Policy/Procedure
Epidemics and Pandemics

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 disease in question and general efforts at preparedness.

- The CMTO's highest priority is to protect its students, trainers, staff, volunteers, and the general public from infection or contagion by epidemics and/or pandemics.
- The CMTO will facilitate risk management strategies and treatments designed to reduce risks to our students, trainers, staff, volunteers, and the general public.
- The CMTO will comply with all directions from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.
- The CMTO will consult with their stakeholders and provide support to stakeholders in their efforts to respond to any epidemic/pandemic.

Purpose

The purpose of this policy is to outline the strategies and actions that the CMTO will take to prevent the transmission, within the workplace, of infectious diseases that are epidemics or pandemics, and to control transmission if infection occurs.

For the purpose of this policy, Epidemics and pandemics are declared by the Australian Federal or State Government and/or the World Health Organisation.

Scope

This policy applies to the following stakeholders:

Staff	Trainers	Board	Contractors	Students	Stations	Consultants
✔	✔	✔	✔	✔	✔	✔

1. Policy

1.1   CMTO 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.

In the event of an epidemic or pandemic, the CMTO will, as far as possible:

1.2   Assist its students, staff, trainers, stations and others, as relevant, to minimise their exposure to the illness.

1.3   Encourage and assist stakeholders who have reason to believe that they are at risk of contracting the illness, to obtain a diagnosis.

1.4   Support stakeholders to take reasonable precautions to prevent infection or contagion.

1.5   Communicate government issued advice and offer recommended precautions.

1.6   Maintain services and operations within government guidelines.

In the event of a declared epidemic or pandemic, CMTO requires people covered by this Policy to follow guidelines provided by the CMTO and/or the regulatory authorities including but not limited to:

1.7   If you feel unwell, contact the CMTO to make appropriate arrangements for work or training.

1.8   If you are or are likely to be contagious, notify the CEO as soon as possible

1.9   Seek medical advice promptly and follow the directions of your local health authority.

Leave and Flexibility

1.10   The CMTO recognises that staff may request or require paid and/or unpaid leave during and epidemic or pandemic.

1.11   Workers may make use of leave consistent with CMTO's **POLPRO 39 Staff Leave Policy** and **POLPRO 40 Staff Flexible Working Arrangements**, as well as relevant industrial instruments and the National Employment Standards (including access to unpaid leave).

1.12 The CMTO may, at its discretion, direct those affected or reasonably at risk of being affected by a pandemic or epidemic, to remain away from the workplace or work remotely.

Notes

In carrying out the procedures listed below, The CMTO will be guided by the information and directions provided by state and federal governments, local health authorities and the World Health Organisation, and its workplace health and safety obligations.

Above and beyond provisions

1.13 During an epidemic or pandemic, the CMTO may, at its discretion, offer additional paid Sick Leave or Personal Leave

1.14 Where possible during an epidemic or pandemic, CMTO will aim to provide workers with flexibility to work remotely and to attend medical appointments.

Related Documents

Australian Health Management Plan for Pandemic Influenza (AHMPPI)

ACT - Australian Capital Territory
NSW - New South Wales
NT - Northern Territory
QLD - Queensland
SA - South Australia
TAS - Tasmania
VIC - Victoria
WA - Western Australia

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

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* (Cth)

CMTO Policies and Procedures

- POLPRO 39 Staff Leave Policy
- POLPRO 40 Staff Flexible Working Arrangements
- POLPRO 43 CMTO Risk Management

2. Procedure

2.2 Responsibilities

The **CEO** is responsible for:

- Ensuring that the organisation's Leave and Workplace Health and Safety policies are consistent with the intention of the Epidemics and Pandemics Policy.
- Implementing communication protocols that support stakeholders and provide clear, concise and non-alarmist information.
- Assessing the organisation's vulnerabilities.
- Implementing the epidemic/pandemic policy and supporting stakeholders.

The **Compliance Officer** is responsible for:

- Working with the CEO on the preparation of a comprehensive epidemic/pandemic plan
- Advising the CEO on when epidemic procedures should be activated
- Familiarising staff with recommended procedures regarding epidemic/pandemic avoidance
- Working with all sectors of the organisation to identify mission-critical staff and functions

Supervisors/managers are responsible for:

- Ensuring that staff and contractors are aware of the epidemic/pandemic procedures in effect at all times.

Employees are responsible for:

- Abiding by the epidemic/pandemic procedures and the directions from CMTO Management and Government authorities.

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

2.3 Work procedures

- The CEO, with the advice of the Compliance Officer, will amend work procedures in line with Government and Health authority guidelines and after consultation, with stakeholders. This may include, but is not limited to, changes to training venues, remote work guidelines and remote learning.
- The CEO, with the advice of the Compliance Officer, may require any member of staff to provide satisfactory evidence that they are fit to return to work.

2.4 Contractors and suppliers

- The CEO, with the advice of the Compliance 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.

2.5 Courses and Classes

- The Compliance Officer will create a Course Risk Assessment Matrix of all scheduled training activities.
- The CEO, Compliance Officer and Managers will meet to determine the risk level associated with delivery of training and decide on a plan of action for each course.
- The Risk Assessment Matrix will be reviewed by the Compliance Officer, CEO and Managers and updated recommendations will be developed for each course.
- The CMTO Website will be updated to reflect any changes in strategy.
- The Compliance Officer will create documentation to send out to stakeholders detailing how to safely return to normal delivery of courses.
- The Compliance Officer will monitor epidemic/pandemic trends and developments to ensure the CMTO are able to respond.

2.6 Events

- The CEO, with the advice of the Compliance 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 risk.