.
 - 4.3.8 Seek medical advice promptly and follow the directions of your local health authority.

5. Leave and Flexibility

- 5.1 South Gippsland Landcare Network Inc. 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 Carer's Leave consistent with South Gippsland Landcare Network Inc. leave policy, relevant industrial instruments and the National Employment Standards (including access to unpaid leave).
- 5.3 South Gippsland Landcare Network Inc. 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 to work remotely.

6. Notes

In carrying out the procedures listed below, South Gippsland Landcare Network Inc. 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. Above and beyond provisions

- 7.1 South Gippsland Landcare Network Inc. may, at its discretion, offer Casual staff who are diagnosed with the infectious disease in question a once only paid Epidemic leave of up to a fortnight of ordinary hours to cover any period the person is required to spend in quarantine or self-quarantine, presuming that the person cannot carry out their duties remotely.
- 7.2 Where possible during an epidemic or pandemic, South Gippsland Landcare Network Inc. will aim to provide workers with flexibility to work remotely and to attend medical appointments.

8. Related Documents

- 8.1 South Gippsland Landcare Network Inc Covid-19 Action Plan – March to June 2020
- 8.2 Australian Health Management Plan for Pandemic Influenza ([AHMPPI](#))
<https://www2.health.vic.gov.au/emergencies/emergency-type/infectious-diseases/pandemic-influenza>
- 8.3 Trusted Information Sharing Network (TISN) for Critical Infrastructure Resilience: [Template Pandemic Emergency Management Plan](#)

9. 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)*