

Area:	Human Resources	Document No:	HUR05
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PURPOSE & SCOPE

The purpose of this procedure is to outline the strategies and actions that Community Support Frankston (CSF) intends to take to prevent the transmission of infectious diseases that are classified as a pandemic, and control the transmission of infectious diseases when a case/s is identified.

The scope of this procedure applies to:

Board of Management	Staff	Volunteers	Contractors	Suppliers	Consultants
✓	✓	✓	✓	✓	✓

RESPONSIBILITIES

The Board of Management is responsible for:

- Nominating the Disaster Management Team Leader. The normal expectation will be that the Manager of CSF shall be appointed as the Team Leader.
- Ensuring that the organisation's Workplace Health & Safety policies are consistent with the intention of the Disaster Management / Pandemic Response Plan.
- Assessing the organisation's vulnerabilities, in the light of the pandemic, to:
 - It's human resources
 - Suppliers of goods and services
- In the event of a pandemic:
 - Giving notice to staff, volunteers, clients and any persons likely to be affected that pandemic procedures are in effect
 - Bringing into operation the Disaster Management / Pandemic Response Plan and procedures referenced below
 - Instituting any administrative measures necessary to reduce the impact of the vulnerabilities detailed above

CSF's Manager is responsible for:

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

Staff/volunteers are responsible for:

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

The Disaster Management Team Leader is responsible for:

- Working with the Board of Management (BOM) on the preparation of a comprehensive Disaster Management / Pandemic Response Plan
- Advising the BOM when pandemic procedures should be activated
- Familiarising staff and volunteers with recommended procedures regarding pandemic avoidance
- Working with the BOM and staff to identify critical staff and functions

Community Support Frankston (CSF) has in place a Disaster Management / Pandemic Response Plan for making advance preparations for the possibility that its operations will be affected by an epidemic or pandemic.

ACTION / METHOD

In the event of a pandemic, CSF will, as far as possible:

1. Assist its clients, staff, volunteers and others, as relevant, to minimise their exposure to the illness concerned
2. Encourage and assist those who have reason to believe that they are at risk of contracting the pandemic to obtain a diagnosis
3. Support staff, volunteers, contractors and clients to take reasonable precautions to prevent infection or contagion
4. Provide standard precautions such as personal protective equipment (ie: soap, hand sanitiser, anti-bacterial wipes and gloves)
5. Maintain its services and operations throughout the period of concern

In the event of an infectious disease being declared a pandemic, CSF requires people covered by this procedure to take the following precautions:

1. Regularly and thoroughly clean their hands with an alcohol-based hand rub or wash them with soap and water
2. Maintain at least 1 metre (3 feet) distance between themselves and anyone who is coughing or sneezing
3. Avoid touching their eyes, nose and mouth, or shaking hands with others
4. Make sure they follow good hygiene, and encourage others to do the same, which means covering their mouth and nose with a bent elbow or tissue when they cough or sneeze, and disposing of used tissues immediately

5. Stay home if they feel unwell, but if they feel well enough to work although would like to minimise the risk of infecting others, ask the Manager whether they can temporarily work from home
6. Keep up to date on the latest hotspots (cities or local areas where the pandemic is spreading widely), and if possible, avoid traveling to places - especially if they are more at risk
7. If they are or are likely to be contagious, notify the Manager as soon as possible, as it may be possible or necessary for them to self-isolate by staying at home for the required self-isolation period
8. Seek medical advice promptly and follow the directions of their local health authority

In carrying out the actions listed below, CSF will be guided by the information and directions provided by local health authorities, Government guidelines, the World Health Organisation, and its occupational health and safety obligations.

The following procedures apply in the event of the Manager giving notice that pandemic procedures are in effect:

Events

The BOM, with the advice of the Disaster Management Team Leader, will consider on a continuing basis whether any events involving the attendance of staff, volunteers or members of the public should be changed, re-scheduled or cancelled to minimise the risk of infection.

Work Procedures

- The BOM, with the advice of the Disaster Management Team Leader, 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
 - Arrangements for staff/volunteers who work with clients or the public should be modified to minimise risks for all parties
- The BOM, with the advice of the Disaster Management Team Leader, may require any member of staff or volunteer to not attend the workplace, and/or to work from home, or, if this is not feasible or appropriate, to take leave
- The BOM, with the advice of the Disaster Management Team Leader, may require any member of staff or volunteer to provide satisfactory evidence that they are fit to return to work

Health Messaging

The Disaster Management Team Leader shall familiarise staff/volunteers and others, as relevant, with recommended procedures on pandemic avoidance guidelines (ie: handwashing, soap, sneezing policy – as per CSF's Social Distancing Policy) as appropriate.

Contractors & Suppliers

The BOM, with the advice of the Disaster Management Team Leader, will consider on a continuing basis whether arrangements with existing contractors and suppliers need to be modified or supplemented to ensure uninterrupted service delivery.

Related Documents & References	
Forms/Legislation/ other operational documents	Community Support Frankston’s Disaster Management/Pandemic Response Plan HUR05 – Disaster Management Policy HUR06 – Social Distancing Policy

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