## Epidemic/Pandemic Policy

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| --- | --- | --- | --- |
| Policy number | 33 | Version | 1 |
| Drafted by | MW with reference to Moores and Iof Comm Directors | Approved by Board on | 18th March 2020 |
| Responsible person | Manager | Scheduled review date | 18th March 2021 |

# 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. 103.9HopeFM Esperance Community Radio 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.
  2. 103.9HopeFM Esperance Community Radio will facilitate, through its policies and procedures, strategies designed to reduce risks to its clients, its staff, its volunteers, and the general public.
  3. 103.9HopeFM Esperance Community Radio will comply with all directions from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.

# Purpose

* 1. The purpose of this policy is to outline the strategies and actions that 103.9HopeFM Esperance Community Radio 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. **Epidemic** means an outbreak of an infectious disease that spreads quickly and affects many individuals withing a limited geographic area. **Pandemic** means an epidemic that spreads across multiple countries and continents affecting a large number of people. This policy is focused on infectious diseases that are declared to be an epidemic or pandemic.

# Scope

3.1 This policy applies to:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Board Members** | **Volunteers** | **Suppliers** | **Contractors** (including employees of contractors) | **Consultants** |
| **✓** | **✓** | **✓** | **✓** | **✓** |

# Policy

* 1. 103.9HopeFM Esperance Community Radio 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.
  2. In the event of an epidemic or pandemic, 103.9HopeFM Esperance Community Radio 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 epidemic or pandemic to obtain a diagnosis.
     3. Support employees, volunteers, contractors and clients to take reasonable precautions to prevent infection or contagion. Including:-

1. Requesting all persons attending at 103.9HopeFM studios to wash their hands with soap in the bathrooms before entering the studio
2. Wash their hands immediately after sneezing or coughing with soap in the bathroom
3. Use tissues (provided) to keep nose clean as needed, and immediately following use, deposit used tissue in the bin provided.
4. For volunteers, guests, and visitors to NOT attend at 103.9HopeFM Community Radio studios if they are feeling unwell, or have had a runny nose, cough or fever.
   * 1. Provide standard personal equipment for use in their role as broadcasters (e.g. individual microphone socs, and soap).
     2. Maintain its services and operations throughout the period of concern so long as it is in the best interests of the community.
   1. In the event of an infectious disease being declared an epidemic or pandemic, 103.9HopeFM Esperance Community Radio requires people covered by this Policy to take the following precautions
      1. Regularly and thoroughly clean your hands with wash them with soap and water or an alcohol-based hand rub.
      2. Maintain at least 1 metre distance between yourself and anyone who is coughing or sneezing.
      3. Avoid touching your eyes, nose and mouth, or shaking hands with others.
      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 the inside of your shirt, or tissue when you cough or sneeze, and disposing of used tissues immediately.
      5. Stay home if you feel unwell. If you are well enough to volunteer (or work) but would like to minimise the risk of infecting others, ask the manager if you can temporarily work from home.
      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 those places - especially if you are more at risk.
      7. If you are or are likely to be contagious, notify the manager as soon as possible. It may be possible or necessary for you to self-isolate by staying at home until you recover.
      8. Seek medical advice promptly and follow the directions of your local health authority.

# Leave and Flexibility

* 1. 103.9HopeFM Esperance Community Radio 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.
  2. Workers may make use of leave consistent with 103.9HopeFM Esperance Community Radio.s leave policy, relevant industrial instruments and the National Employment Standards (including access to unpaid leave).
  3. 103.9HopeFM Esperance Community Radio may, at its discretion, direct those affected or reasonably at risk of being affected by the pandemic or epidemic, to remain away from the broadcasting studios or operate remotely.

# Notes

In carrying out the procedures listed below, 103.9HopeFM Esperance Community Radio 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.

# Related Documents

* 1. Australian Health Management Plan for Pandemic Influenza ([AHMPPI](https://www.health.gov.au/internet/main/publishing.nsf/Content/ohp-ahmppi.htm))

[ACT - Australian Capital Territory](https://www.health.act.gov.au/about-our-health-system/population-health/winter-wellbeing-and-flu)

[NSW - New South Wales](http://www.health.nsw.gov.au/pandemic/Pages/default.aspx)

[NT - Northern Territory](https://health.nt.gov.au/health-governance/department-of-health/health-disaster-management/pandemics)

[Qld - Queensland](https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/diseases/influenza/pandemic)

[SA - South Australia](https://www.sahealth.sa.gov.au/wps/wcm/connect/public%20content/sa%20health%20internet/protecting%20public%20health/emergency%20management/pandemic%20influenza%20arrangement)

[Tas - Tasmania](http://flu.tas.gov.au/about_influenza/tasmanian_health_action_plan_for_pandemic_influenza)

[Vic - Victoria](https://www2.health.vic.gov.au/emergencies/emergency-type/infectious-diseases/pandemic-influenza)

[WA - Western Australia](https://ww2.health.wa.gov.au/Articles/A_E/Emergency-management-in-WA)

* 1. Trusted Information Sharing Network (TISN) for Critical Infrastructure Resilience: [Template Pandemic Emergency Management Plan](https://www.tisn.gov.au/documents/template+for+pandemic+plan.pdf) – *(this is to be completed by end of March 2020)*

# 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)

## Epidemic/Pandemic Procedure

|  |  |  |  |
| --- | --- | --- | --- |
| Procedure number | [insert number] | Version | [insert number] |
| Drafted by | [insert name] | Approved on | [insert date] |
| Authorised person | [insert name] | Scheduled review date | [insert date] |

# Responsibilities

* 1. The **Manager** is responsible for:
* Ensuring that the organisation’s 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:
  + 103.9HopeFM Esperance Community Radio own human resources
  + 103.9HopeFM Esperance Community Radio’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 **The Manager** is responsible for:

* Ensuring that volunteers are aware of the epidemic procedures in effect at any time.
* Working with the CEO on the preparation of a comprehensive epidemic plan
* Familiarising staff with recommended procedures regarding epidemic avoidance
* Working with all sectors of the organisation to identify mission-critical staff and functions (see Template #3, “Identification of Mission Critical Functions” from [Template Pandemic Emergency Management Plan](https://www.tisn.gov.au/documents/template+for+pandemic+plan.pdf))

1.3 **Employees/volunteers** are responsible for:

* Abiding by the epidemic procedures specified below, when informed by the Manager that epidemic or pandemic procedures are in effect

# Procedures

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

2.1 **Events**

* The Manager together with the Board 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 Manager 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 Manager, may require any volunteer to not attend the workplace, and/or to work from home.
* The CEO, with the advice of the Epidemic Officer, may require any member of staf or volunteer to provide satisfactory evidence that they are fit to return to their role.

2.3 **Contractors and suppliers**

* The Manager, will consider on a continuing basis whether arrangements with existing contractors and suppliers need to be modified or supplemented to ensure uninterrupted service delivery (See Template 7, “Major suppliers to the organisation” from [Template Pandemic Emergency Management Plan](https://www.tisn.gov.au/documents/template+for+pandemic+plan.pdf)).

# Health Messaging

3.1 The Manager shall familiarise staff/volunteers and others, as relevant, with recommended procedures on epidemic avoidance guidelines (e.g. handwashing, soap, sneezing policy) as appropriate.