

Epidemic/Pandemic Policy

Policy number	WHS01	Version	2021/1
Drafted by	Cheryl Bollard	Approved by Board on	16 March 2020
Responsible person	Co Epidemic Officers	Scheduled review date	March 2022

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 (Family History ACT) 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 Family History ACT sanctioned events.
- 1.2 Family History ACT 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 Family History ACT sanctioned events.
- 1.3 Family History ACT 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 Family History ACT 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 Family History ACT 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, Family History ACT 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, Family History ACT requires people covered by this Policy to take the following precautions:
- Regularly and thoroughly clean their 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 people
 - Avoid touching their eyes, nose and mouth, or shaking hands with others.
 - Make sure they follow good hygiene and encourage others to do the same. This means covering their mouth and nose with their bent elbow or tissue when they cough or sneeze and disposing of used tissues immediately.
 - Stay at home if they 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 they are a volunteer at Family History ACT 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 their local health authority.

5. Notes

In carrying out the procedures listed below, Family History ACT 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://www.covid19.act.gov.au/>
- 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)*