Policy name	Pandemic Policy
Date last reviewed	July 2020
Scheduled review date	July 2021
Approved by	Board

Objective

From time to time infectious diseases develop into 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. Skyline wishes to be proactive and to model common sense in our approach to a pandemic situation. We are committed to ensuring the health and safety of our staff and students and to do our part to protect the environment in which they operate. To this end:

- Skyline Education Foundation Australia (Skyline) wishes as far as possible to protect its stakeholders including but not limited to students, alumni, staff, board, volunteers and the general public from infection or contagion by epidemics and/or pandemics.

- Skyline will facilitate strategies designed to reduce risks to its stakeholders and the general public.

- Skyline will comply with all directions from authorised public health officers and Government directives in relation to the pandemic.

- Skyline will review this policy in a timely manner according to new advice and best practice from government and medical directives.

Purpose

Skyline intends to be a responsible agency of the government framework for pandemic.
The purpose of this policy is to outline the strategies and actions that Skyline intends to take to prevent the transmission of infectious diseases that are pandemics, and control the transmission of infectious diseases when a case/s is identified.

Scope

This policy applies to:
- Employees
- Directors
- Officers
- Contractors and their employees
- Volunteers (students/alumni)
- Suppliers
- Consultants

Policy Statement

1.1   Skyline will as far as possible plan for and make advance preparations for the possibility that its operations will be affected by a pandemic.

1.2   In the event of a pandemic, Skyline will, as far as possible:
1.2.1   Assist its stakeholders, as relevant, to minimise their exposure to the illness concerned
1.2.2   Encourage and assist those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis

1.2.3 Support employees, volunteers, contractors and clients to take reasonable precautions to prevent infection or contagion including self quarantine in the event of flu like symptoms

1.2.4 Provide standard precautions such as personal protective equipment (eg. soap and alcohol hand rub)

1.2.5 Maintain its services and operations throughout the period of concern to the best of its ability.

1.3 In the event of a pandemic, Skyline will follow the precautions outlined by the relevant health authorities.

In carrying out the Pandemic Procedure listed below, Skyline will be guided by the information and directions provided by authorised public health authorities, the World Health Organisation and Government directives and Skyline's occupational health and safety obligations.

2. Related Documents

Australian Health Management Plan for Pandemic Influenza (AHMPPI)

Vic - Victoria

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

Legislation and Industrial Instruments

This policy and 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)

Procedure	Pandemic Procedure
Date last reviewed	March 2020
Scheduled review date	June 2020
Approved by	Board

Responsibilities

1.1 **The CEO** is responsible for:
- Acting as Pandemic Officer supported by the Workplace Health Safety Leader
- Ensuring that the organisation's Leave and Workplace Health and Safety policies are consistent with the intention of the Pandemic Policy
- Assessing the organisation's vulnerabilities, in the light of the epidemic or pandemic, to:
  - o Skyline's own human resources
  - o Skyline's suppliers of goods and services
- In the event of an epidemic or pandemic:
  - o Giving notice to staff, volunteers, clients, and any persons likely to be affected that pandemic procedures are in effect
  - o Bringing into operation the pandemic management procedures specified below
  - o Instituting any administrative measures necessary to reduce the impact of the vulnerabilities detailed above
  - o Being the key point of contact and communication for all media, staff and general inquiries about staff and students (volunteers)

1.2 **Employees/volunteers** are responsible for:
- Abiding by the pandemic procedures specified below, when informed by authorised staff that pandemic procedures are in effect

1.3 **The Pandemic Officer** is responsible for:
- The preparation of a comprehensive pandemic plan
- Advising 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 (see Template #3, "Identification of Mission Critical Functions" from Template Pandemic Emergency Management Plan)

1.   Procedures

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

1.1   Events
- The CEO, will consider on a continuing and case by case 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.

1.2   Work procedures
- The CEO, will consider on a continuing and case by case 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, limited or ceased
  - Arrangements for staff/volunteers who work with clients or the public should be modified to minimise risks for all parties
- The CEO may instruct 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 leave
- The CEO may require any member of staff to provide satisfactory evidence that they are fit to return to work.

1.3   Leave and Flexibility
- Skyline 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 Skyline's policy, relevant industrial instruments and the National Employment Standards (including access to unpaid leave)
- Skyline 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.

2   Contractors and suppliers
- The CEO, 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
- The CEO shall familiarise staff/volunteers and others, as relevant, with recommended procedures on epidemic avoidance guidelines (eg. handwashing, soap, alcohol rub) as appropriate
- The CEO will approve all formal related epidemic communications prior to issue
- The CEO will be the first point of contact for any inquiries from staff, students, parents or the media related to the pandemic.