

Epidemic/Pandemic Procedures

Responsibilities

The **CEO** is responsible for:

- ensuring that a robust and comprehensive Epidemic/Pandemic Plan is in place and reviewed annually. The Plan should provide instructions for what to do if a community outbreak, epidemic or pandemic is declared, as well as what to do should a case or outbreak occur at a PI property,
- ensuring that the organisation's Leave Policy and Workplace Health and Safety Policy are consistent with the intention of the Epidemic Policy,
- assessing PI's vulnerabilities and risks, in the light of the epidemic or pandemic, and
- appointing an Epidemic/Pandemic Officer (usually the Operations Manager) as the key point of contact for procedural advice around epidemic/ pandemic processes in PI's residential facilities.

The **Epidemic Officer (Operations Manager)** is responsible for:

- working with the CEO on the preparation of a comprehensive Epidemic/Pandemic Plan for PI's residential properties to be reviewed annually,
- advising the CEO when epidemic procedures should be activated,
- with the CEO, identifying mission-critical staff and functions,
- giving notice to staff, residents, family/carers and any persons likely to be affected, that epidemic or pandemic procedures are in effect, and
- bringing into operation the epidemic or pandemic plan for PI residential properties.

Staff members are responsible for:

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

Processes

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

Events

- The CEO, with the advice of the Epidemic Officer, 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.

Staff Procedures

The **CEO**, with the advice of the Epidemic Officer will:

- issue appropriate instructions to ensure all government directives dealing with epidemic practices are put into effect.
- in addition, consider on a continuing basis:
 - whether it is necessary or appropriate for nominated staff to work from home.



- modifying or terminating work activities that may cause a staff member to encounter potentially infected individuals,
- for staff who work with residents, modify work arrangements to minimise risk of infection for all parties,
- whether any member of staff should not attend the workplace, and/or work from home, and if this is not feasible or appropriate, to take paid Epidemic Leave/Personal Leave/Annual Leave or an absence,
- if staff are required to be appropriately vaccinated to protect other employees, residents, or members of the public, and
- If staff must provide satisfactory evidence to demonstrate they are fit to return to work.

Residential Procedures

In the event of a confirmed case at any of PI's residential properties:

The **Epidemic Officer (Operations Manager)** will:

- activate the current Epidemic/Pandemic Plan at the impacted location,
- if necessary, modify the existing plan based on the current ACT Health directives and mandates for residential properties where people with a disability reside, and
- fulfil all reporting functions as required by ACT Health and the NDIA.

The **Operations Coordinator** will:

- communicate with the impacted resident and all other residents at that property about the plan that will be actioned,
- communicate with the family/carers of all residents at the specific PI property about the plan being actioned,
- ensure adequate stocks of PPE equipment and hand sanitisers are at the location.
- ensure all necessary signage is erected at each location,
- ensure a PPE Donning and Doffing Station is in place if required,
- ensure the LIRC is familiar with Donning and doffing procedures,
- work with the LIRC to ensure that any individual in mandated or voluntary isolation at the property receives all necessary food and meals and feels connected to the PI community throughout the isolation period,
- advise the Epidemic Officer and CEO when the plan has run its course and operations return to normal, and
- communicate with all residents and family/carers when the plan has run its course, and operations return to normal.

The **LIRC** will:

- take all necessary hygiene measures to minimise the risk of themselves and any of their family members living at the property becoming contaminated with the illness, such as mask wearing and wearing gloves.
- ensure that the House 1 common area and the common area in the house the affected resident lives in undergoes a deep clean,
- offer the option to all residents to have their meals and food delivered to them until the impacted resident is no longer contagious, and
- complete all directives as instructed by the OC.

Vaccinations

- The CEO, with the advice of the Epidemic Officer, will consider whether the best medical advice supports requiring employees to provide information that they have received appropriate vaccinations.
- PI will consult with staff regarding the circumstances and scope of any such requirement.
- PI will wherever feasible allow appropriate medical exemptions to any such requirement.
- PI will treat all information about a staff member's vaccination as confidential and only shared on a need-to-know basis.
- The CEO, with the advice of the Epidemic Officer, will consider whether the protection of staff, clients, and contractors from infection may require that restrictions be placed on unvaccinated persons accessing the premises.

Contractors and suppliers

- The CEO, with the advice of the Epidemic Officer, 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 Operations Coordinator and LIRC shall familiarise residents, family/carers and others, as relevant, with recommended procedures on epidemic avoidance guidelines (e.g., handwashing, soap, etc) as appropriate.

Related Documents

- ACT Health [Be prepared to stay well this winter | Health \(act.gov.au\)](https://www.act.gov.au/health) A
- ACT Health [Guidance on Acute Respiratory Illnesses - for People with Disability and Disability Settings Disability - COVID-19 \(act.gov.au\)](https://www.act.gov.au/health)

Authorisation

PI CEO, Dianne O'Hara