

Epidemic/ Pandemic Policy

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 Laneway Learning wishes as far as possible to protect our community, teachers and attendees, staff, volunteers, and the general public from infection or contagion by epidemics and/or pandemics.
- 1.2 Laneway Learning will facilitate, through its policies and procedures, strategies designed to reduce risks to its clients, its staff, its volunteers, and the general public.
- 1.3 Laneway Learning will comply with all directions from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.

2. Purpose

The purpose of this policy is to outline the strategies and actions that Laneway Learning 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.

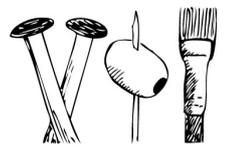
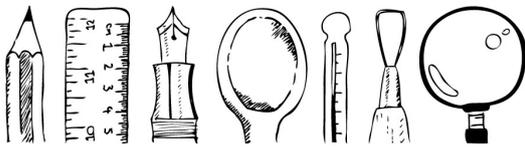
For the purpose of this policy, infectious diseases mean diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another. This policy is focused on infectious diseases that are declared to be an epidemic or pandemic.

3. Scope

Employees	Directors	Teachers	Volunteers	Suppliers
✓	✓	✓	✓	✓

4. Policy

- 4.1 Laneway Learning as far as possible plan for and make advance preparations for the possibility that its operations will be affected by an epidemic or pandemic. Laneway Learning will strive to be informed of any official communication national or international and follow federal and local recommendations and guidance.



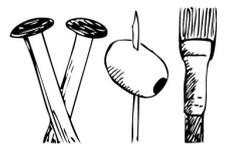
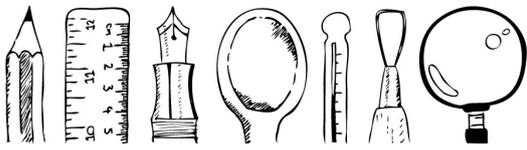
4.2 In the event of an epidemic or pandemic, Laneway Learning will, as far as possible, implement the following measures:

Safety measures:

- Limit attendance to 9 participants per class to facilitate a safe social distance of 1.5m and 4sqm per person limit.
- Assist its clients, staff, volunteers and others, as relevant, to minimise their exposure to the illness concerned.
 - Hand sanitizer in all venues
 - Extra cleaning services
 - Antibacterial wipe of all furniture after each class
 - Minimal share of materials
 - Cancelling classes with topics that might pose specific risks such as those with physical contact.
- Encourage and assist those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis and stay at home.
- Support employees, volunteers, contractors and clients to take reasonable precautions to prevent infection or contagion.
- Maintain its services and operations throughout the period of concern only when possible.

Precautionary measures for staff:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water for 20 seconds.
- Maintain at least 1.5 metre 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 home if you feel unwell. If you are well enough to work but would like to minimise the risk of infecting others, work from home as needed.
- 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 or are likely to be contagious, notify our manager as soon as possible. It may be possible or necessary for you to self-isolate by staying at home until you recover.
- Seek medical advice promptly and follow the directions of your local health authority.



4.3 Special cancellation and refund policy

- In the event of an epidemic or pandemic, Laneway Learning will waive its cancellation policy and refund or exchange class tickets under any condition.
- If a class has to be cancelled it will be rescheduled again as soon as it's safe and ticket holders will be able to keep their place or receive a refund.

5. Leave and Flexibility

- 5.1 Laneway Learning recognises that staff may request or require paid and unpaid leave when they are unwell, at risk of or vulnerable to infection, and at risk of infecting others.
- 5.2 Workers may make use of leave consistent with Laneway Learning leave policy, relevant industrial instruments and the National Employment Standards (including access to unpaid leave).
- 5.3 Laneway Learning may, at its discretion, direct those affected or reasonably at risk of being affected by the pandemic or epidemic, to remain away from the workplace or work remotely.

6. Notes

In carrying out the procedures listed below, Laneway Learning 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.

7. Related Documents

- Australian Health Management Plan for Pandemic Influenza ([AHMPPI](#))
- [Vic - Victoria](#)
- Trusted Information Sharing Network (TISN) for Critical Infrastructure Resilience: [Template Pandemic Emergency Management Plan](#)
- Government information: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

8. Legislation & Industrial Instruments

This policy & procedure is 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)*