

Policy Number	D.13
Policy Name	Pandemic
Version	002
Approved by the Board on	June 2023
Scheduled review date	June 2025

1. Policy

- 1.1. GBWA understands that 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.
- 1.2. GBWA wishes as far as possible to protect its volunteers, staff and the general public from infection or contagion by epidemics and/or pandemics and will develop strategies designed to reduce these risks
- 1.3. GBWA 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.
- 1.4. GBWA will comply with all directions from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.
- 1.5. In the event of an epidemic or pandemic, GBWA will, as far as possible:
 - 1.5.1. Assist its volunteers, staff and participants to minimise their exposure to the illness concerned.
 - 1.5.2. Support volunteers, staff and participants to take reasonable precautions to prevent infection or contagion and follow Public Health directives.
 - 1.5.3. Will meet its OHS obligations
 - 1.5.4. Maintain its services and operations throughout the period of concern.

2. People

- 2.1. The State Commissioner will be responsible to
 - 2.1.1. Support the RMO to implement GBA Policies and National and State Government legislation
- 2.2. The State RMO will be responsible to
 - 2.2.1. Liaise with GBA regarding their policies and procedures during the pandemic.
 - 2.2.2. Complete Risk Assessments and develop action plans to return to normal operations.
- 2.3. The Operations Manager will be responsible to
 - 2.3.1. Communicate updated policies and procedures, action plans and government requirements to all members as appropriate.
- 2.4. The Board Member – Governance will

- 2.4.1. review this Policy and Procedures as necessary and in light of any Pandemic.
- 2.4.2. Assist RMO to develop Policy and Procedure specific to Pandemic

3. Procedure

Once a Pandemic is declared the Board will be convened immediately, to discuss implications to GBWA.

3.1 Leave and Flexibility

- 3.1.1 GBWA 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.
- 3.1.2 Workers may make use of leave in discussion with the State Commissioner and consistent with contracts, relevant industrial instruments and the National Employment Standards (including access to unpaid leave).
- 3.1.3 GBWA may, at its discretion, direct those staff affected or reasonably at risk of being affected by the pandemic or epidemic, to remain away from the workplace or work remotely.

3.2 Company meetings once a Pandemic has been announced.

- 3.2.1 All Company meetings and planned events will stop while the Board considers the State Public Health requirements.
- 3.2.2 GBWA will prepare a plan for all companies to follow, this to be done in conjunction with their partner church policies and if appropriate the policies covering the venue they meet in.
- 3.2.3 Before continuing with company nights, Companies will complete a P2P outlining any increased requirements made due to Pandemic legislation.

3.3 State Events

- 3.3.1 All State Events will be reviewed by the Board in light of Pandemic restrictions.
- 3.3.2 The Board in consultation with the RMO, will decide which events may be held. A new P2P must be completed and approved before the event is held.

This policy & procedure is not intended to override any industrial instrument, contract, award or legislation.

Date of approval by the Board _____

Signature of State Commissioner _____

The Girls' Brigade Western Australia