



Epidemic/Pandemic Policy

Adopted by The Committee of Management: 15/03 /2020

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

2. Purpose

- 2.1. The purpose of this policy is to outline the strategies and actions that Casey Radio [South Eastern Radio Association Incorporated] 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.
- 2.2. 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

- 3.1. This policy applies to:

Presenters	CoM members	Volunteers	Guests	Contractors
✓	✓	✓	✓	✓

4. Policy

- 4.1. Casey Radio 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, Casey Radio will, as far as possible:

- 4.2. Assist presenters, volunteers, members, and others, as relevant, to minimise their exposure to the illness concerned.
- 4.3. Encourage and assist those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis.
- 4.4. Support its presenters, volunteers and members, to take reasonable precautions to prevent infection or contagion.

- 4.5. Provide standard precautions including but not limited to hand sanitiser and disinfectant spray (for outside studio use).
- 4.6. Maintain its services and operations throughout the period of concern unless the Committee of Management sees fit to cease operations temporarily.

In the event of an infectious disease being declared an epidemic or pandemic, Casey Radio requires people covered by this Policy to take the following precautions:

- 4.7. Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
- 4.8. Maintain at least one-metre distance between yourself and anyone who is coughing or sneezing.
- 4.9. Avoid touching your eyes, nose and mouth, or shaking hands with others.
- 4.10. 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.
- 4.11. Stay at home if you feel unwell. Advise the Secretary of your decision. Contact details for the secretary is listed in section 8.
- 4.12. Keep up to date on the latest Federal and State Government health advice. If possible, avoid travelling to places - especially if you are more at risk.
- 4.13. If you are or are likely to be contagious, notify the President or Vice-President as soon as possible. It may be possible or necessary for you to self-isolate by staying at home until you recover.
- 4.14. Seek medical advice promptly and follow the directions of your local health authority.
- 4.15. Use your own microphone sock(s) while presenting your program. Remember to remove the sock once your program has finished. A handy reminder/note to prompt you to do this is advised.
- 4.16. Wipe down keyboards, mouses, bench spaces with an alcoholic wipe after used. Do not directly apply the wipes to any digital equipment.
- 4.17. Presenters must limit guests and interviewees from visiting the radio station until otherwise directed. The Committee of Management requests interviews, where possible, be conducted via a telephone call and not in person. If you require technical assistance, please speak to a member of the Committee of Management.

5. Leave and Flexibility

- 5.1. Casey Radio recognises presenters, volunteers and members, may request a leave of absence when they are unwell, at risk of or vulnerable to infection, and at risk of infecting others.
- 5.2. Presenters, volunteers, members who request a leave of absence are requested to leave directly with the the Secretary before doing so.

6. Notes

- 6.1. In carrying out the procedures listed in this document, Casey Radio will be guided by the information and directions provided by the State and Federal Governments, and its occupational health and safety obligations.
- 6.2. Casey Radio's Committee of Management will provide updates via email where appropriate on developments relating to coronavirus and how it will effect the operation of the organisation.

7. 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)

8. Contact information

Should you require further information or assistance, please contact:

Secretary : secretary@caseyradio.com.au