



STATEWIDE GROUP TRAINING (SA) INC

Epidemic/Pandemic Policy

PURPOSE:

The purpose of this policy is to outline the strategies and actions that Statewide Group Training SA (Inc) will take to limit the transmission of infectious diseases associated with 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 by Government.

SCOPE:

This policy applies to:

- Board Members
- All staff, including Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub-contractors, and work experience personnel.

Statewide Group Training SA (Inc) will follow SA Health directives to protect its clients, its staff, its volunteers, and the general public from epidemic and/or pandemic outbreaks.

Statewide Group Training SA (Inc) will facilitate, through its policies and procedures, strategies designed to reduce risks to its clients, its staff, its volunteers, and the general public.

Policy

Statewide Group Training SA (Inc) will plan for and make advance preparations for the possibility that its operations will be affected by an epidemic or pandemic.

In the event of an epidemic or pandemic, Statewide Group Training SA (Inc) will, as far as possible:

Assist its clients, staff, volunteers, and others, as relevant, to minimise their exposure to the illness concerned.

Encourage and assist those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis.

Support employees, volunteers, contractors, and clients to take reasonable precautions to prevent infection or contagion.

Maintain its services and operations throughout the period of concern in line with SA Health directives.



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In the event of an infectious disease being declared an epidemic or pandemic, Statewide Group Training SA (Inc) requires people covered by this Policy to take the following precautions

Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.

Maintain social distancing as directed by SA health.

Avoid touching your eyes, nose and mouth, or shaking hands with others.

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.

Consider staying 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 whether you can temporarily work from home.

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. If you are or are likely to be contagious, notify your manager as soon as possible. It may be possible or necessary for you to self-isolate by staying at home until you recover.

Seek medical advice promptly and follow the directions of your local health authority.

Leave and Flexibility

Statewide Group Training SA (Inc) 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.

Workers may make use of leave consistent with Statewide Group Training SA (Inc) leave policy, relevant industrial instruments, and the National Employment Standards (including access to unpaid leave).

Statewide Group Training SA (Inc) 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.

Notes

In carrying out the procedures listed below, Statewide Group Training SA (Inc) 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.

Statewide Group Training SA (Inc) may subsidise any reasonable medical expenses incurred by any workers directed by Statewide Group Training SA (Inc) to obtain medical clearance for the infectious disease before returning to work.

Statewide Group Training SA (Inc) may, at its discretion offer any staff member who is diagnosed with the infectious disease in question additional paid leave entitlements to cover any period the person is required to spend in quarantine or self-quarantine, presuming that person cannot carry out their duties remotely.

Where possible during an epidemic or pandemic, Statewide Group Training SA (Inc) will aim to provide workers with flexibility to work remotely and to attend medical appointments.



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Responsibilities

The **CEO** is responsible for:

Working closely with the WHS Manager to ensure our Leave and Workplace Health and Safety policies are consistent with SA Government's directives in managing the pandemic.

Assess the organisation's vulnerabilities, in the light of the epidemic or pandemic, to:
Statewide Group Training SA (Inc) own human resources
Statewide Group Training SA (Inc) 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

Supervisors/Managers are responsible for:

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

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

The **WHS Manager** is responsible for:

Working with the CEO on the preparation of a comprehensive epidemic plan
Advising the CEO on when epidemic procedures should be activated
Familiarising staff with recommended procedures regarding epidemic avoidance
Working with all sectors of the organisation to identify mission-critical staff and functions

Procedures

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

Events

The CEO, with the advice of the WHS 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.

Work procedures

The CEO, with the advice of the WHS 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.



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The CEO, with the advice of the WHS 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/ Annual Leave.

The CEO, with the advice of the WHS Manager, may require any member of staff to provide satisfactory evidence that they are fit to return to work.

Contractors and suppliers

The CEO, with the advice of the WHS 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.

Health Messaging

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

Employees are encouraged to check current health alerts when considering, planning or embarking on any overseas travel.

Useful links for up-to-date information include.

SA Health

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/protecting+public+health/alerts/health+alerts>

Department of Health

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

Smarttraveller

<https://www.smarttraveller.gov.au/news-and-updates/coronavirus-covid-19>

World Health Organisation

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

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DESIGNATION:

CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 8TH MAY 2024