



Pandemic Response Procedure

1 Purpose

The purpose of this procedure is to outline the actions that SuniTAFE 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 procedure, 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.

2 Scope

This procedure applies to all employees, students, contractors, volunteers, suppliers and consultants of SuniTAFE.

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4 Definitions

ACRONYM / Term	Definition
CEO	Chief Executive Officer
Epidemic	An epidemic is a disease that affects a large number of people within a community, population, or region.
Infectious Disease	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.

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Pandemic	An epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people
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5 Actions

5.1 Responsibilities

5.1.1 The **CEO** is responsible for:

- a) Nominating an officer to manage the Institute’s Pandemic Response and be the key contact for issues and communications.
- b) Ensuring that the organisation's Leave and Workplace Health and Safety policies are consistent with the intention of the Pandemic Policy.
- c) Assessing the organisation's vulnerabilities, in the light of the epidemic or pandemic, to:
 - (i) staff
 - (ii) training delivery
 - (iii) business continuity
- d) In the event of an epidemic or pandemic:
 - (i) Following the official government advice and ensuring the official advice is implemented in the Institute’s response.
 - (ii) Communicating with staff, students, stakeholders, and any persons likely to be affected that epidemic or pandemic procedures are in effect
 - (iii) Bringing into operation the epidemic or pandemic management procedures specified below
 - (iv) Instituting any administrative measures necessary to reduce the impact of the vulnerabilities detailed above
 - (v) Formation of a Pandemic Response Group, led by the Pandemic Response Officer to ensure the implementation, monitoring and effective continuation of the Response Procedure.

5.1.2 **Supervisors/managers** are responsible for:

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- a) Ensuring that staff are aware of the epidemic procedures and comply with directives that may be in effect at any time;
- b) Monitor the wellbeing of staff and ensure that they have access to resources and support mechanisms;
- c) Construction of plan or process in respect to continuation of education delivery under pandemic conditions which could include remote delivery from main campus to student or alternative forms of delivery as required;
- d) Ensuring staff have adequate tools, facilities, accessibility and a safe working environment;
- e) If the response requires staff to work from home, managers should ensure that adequate tasks and responsibilities are allocated to ensure efficiencies and work continuity.
- f) Implementation of the measures directed by the CEO and Pandemic Response Officer.

5.1.3 **Employees** are responsible for:

- a) Abiding by the epidemic procedures specified below, when informed by authorised staff that epidemic or pandemic procedures are in effect;
- b) Working in collaboration with their supervisors to actively embrace and abide by agreed expectations.

5.1.4 The **Pandemic Response Officer** is responsible for:

- a) Working with the CEO on the preparation of a comprehensive response plan
- b) Advising the CEO on when procedures should be activated;
- c) Familiarising staff with recommended procedures regarding epidemic avoidance;
- d) Working with all sectors of the Institute to identify critical staff and functions as per Business Continuity Plan;
- e) Communicating regularly with staff, students and other stakeholders.
- f) Ensuring current Covid Safe Plans are published for each site

5.2 Implementation

- 5.2.1 The CEO, with the advice of the Pandemic Response Officer, will consider on a continuing basis whether:
- a) it is necessary or appropriate for nominated staff to work from home.

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- b) staff travel, (or other activities that may cause them to come into contact with other people in Australia or overseas) should be modified or terminated.
- c) arrangements for staff who work with clients or the public should be modified to minimise risks for all parties.

5.2.2 The CEO, with the advice of the Pandemic Response Officer, may require 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 Personal Leave/ Annual Leave.

5.2.3 The CEO, with the advice of the Pandemic Response Officer, may require any member of staff to provide satisfactory evidence that they are fit to return to work.

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

5.2.5 Business Continuity

- a) Ensure all relevant details within the SuniTAFE Business Continuity Plan and Departmental Plans are updated and the Plan is communicated to all relevant parties.
- b) All Departments will be required to conduct meetings and communications in respect to reviewing the current Business Continuity Plan and addressing the requirements of the situation being faced in order to address ongoing operations.
- c) Consider on a continuing basis whether arrangements with existing contractors and suppliers need to be modified or supplemented to ensure uninterrupted service delivery.
- d) Ongoing review and testing of Business Continuity Plan.

5.2.6 Health and Wellbeing

- a) All Departments responsible for stakeholder, safety, health and wellbeing to implement prevention and response mechanisms actions specifically designed to address the situation being faced.

5.2.7 Communications

- a) Ensuring clear and consistent communications are provided to staff and stakeholders through relevant communication channels as appropriate.

5.2.8 Online Delivery

- a) Business Managers assess the ability to continue training and engagement with students. Where appropriate, develop and implement specific plans adapted to individual cohorts.

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- b) Operational support departments to assist Business Managers in respect to resources and general administrative support.

5.2.9 Events and Travel

- a) Follow advice provided by Government Departments regarding travel and events.
- b) Cancel or postpone any non-essential travel and events, adapted to the level of emergency.
- c) For any planned or ongoing activities, travel and events, a risk assessment be undertaken.

5.2.10 Work from Home

- a) Identify if there is a need for staff to work from home to address the measures being taken in response to the specific event.
- b) Each Department to develop an action plan specific to department requirements to, where possible, continue their functionality from a home-environment.
- c) Ensure that wherever possible, staff working from home have access to Institute communications, online resources and videoconferencing. Ensure that staff have access to the physical resources required including a safe working environment, computer, phone and other resources generally available in the workplace.
- d) Given the work from home environment, it is essential to consider privacy and data security requirements.

5.3 Communications

- 5.3.1 The Pandemic Response Officer shall familiarise staff and student, as relevant, with recommended health and hygiene procedures on epidemic avoidance guidelines as appropriate.
- 5.3.2 The Pandemic Response Officer shall ensure that staff and students receive regular communications regarding the issue and the Institute's response and any directives.
- 5.3.3 Teachers are a critical contact point to ensure that students have relevant and correct messaging.
- 5.3.4 The CEO is responsible to ensure that appropriate groups are formed to implement each of the procedures and report ensure critical parts of the Business Continuity Plan.

6 Associated Documents

- Pandemic Policy

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7 References

This procedure and related policies are 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)
- Victorian Disability Services (NGO) Agreement 2019

8 Forms / Record Keeping

All records generated by this procedure should be listed and must state title, location, responsible officer and minimum retention period.			
Title	Location	Responsible Officer	Minimum Retention Period

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