



**RIVERINA COMMUNITY
COLLEGE**

EPIDEMIC / PANDEMIC POLICY

AUGUST 2020

Epidemic/Pandemic Policy

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 The Riverina Community College 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 The Riverina Community College's 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 The Riverina Community College will comply with all directions from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.
- 1.4 Definitions:
CMT – COVID-19 Management Team
ERT – Emergency Response Team

2. Purpose

- 2.1 The purpose of this policy is to outline the strategies and actions that The Riverina Community College 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	Students	Contractors (including employees of contractors)	Volunteers	Suppliers	Consultants
✓	✓	✓	✓	✓	✓

4. Policy

- 4.1 The Riverina Community College 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, The Riverina Community College 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).
 - 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, The Riverina Community College 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 (3 feet) 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 Consider remaining 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 Manager/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 places - especially if you are more at risk.
 - 4.3.7 If you are or are likely to be contagious, notify Manager/Supervisor as soon as possible. It may be possible or 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 The Riverina Community College 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 The Riverina Community College's leave policy, relevant industrial instruments and the National Employment Standards (including access to unpaid leave).
- 5.3 The Riverina Community College 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.

6. Notes

In carrying out the procedures listed below, The Riverina Community College 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

COVID-19 Response Plan
COVID-19 Business Plans – Hair & Beauty
COVID-19 Business Plan - Hospitality
Emergency Response Policy
Work Health & Safety Policy
Incident Report
Hazard Report

8. 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)
- Work Health & Safety Act 2010
- National Employment Standards (NES)

9. Responsible Persons

COVID19 Management Team (CMT):

- General Manager
- Training Coordinators
- HR Staff
- Trainers
- Student Liaison Staff

Emergency Response Team (ERT):

- Chief Fire Warden
- Deputy Fire Wardens
- Fire Wardens
- First Aider Officers

Epidemic/Pandemic Procedure

10. Responsibilities

- 1.1 The **General Manager** is responsible for:
- Activate the COVID-19 Response Plan or (CMT / ERT) as appropriate. The normal expectation will be that the COVID-19 Management Team and or Emergency Response Team shall be appointed to manage the event however the General Manager may override this if they see fit.
 - Ensuring that the organisation's Leave and Workplace Health and Safety policies are consistent with the intention of the Epidemic Policy
 - Assessing the organisation's vulnerabilities, in the light of the epidemic or pandemic, to:
 - The Riverina Community College's own human resources
 - The Riverina Community College'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
- 1.2 **Supervisors/managers** are responsible for:
- Ensuring that staff and volunteers are aware of the epidemic procedures in effect at any time.
- 1.3 **Employees/volunteers** are responsible for:
- Abiding by the epidemic procedures specified below, when informed by authorised staff that epidemic or pandemic procedures are in effect
- 1.4 The **CMT and or ERT** 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
 - Familiarising staff with recommended procedures regarding epidemic avoidance
 - Working with all sectors of the organisation to ensure relevant information is available

11. Procedures

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

2.1 Events

- The GENERAL MANAGER, with the advice of the CMT and or ERT, 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 minimise the risk of infection.

2.2 Work procedures

- The GENERAL MANAGER, with the advice of the CMT and or ERT, 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 GENERAL MANAGER, with the advice of the CMT and or ERT, 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 take Epidemic Leave / Personal Leave/ Annual Leave available, be it paid or unpaid as per the legislation.
- The GENERAL MANAGER, with the advice of the CMT and or ERT, may require any member of staff to provide satisfactory evidence that they are fit to return to work.

2.3 Contractors and suppliers

- The GENERAL MANAGER, with the advice of the CMT and or ERT, will consider on a continuing basis whether arrangements with existing contractors and suppliers need to be modified or supplemented to ensure uninterrupted service delivery.

12. Health Messaging

- 3.1 The CMT and or ERT shall familiarise staff/volunteers and others, as relevant, with recommended procedures on epidemic avoidance guidelines (e.g. handwashing, soap, sneezing policy) as appropriate.
- 3.2 The CMT and or ERT shall liaise with Manager and Supervisors to ensure that relevant communications are communicated as required and any changes in procedure are advised as a matter of priority in conjunction with the relevant health advice provided.

13. Responsible Persons

COVID19 Management Team (CMT):

- General Manager
- Training Coordinators
- HR Staff
- Trainers
- Student Liaison Staff

Emergency Response Team (ERT):

- Chief Fire Warden
- Deputy Fire Wardens
- Fire Wardens
- First Aider Officers

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Maintained by: General Manager

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