

<b>5.29</b>	<b>INFECTIOUS DISEASES – CoVID-19</b>
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<b>Applies to:</b> Management Committee, Staff, Volunteers, Visitors	<b>Version: 1</b>
<b>Specific responsibility:</b> HECIS Co-Ordinator, Management Committee	<b>Date approved: Draft</b>
	<b>Next review date: TBA</b>

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

### POLICY STATEMENT

To outline the strategies and actions that HECIS is required to take to prevent the transmission of infectious disease CoVID-19 or control transmission of infectious disease CoVID-19 when a case/s is identified.

### PROCEDURES

HECIS has a responsibility to help manage infectious diseases in the workplaces (both HECIS and other workplaces utilised by Staff).

HECIS also has an important role to play in supporting the prevention and control of transmission of infectious diseases through:

- abiding by legislated requirements infectious disease notification
- supporting the personal hygiene routines of Staff, for example, provision of hand hygiene facilities
- ensuring procedures are in place to safely manage the handling of spills of blood and other body fluids or substances.
- Hand hygiene should also be promoted through the display of available resources
- Provision of soap and other hand hygiene consumables

HECIS should encourage staff to be appropriately vaccinated against preventable infectious diseases as per the *Australian Immunisation Handbook* recommendations for persons who work with children.

Good general hygiene remains the best defence against infection and Staff should be encouraged to regularly wash their hands and cover their nose and mouth if sneezing and coughing.

### Responsibilities of The HECIS Co-Ordinator

The HECIS Co-Ordinator will have primary responsibility for implementation of this this policy and shall:

- Identify Staff at a higher risk due to pre-existing health concerns
- Re-allocate caseload (temporary or otherwise) children to another staff member where an identified risk exists for them supporting a child/at a particular workplace
- Advise all HECIS Staff (and Management Committee) of any suspected or confirmed CoVID-19 cases at any HECIS workplace
- Advise Clients and CC Centres of suspected/confirmed cases of CoVID-19 amongst HECIS Staff

- Advise NSW Health of confirmed CoVID-19 infection amongst Staff
- Advise Safe Work NSW of confirmed CoVID-19 infection amongst Staff
- Advise closure of the HECIS Service should a confirmed CoVID-19 infection amongst Staff be identified
- Co-ordinate any suitable work-at-home options for Staff (where appropriate work is available)

**Responsibilities of The HECIS Management Committee**

The HECIS Management Committee shall have responsibility to close the HECIS Service should a confirmed case of CoVID-19 infection is identified.

**Responsibilities of staff /volunteers/ visitors**

All staff, volunteers and visitors are required to:

- report immediately if they are feeling unwell with any of the relevant symptoms of CoVID-19.
- Staff are to self isolate under medical supervision for 14 days and follow all recommendations of NSW Health

HECIS Staff absent from work due to infection of CoVID-19 (whether due to self isolation or other medical supervision) will be required to use applicable personal leave accrual and annual leave in need.

HECIS Staff unable to work due to HECIS closure due to CoVid-19 infection will be required to use applicable personal leave (where medical certificate is available) or annual leave accrual. Staff who have exhausted their available leave accrual shall be absent on LWOP.

**DOCUMENTATION**

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	HECIS WHS Manual

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1			
2			
3			
4			
5			