

Pandemic Policy

1. Policy Statement

We all want to be able to come to work and be comfortable and safe in our surroundings. Community Accessibility is therefore strongly committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for its clients, employees, students, interns, contractors and volunteers (“team members”) in accordance with its duty of care and obligations under the Occupational Health and Safety (OHS) Act 2004 VIC and OHS Act 2000, No. 40 NSW.

This is particularly the case when an infectious disease develops into an epidemic or pandemic, and creates increased risks for our team members, and the wider community. For the sake of clarity, we note that in March 2020 the World Health Organisation (WHO) declared that Coronavirus (COVID-19) was a pandemic. The purposes of this policy is to set out Community Accessibility’s approach to health and safety within the workplace in relation to the outbreak of epidemics / pandemics.

2. Scope

This policy applies to all Community Accessibility employees, students, interns, volunteers and contractors.

3. Definitions

- **Team members:** as noted above, is all organisation employees, students, interns, volunteers, and contractors.
- **Workplace:** includes all attendances at all locations in which the team members are required to perform their official duties.
- **Epidemic:** a widespread occurrence of an infectious disease in a community at a particular time
- **Pandemic:** (of a disease) prevalent over a whole country or the world.

4. How this policy is enacted

4.1 Community Accessibility:

- a) Supports the rights of all team members to work in an environment that is, so far as is reasonably practicable, safe and without risks to health or safety.
- b) Is committed to partnering and consulting with all team members in relation to epidemics/pandemics to ensure the resolution of any occupational health and safety issues in line with government guidelines or relevant VIC health advice.
- c) Is committed to slowing the spread of epidemics/pandemics so that the most vulnerable members of our community are protected.

4.2 Community Accessibility leadership will:

- a) encourage and assist team members, with the provision of leave, that have reason to believe they have, or may have contracted the epidemic/pandemic, to obtain a diagnosis from a medical practitioner.
- b) support team members to take reasonable precautions to prevent contraction of the epidemic pandemic in the workplace.
- c) where appropriate, provide standard precautions such as personal protective equipment (e.g., hand sanitiser, soap, gloves etc.) appropriate and relevant to their respective roles.
- d) take reasonable steps to ensure, where appropriate, to continue operations as normal throughout the period of concern, provided this is in line with public health advice.
- e) ensure that any premises which are controlled by Community Accessibility are safe and without risk to health or safety.
- f) if required, organise OHS Committee and or Pandemic Committee meeting(s) to assist with identifying staff safety risks and identifying and implementing appropriate safety measures to respond accordingly.
- g) if required, consult and partner with relevant team members in relation to the organisational response to occupational health and safety issues raised by the epidemic/pandemic.

4.3 All Line Managers will:

- a) ensure they connect and communicate with their direct reports regarding working hours/days, outcomes, access to systems and information, communication(s) and check-in to monitor safety and wellbeing.
- b) be committed to the provision and maintenance of a healthy and safe workplace.
- c) consult and participate in the health and safety program.
- d) use risk identification, assessment and control principles to reach Community Accessibility health and safety objectives.
- e) ensure all workplaces and areas strictly adhere to social/physical distancing rules, guidelines recommended by government and health authorities. This may include limiting the number of staff in an office or common space and changing face-to-face appointments or meetings to online if directed, or where physical distancing cannot be maintained.

4.4 All Team Members must:

- a) take reasonable care for their own health and safety; including if/as required, strictly adhering to social/physical distancing rules, guidelines recommended by government and health authorities

- b) take reasonable care for the health and safety of fellow team members at the place of work and who may be affected by the team member's acts or omissions at work.
- c) take reasonable care for the health and safety of the clients and visitors to the workplace, or the place where the service is provided, some of whom may be identified as vulnerable members of our community, who may be affected by the team member's acts or omissions while at work.
- d) regularly and thoroughly clean their hands with an alcohol-based hand rub or wash them with soap and water, where possible; avoid touching their eyes, nose and mouth; and not shaking hands with others.
- e) cooperate with Community Accessibility and follow any of its directions, in so far as is necessary to enable compliance with any requirement under occupational health and safety laws and/or this policy.
- f) cover their mouth and nose with a tissue when they cough or sneeze and dispose of used tissues immediately. If they do not have a tissue, use their bent elbow.
- g) stay home if they feel unwell. If they are well enough to work but would like to minimise the risk of infecting others, ask their line manager whether they can temporarily work from home. The outcome of such requests is at the sole discretion of management, based on the operational needs of the business at the time. Understanding that, the business and team members needs will always try to be met either with a temporary work from home arrangement or the provision of paid or unpaid leave.
- h) notify their line manager immediately if they believe that they may have contracted the epidemic/pandemic, or have been in direct contact with someone that has contracted the epidemic/pandemic.
- i) seek medical advice promptly if they believe they have contracted the epidemic/pandemic and follow these directions.

4.5 Leave

- a) Subject to any applicable National Employment Standards and the applicable modern award being the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS), Community Accessibility will discuss leave options with an employee who:
 - (i) is unwell.
 - (ii) is unable to get to work for any reason (including in relation to travel restrictions).
 - (iii) is directed by Community Accessibility to obtain a medical certificate or not come into the workplace.
 - (iv) is required to self-isolate or be in quarantine.

- (v) when their ability to work from home and/or whether they would like to take annual leave, personal leave and/or unpaid leave for the period they are not able to carry out their regular duties.

4.6 Temporary work from home (WFH)/offsite

- a) Community Accessibility will genuinely consider all employee requests to WFH. the Organisation will review requests, approve and confirm in writing whether the request is accepted or not, understanding that, not all requests can be met due to the nature of the work and the inherent requirement of the business, at time facilities and equipment not available outside of the workplace will be required.

At any stage, Community Accessibility may direct one or more of its employees to work from home or off-site. The affected employees agree to follow any such direction, and when requested:

- (i) Provide daily/periodic updates to a specified person as to their current health and wellbeing;
- (ii) Remain contactable and available to undertake work as reasonably directed during the applicable period; and
- (iii) Perform tasks not ordinarily performed by the employee in the ordinary course of their duties, but which are reasonable, fall within their general skills and experience and can be undertaken remotely. For example, this may include lower priority administrative tasks, online learning and development activities etc.

4.7 Any breach of this policy by a team member may result in counselling and/or disciplinary action, including termination of employment or cessation of engagement.

4. Responsibilities

Chief Executive Officer	<ul style="list-style-type: none"> • Ensure management comply with this, Policy, legislation and obligations. • Provide support to Management in all decision making. • Ensure the health, safety and welfare of all team members by taking reasonable steps to: <ul style="list-style-type: none"> a. assist team members to reduce their exposure to the epidemic / pandemic; b. provide up to date government department health information in relation to the epidemic/pandemic, including symptoms, methods to avoid exposure etc.
Human Resources Manager	<ul style="list-style-type: none"> • In conjunction with the Executive, review and process all WFH applications. • Provide key OHS advice to staff regarding personal safety during the epidemic/pandemic. • Inform, and where appropriate train, all team members in relation to this policy and their health and safety obligations;

Managers	<ul style="list-style-type: none"> • Appropriately maintain operations where possible, whilst taking into account restrictions placed upon the site (e.g. social distancing).
Team Members	<ul style="list-style-type: none"> • Ensuring their own personal health and safety. • Take reasonable care for the health and safety of others in the workplace.

5. Legislation and References

Regulatory References	<ul style="list-style-type: none"> • Fair Work Act 2009 • National Employment Standards (NES) • SCHADS Award 2010 • OHS Act 2004 VIC • OHS Act 2000, No. 40 NSW
Organisational References	<ul style="list-style-type: none"> • Employment Contracts • OHS Committee (assemble if required) • Pandemic Committee (assemble if required)

6. Standards

Standards / Organisations addressed in Policy	<ul style="list-style-type: none"> • World Health Organisation (WHO)
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7. Authorisation

Approval date:	<ul style="list-style-type: none"> • 7th October 2021
Approval	<ul style="list-style-type: none"> • CEO
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