



*Central Highlands Association of Neighbourhood Houses*

# Epidemic/ Pandemic Policy

## Document Control

<b>Policy Title:</b>	Epidemic/Pandemic		
<b>Policy Number:</b>	MAN008	<b>Version Number:</b>	1
<b>Date Ratified:</b>	27.8.2020	<b>Review Date:</b>	August 2021

## Relevant standards, legislation and other documents:

- Incorporations Act
- Victorian Human Rights Charter
- DHHS Service Agreement Information Kit
- Biosecurity Act 2015
- Fair Work Act 2009
- Fair Work Regulations 2009

<b>Definitions:</b> (define key terms)	
CHANH	Central Highlands Association of Neighbourhood Houses
DHHS	Department of Health and Human Services
Members	Neighbourhood Houses (represented by managers and committees of management) funded by DHHS within the Central Highlands area
CoM	Individuals representing member houses in CHANH Committee of Management
Staff	Any person employed by CHANH or volunteering at CHANH
Executive Team	CHANH President, Vice President, Treasurer and Secretary

**Central Highlands Association of Neighbourhood Houses**

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## Policy Declaration

CHANH is committed to providing a safe and supportive environment for staff and members during periods where infectious disease has been declared an epidemic or pandemic. CHANH will comply with directions by the state and federal government to reduce risk, whilst providing support and leadership to the CHNAH Members.

### **Purpose:**

The purpose of this policy is to outline the actions CHANH will take in the event of an epidemic or pandemic.

### **Owner:**

This policy is the responsibility of the Executive Team and must be ratified by the CoM.

### **Application:**

This policy applies to all CHANH staff, with implication for CHANH members.

## Policy Rationale

In the event of an epidemic or pandemic CHANH will:

- Stay abreast of and comply with guidance provided by government authorities, including but not limited to health and hygiene advice, restricting activities and processes for managing infection.
- Provide flexible arrangements to staff to support their ability to comply with government guidance, including adjusting working arrangements as necessary.
- Implement CHANH Business Continuity Plan, including conducting assessment of activities and adapting priorities.
- Engage with members to ensure they have the appropriate resources and documentation in place to be compliant and responsible during the epidemic or pandemic.
- Implement communications initiatives to provide increased support to members as required, including but not limited to social media activities (i.e. ZOOM meetings or Facebook Groups), newsletters and phone calls.
- Support staff who are or a suspected of being infected to act under the guidance of the health authorities, including seeking medical advice, isolating and implementing paid or unpaid leave.
- Seek information and or resourcing to support the CHANH membership to adjust and respond to the situation.

## Procedures

In the event of an epidemic or pandemic the Network Manager will:

- Monitor and implement government advice
- Implement CHANH Business Continuity Plan
- Monitor the changing landscape to support members to access support, resources and information as available

## Related Organisational Policies and Procedures:

- Business Continuity Plan
- Safe Workplace Policy
- Risk Management Policy and Register

## Responsibilities

### Executive Team:

- To implement and monitor policy

### Members:

- To be informed of the Policy Development Policy
- To participate in policy reviews as required

### Staff:

- Implementation of policy, as outlined in position descriptions
- Participation in policy review as required

## Breach of Policy

A breach of this policy may result in disciplinary action up to and including termination of employment.