



## 4. Policy

- 4.1 The Surrey Hills Neighbourhood Centre 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 Surrey Hills Neighbourhood Centre 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 report symptoms consistent with contracting the epidemic or pandemic to obtain a diagnosis.
  - 4.2.3 Support staff, volunteers, contractors and clients to take reasonable precautions to prevent infection or contagion.
  - 4.2.4 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 Surrey Hills Neighbourhood Centre 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 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 the Centre Manager 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 travelling to these places - especially if you are more at risk.
  - 4.3.7 If you are or are likely to be contagious, notify the Centre Manager 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 Surrey Hills Neighbourhood Centre 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 Surrey Hills Neighbourhood Centre's leave policy, the Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016 and the National Employment Standards (including access to unpaid leave).

- 5.3 The Surrey Hills Neighbourhood Centre 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.
- 5.4 The Surrey Hills Neighbourhood Centre may, at its discretion, declare a stand down period, in which case staff may not be paid.

## 6. Notes

In carrying out the procedures listed below, the Surrey Hills Neighbourhood Centre 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

- 7.1 Australian Health Management Plan for Pandemic Influenza ([AHMPPI](#))
- [ACT - Australian Capital Territory](#)
  - [NSW - New South Wales](#)
  - [NT - Northern Territory](#)
  - [Qld - Queensland](#)
  - [SA - South Australia](#)
  - [Tas - Tasmania](#)
  - [Vic - Victoria](#)
  - [WA - Western Australia](#)

## 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)*
- *Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016*

# Epidemic/Pandemic Procedure

---

## 1. Responsibilities

- 1.1 The **Surrey Hills Neighbourhood Centre Manager** is responsible for:
- 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 Surrey Hills Neighbourhood Centre's own human resources
    - The Surrey Hills Neighbourhood Centre's suppliers of goods and services
  - In the event of an epidemic or pandemic,
    - Giving notice to staff, volunteers, members, 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 **Centre Manager and the Program Coordinator** are responsible for:
- Ensuring that staff, volunteers, tutors and members are aware of the epidemic procedures in effect at any time.
- 1.3 **Employees/ volunteers/members** 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 **Centre Manager** is responsible for:
- Working with the SHNC Governance Board on the preparation of a comprehensive epidemic plan
  - Advising the Board on when epidemic or pandemic procedures should be activated
  - Familiarising staff with recommended procedures regarding epidemic or pandemic avoidance
  - Working with all sectors of the organisation to identify mission-critical staff and functions.

## 2. Procedures

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

### 2.1 Events

- The Centre Manager 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 Centre 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 Centre Manager 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.
- The Centre Manager may require any member of staff to provide satisfactory evidence that they are fit to return to work.

### 2.3 Contractors and suppliers

- The Centre 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.

## 3. Health Messaging

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