

## Policy & Procedure – Epidemic/Pandemic

### 1. Introduction

- 1.1 ATC Work Smart Inc. and Corporate First Aid Australia (**the Company**) is committed to promoting a healthy and productive work environment. Preventing the spread of illnesses and diseases requires the cooperation of everyone at the workplace.
- 1.2 To protect its clients, employees, volunteers, and the general public from the risks posed illnesses and diseases, the Company has developed this Policy to be followed in the event of an epidemic or pandemic.
- 1.3 In addition to this Policy, the Company and its Workers will be required to comply with all directions from authorised public health officers and recognised medical authorities in relation to an epidemic/pandemic.

### 2. Scope and Purpose

- 2.1 This Policy applies to all employees, agents, volunteers and contractors of the Company (**Workers**), as well as any other people authorised by the Company to attend on its property (**Visitors**).
- 2.2 The purpose of this Policy is to outline the strategies and actions that the Company will take to prevent the transmission of infectious diseases that are epidemics or pandemics, and control the transmission of infectious diseases.
- 2.3 This Policy is focused on infectious diseases that are declared to be an Epidemic/Pandemic.

### 3. Definitions

- 3.1 **Infectious Disease** means a disease caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi that can be spread, directly or indirectly, from one person to another.
- 3.2 **Manager** means any person occupying a supervisory role or a position, which is directly or indirectly responsible for supervision and management of staff.
- 3.3 **Epidemic** means the rapid spread of an Infectious Disease affecting many persons at the same time, and spreading from person to person in a locality where the disease is not permanently prevalent, within a short amount of time.
- 3.4 **Pandemic** means an epidemic that has spread over several countries or continents, usually affecting a large number of people, that is formally declared by the World Health Organisation.

### 4. Company Commitment

- 4.1 In the event of an epidemic/pandemic, the Company will, as far as possible:
  - 4.1.1 assist its clients, Workers, and Visitors to minimise their exposure to the illness concerned;

- 4.1.2 encourage and assist those who have reason to believe that they are at risk of contracting the epidemic/pandemic to obtain a diagnosis;
- 4.1.3 support Workers and clients to take reasonable precautions to prevent infection or contagion;
- 4.1.4 maintain its services and operations throughout the period of concern.

## 5. Worker Responsibilities

5.1 In the event of an Infectious Disease being declared an epidemic/pandemic, the Company requires people covered by this Policy to take the following precautions:

- 5.1.1 regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water;
- 5.1.2 maintain at least a 1.5 metre distance between yourself and anyone who is coughing or sneezing;
- 5.1.3 avoid touching your eyes, nose and mouth, or shaking hands with others;
- 5.1.4 follow good hygiene, and encourage others to do the same. (i.e. covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, and disposing of used tissues immediately.);
- 5.1.5 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 it is possible and practical for you to temporarily work from home;
- 5.1.6 stay informed of the latest news on the epidemic/pandemic and the risk factors associated (i.e. cities or local areas where the pandemic or epidemic is spreading widely, how the Infectious Disease is transmittable).
- 5.1.7 if possible, avoid traveling to places, particularly by public transport, train, or airplane;
- 5.1.8 if you are, or have reason to believe you may be contagious, notify your Manager as soon as possible.
- 5.1.9 if possible or necessary, you should self-isolate for the appropriate period as advised by Commonwealth Government authorities (i.e. by staying at home until you recover);
- 5.1.10 seek medical advice promptly and follow the directions of your local health authority.

## 6. Leave and Flexible Working

- 6.1.1 The Company recognises that staff or employees may request or require paid and unpaid personal/carer's leave, annual leave, and other forms of leave when they are unwell, at risk of or vulnerable to infection, and at risk of infecting others.
- 6.1.2 Workers may make use of leave consistent with the relevant industrial instruments and the National Employment Standards (including access to unpaid leave).
- 6.1.3 The Company 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 to work remotely.

## 7. Responsibilities & Procedure

7.1 In carrying out the procedures listed below, the Company 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.

7.2 The Chief Executive Officer (CEO) is responsible for:

7.2.1 nominating an Epidemic Officer (the CEO may assume this role).

7.2.1.1 The normal expectation will be that the Workplace Health and Safety Officer shall be appointed as Epidemic Officer, but the CEO may do otherwise if they see fit.

7.2.2 ensuring that the Company's approach to workplace health and safety is consistent with the intention of the Epidemic Policy;

7.2.3 assessing the Company's vulnerabilities stemming from the epidemic/pandemic, with respect to the Company's Workers and suppliers of goods and services;

7.2.4 in the event of an epidemic/pandemic;

7.2.4.1 giving notice to Workers, clients, and any persons likely to be affected that Epidemic/Pandemic procedures are in effect;

7.2.4.2 bringing into operation the epidemic/pandemic management procedures specified below at clause 8; and

7.2.4.3 instituting any administrative measures necessary to reduce the impact of the any identified vulnerabilities

7.2.5 Managers are responsible for ensuring that Workers are aware of any epidemic/pandemic procedures in effect at any time.

7.3 All Workers are responsible for:

7.3.1 abiding by the epidemic/pandemic procedures specified below at clause 8, when informed by authorised staff that they are in effect;

7.3.2 taking reasonable care for their own health and safety; and

7.3.3 taking reasonable care to ensure their actions or omissions do not adversely affect the health and safety of others.

7.4 The Epidemic Officer is responsible for:

7.4.1 working with the CEO on the preparation of a comprehensive epidemic/pandemic plan;

7.4.2 advising the CEO and the Board on when epidemic/pandemic procedures should be activated;

7.4.3 familiarising staff with recommended procedures regarding epidemic/pandemic avoidance; and

7.4.4 working with all sectors of the organisation to identify critical staff and functions, and developing plans to ensure continuity of business.

## 8. Procedure

8.1 If the CEO gives notice that epidemic/pandemic procedures are in effect, the following procedures apply:

Procedure	
<b>Events</b>	The CEO, with input from the Epidemic Officer, will consider on a continuing basis whether any events involving the attendance of Workers or members of the public should be changed, rescheduled, or cancelled to minimise the risk of infection, and act accordingly.
<b>Work procedures</b>	<p>The CEO with input from the Epidemic Officer:</p> <ul style="list-style-type: none"> <li>• will consider on a continuing basis whether: <ul style="list-style-type: none"> <li>○ it is necessary or appropriate for Workers to work from home;</li> <li>○ Worker travel (or other activities that may cause them to come into contact with other people in Australia or overseas) should be modified or terminated; and</li> <li>○ arrangements for Workers who work with clients or the public should be modified to minimise risks for all parties; and</li> </ul> </li> <li>• may require any Worker to: <ul style="list-style-type: none"> <li>○ not attend the workplace, and/or to work from home, or, if this is not feasible or appropriate, to take Personal Leave/ Annual Leave;</li> <li>○ provide satisfactory evidence that they are fit to return to work.</li> </ul> </li> </ul>

## 9. Breach of this Policy

9.1 Any Worker who is found to have breached this Policy may be subject to disciplinary action.

9.2 All employees are encouraged to talk to their Manager or the CEO if they have any questions or are unsure about any aspect of this policy.