

Pandemic & Epidemic Procedures

1. Responsibilities:

1.1. The CCH Manager is responsible for:

1.1.1. Ensuring that the organisation's Leave and Workplace Health and Safety policies are consistent with the intention of the Epidemic Policy.

1.1.2. 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

1.1.3. Ensuring that staff and volunteers are aware of the epidemic procedures in effect at any time.

1.1.4. Advising the CoM on when epidemic procedures should be activated.

1.2. Office Coordinator is responsible for:

1.2.2. Working with the CCH Manager on the preparation of a comprehensive epidemic plan.

1.2.3. Familiarising staff with recommended procedures regarding epidemic avoidance.

1.3. Staff & Volunteers are responsible for:

1.3.1. Abiding by the epidemic procedures specified below, when informed by authorised staff that epidemic or pandemic procedures are in effect.

2. Procedures:

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

2.1. Course & Programs:

2.1.1. The CCH Manager, with the advice of CoM & the Community Development Coordinator, 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:

2.2.1. The CCH Manager will consider on a continuing basis whether:

- it is necessary or appropriate for nominated staff/volunteers to work from home.

- 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 Personal Leave/ Annual Leave.
- The Manager, may require any member of staff to provide satisfactory evidence that they are fit to return to work.

3. Health Messaging:

3.1. The Office Coordinator shall familiarise staff/volunteers and others, as relevant, with recommended procedures on epidemic avoidance guidelines (e.g. contact tracing, social distance, health & hygiene e.g.) as appropriate.