



St John's Crisis Centre

"A hand up"

Policy Number: 1

Version: 1

Drafted by: Rosemary Power RN (Monday 16/3/20)

Approved by Board on:

Responsible person: Di Kozik Manager

Scheduled review date:

1. Introduction:

From time to time infectious diseases develop into epidemics or pandemics, and create increased risks for the community. These occasions require specific policies targeted at the particular disease in question and general efforts at preparedness.

- 1.1 St John's Crisis Centre wishes as far as possible to protect its clients, its staff, its volunteers, and the general public from infection or contagion by epidemics and/or pandemics.
- 1.2 St John's Crisis Centre will facilitate, through its policies and procedures, strategies designed to reduce risks to its clients, its staff, its volunteers, and the general public
- 1.3 St John's Crisis Centre will comply with all directions from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.

2. Purpose

The purpose of this policy is to outline the strategies and actions that St John's Crisis Centre intends to take to prevent the transmission of infectious diseases that are 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.

3. Scope

3.1 This policy applies to:

Employees Directors Officers Contractors (plus employees) Volunteers Suppliers Consultants



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4.1 St John's Crisis 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, St John's Crisis Centre will, as far as possible:

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

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

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

4.24 Provide standard precautions such as ppe personal protective equipment (e.g. masks, soap, alcohol based hand sanitiser, disposable plastic gowns, gloves, goggles) and Use St John's spill kit/s as necessary.

(Please refer to St John's Welfare and Community Nurse (9am-1pm Mon-Fri who will provide direction regarding this course of action).

4.25 Maintain its services and operations throughout the period of concern – this objective will depend on the directions of Government health authorities.

5 Leave and flexibility

5.1 St John's Crisis 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 St John's Crisis Centre leave policy, relevant industrial instruments and the National Employment Standards (including access to unpaid leave).

5.3 St John's Crisis 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. /3

Winner of the "Safer Suburbs Meritorious Award"

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6. Notes

In carrying out the procedures listed below, St John's Crisis Centre will be guided by the information and directions provided by local/state /commonwealth health authorities and the World Health Organisation, and occupational health and safety obligations.

7. Above and beyond provisions

Below is a list of provisions that go beyond the minimum and this may help your organisation (Crisis centre) Delete or include these provisions as appropriate for your organisation.

7.1 St John's Crisis Centre will/may subsidise any reasonable medical expenses incurred by any workers directed by (St John's Crisis Centre) to obtain medical clearance for the infectious disease before returning to work.

7.2 St John's Crisis Centre will/may at its discretion offer any staff member who is diagnosed with the Infectious disease in question additional paid (Epidemic Leave/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.

7.3 Where possible during an epidemic or pandemic, St John's Crisis Centre will aim to provide workers with flexibility to work remotely and to attend medical appointments.

8. Related Documents

8.1 Australian Health Management Plan for Pandemic Influenza (AHMPPI)

ACT – Australian Capital Territory

NSW – New South Wales

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NT - Northern Territory

Q'ld- Queensland

SA- South Australia

TAS- Tasmania

Vic - Victoria

WA- Western Australia.

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8.2 Trusted Information Sharing Network (TISN) for Critical Infrastructure Resilience: Template Pandemic Emergency Management Plan.

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9. 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 (Ch)
(Insert name of applicable industrial instrument).

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