



Epidemic/Pandemic Policy

Policy number	WPHS 1	Version	2020/1.5
Drafted by	Cheryl Bollard	Approved by Board on	16 March 2020
Responsible person	Epidemic Officer	Scheduled review date	March 2021

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 The Heraldry & Genealogy Society of Canberra Inc (HAGSOC) wishes as far as possible to protect its clients, volunteers, and the general public from infection or contagion by epidemics and/or pandemics whilst on our premises or at HAGSOC sanctioned events.
- 1.2 HAGSOC will facilitate, through its policies and procedures, strategies designed to reduce risks to its members, its volunteers, and the general public whilst on our premises or at HAGSOC sanctioned events.
- 1.3 HAGSOC will comply with all directions from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.

2. Purpose

- 2.1 The purpose of this policy is to outline the strategies and actions HAGSOC 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:

Council	Volunteers	Members	Visitors
✓	✓	✓	✓

4. Policy

- 4.1 HAGSOC 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, HAGSOC will, as far as possible:
- Assist its volunteers, members and others, as relevant, to minimise their exposure to the illness concerned.
 - Encourage those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis.
 - Support volunteers and members to take reasonable precautions to prevent infection or contagion.
 - Maintain its services and operations throughout the period of concern.
- 4.3 In the event of an infectious disease being declared an epidemic or pandemic, HAGSOC requires people covered by this Policy to take the following precautions:
- Regularly and thoroughly clean your hands by washing them with soap and water or with an alcohol-based hand rub.
 - Maintain at least 1.5 metre (5 feet) distance between yourself and anyone who is coughing or sneezing.
 - Avoid touching your eyes, nose and mouth, or shaking hands with others.
 - Make sure you follow good hygiene and encourage others to do the same. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze and disposing of used tissues immediately.
 - Stay at home if you feel unwell
 - Keep up to date on the latest hotspots (cities or local areas where the pandemic or epidemic is spreading widely). If possible, avoid traveling to places - especially if you are more at risk.
 - If you are a volunteer at HAGSOC and are unwell or likely to be contagious, it may be necessary for you to self-isolate by staying at home until you recover. Please contact us as soon as possible so a replacement can be found.
 - Seek medical advice promptly and follow the directions of your local health authority.

5. Notes

In carrying out the procedures listed below, HAGSOC will be guided by the information and directions provided by local health authorities and the World Health Organisation, and its occupational health and safety obligations.

6. Related Documents

- 6.1 Australian Health Management Plan for Pandemic Influenza ([AHMPPI](#))
[ACT - Australian Capital Territory](#)
- 6.2 ACT Health Guidelines for COVID-19
<https://health.act.gov.au/public-health-alert/updated-information-about-covid-19>

- 6.3 Trusted Information Sharing Network (TISN) for Critical Infrastructure Resilience: [Template Pandemic Emergency Management Plan](#)

7. Legislation & Industrial Instruments

This policy & procedures are not intended to override any industrial instrument, contract, award or legislation.

- *Biosecurity Act 2015 (Commonwealth)*
- *Fair Work Act 2009 (Commonwealth)*
- *Fair Work Regulations 2009 (Commonwealth)*



Epidemic/Pandemic Procedure

Drafted by	Cheryl Bollard	Version	2020/1.5
Authorised person	Epidemic Officer	Approved on	16 Ma
		Scheduled review date	March 2021

1. Responsibilities

1.1 The **President** is responsible for:

- Nominating the Epidemic Officer. The normal expectation will be that the Volunteer Co-ordinator and/or Secretary shall be appointed as Epidemic Officer, but the President may override this if they see fit.
- Ensuring that the organisation's Workplace Health and Safety policies are consistent with the intention of the Epidemic Policy
- Assessing the organisation's vulnerabilities, in the light of the epidemic or pandemic, to:
 - HAGSOC's own human resources
 - HAGSOC's suppliers of goods and services
- In the event of an epidemic or pandemic,
 - Giving notice to volunteers, members and any persons likely to be affected that epidemic or pandemic procedures are in effect
 - Bringing into operation the epidemic or pandemic management procedures specified below
 - Instituting any administrative measures necessary to reduce the impact of the vulnerabilities detailed above

1.2 **Library Supervisors and SIG/SUG Co-ordinators** are responsible for:

- Ensuring that members and volunteers are aware of the epidemic procedures in effect at any time.

1.3 **Members, Volunteers and Visitors** are responsible for:

- Abiding by the epidemic procedures specified below, when informed by authorised staff that epidemic or pandemic procedures are in effect
- Notifying HAGSOC if they have tested positive for the pandemic/epidemic disease and have interacted with HAGSOC during the contagious or incubation period. The interaction may have been via a meeting, SIG/SUG, attending the Library or volunteering outside of Cook.

1.4 The **Epidemic Officer** is responsible for:

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

- Notifying members if they are exposed to a known instance of the pandemic/epidemic

2. Procedures

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

2.1 Events

- The President, with the advice of the Epidemic Officer, will consider on a continuing basis whether any HAGSOC events involving the attendance of members, volunteers or members of the public should be changed, rescheduled or cancelled to minimise the risk of infection.

2.2 Volunteer Duties

- The President, with the advice of the Epidemic Officer, will consider on a continuing basis whether:
 - it is necessary or appropriate for nominated volunteers to work from home.
 - arrangements for volunteers who work with members should be modified to minimise risks for all parties.
- The President, with the advice of the Epidemic Officer, may require any volunteer to provide satisfactory evidence that they are fit to return to volunteer duties.

2.3 Notification of Members

- In the case of HAGSOC being advised of someone at a HAGSOC event being diagnosed with the epidemic/pandemic disease, the Epidemic Officer will use attendance records to notify people who were at the same event of their potential exposure.

2.4 Contractors and suppliers

- The President, 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.

3. Health Messaging

- 3.1 The Epidemic Officer shall familiarise volunteers, members and others, as relevant, with recommended procedures on epidemic avoidance guidelines (e.g. handwashing, soap, sneezing policy) as appropriate.