

POLICY: EPIDEMICS AND PANDEMICS

RATIFIED BY THE BOARD ON: 13th OCTOBER 2020

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 Board of GulfFM's highest priority is to protect its presenters/volunteers, and the general public from infection or contagion by epidemics and/or pandemics.
- The Board of GulfFM will:
 - Facilitate risk management strategies designed to reduce risks to its presenters/volunteers and the general public.
 - Ensure that presenters/volunteers comply with all directions from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.

PURPOSE:

The purpose of this policy is to outline the strategies and actions that the Board of GulfFM 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:
Presenters/volunteers, visitors, contractors, general public.

1. POLICY:

1.1 The Board of GulfFM 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 Board of GulfFM will, as far as possible:

1.2 Assist its presenters/volunteers, as relevant, to minimise their exposure to the illness.

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

1.4 Support presenters/volunteers 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, The Board of GulfFM requires people covered by this Policy to follow guidelines provided by GulfFM and/or the regulatory authorities including but not limited to:

1.7 If you feel unwell, contact the Chairperson of GulfFM to make appropriate arrangements for your show or role.

1.8 If you are, or are likely to be contagious, notify the Chairperson of GulfFM 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 Board of GulfFM recognises that presenters/volunteers may request or require leave during an epidemic or pandemic.

1.11 The Board of GulfFM may, at its discretion, direct those affected or reasonably at risk of being affected by a pandemic or epidemic, to remain away from the station or work remotely.

NOTES:

In carrying out the procedures listed below, the Board of GulfFM 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:

1.12 Where possible during an epidemic or pandemic, the Board of GulfFM will aim to provide presenters/volunteers with flexibility to work remotely (eg from home).

2. PROCEDURES:

2.1 Responsibilities -

The Board of GulfFM is responsible for:

- Ensuring that GulfFM's Workplace Health and Safety policies are consistent with the intention of the Epidemics and Pandemics Policy.**
- Implementing communication protocols that support presenters/volunteers and provide clear, concise and non-alarmist information.**
- Assessing the organisation's vulnerabilities.**
- Implementing the epidemic/pandemic policy and supporting presenters/volunteers.**
- Working on the preparation of a comprehensive epidemic/pandemic plan.**
- Advising the presenters/volunteers on when epidemic procedures should be activated.**

- Familiarising presenters/volunteers with recommended procedures regarding epidemic/pandemic avoidance

The Board of GulfFM is responsible for:

- Ensuring that presenters/volunteers, visitors and contractors are aware of the epidemic/pandemic procedures in effect at all times.

Presenters/Volunteers are responsible for:

- Abiding by the epidemic/pandemic procedures and the directions from the Board of GulfFM and Government authorities.

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

2.2 Work procedures

- The GulfFM Board, may require any presenter/volunteer to provide satisfactory evidence that they are fit to return to work.
- The Board of GulfFM will create documentation to send out to presenters/volunteers detailing how to safely return to normal delivery of their shows and other roles.
- The Board of GulfFM will monitor epidemic/pandemic trends and developments and inform presenters/volunteers accordingly.

2.3 Events

- The Board of GulfFM will consider on a continuing basis whether any events involving the attendance of presenters/volunteers or members of the public should be changed, rescheduled or cancelled to minimise risk.