



A Co-educational Christian Day and Boarding School

Epidemic / Pandemic Policy

1. Introduction

We all want to be able to come to work, stay at work, and then leave work, all while comfortable and safe in our surroundings.

St Paul's College, Walla Walla therefore is strongly committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for its staff, students, and parents in accordance with its duty of care and obligations under applicable State-based occupational health and safety legislation.

This is particularly the case when an infectious disease develops into an epidemic or pandemic, and creates increased risks for our team members, and the wider community.

For the sake of clarity, we note that the World Health Organisation (**WHO**) declared in March 2020 that the coronavirus (COVID-19) was a pandemic.

2. Purpose

The purpose of this Policy is to set out St Paul's College's approach to health and safety within the workplace in relation to the outbreak of epidemics / pandemics.

3. Scope

This Policy applies to all staff.

In this Policy, "**workplace**" includes attendances at all locations in which the staff are required to perform their official duties.

4. Statement of commitment

St Paul's College:

- supports the rights of all staff to work in an environment that is, so far as is reasonably practicable, safe and without risks to health or safety;
- is committed to partnering and consulting with all staff members in relation to epidemics / pandemics to ensure the resolution of any occupational health and safety issues; and
- is committed to slowing the spread of epidemics / pandemics, in particular so that the most vulnerable members of our community are protected.



A Co-educational Christian Day and Boarding School

5. Roles and responsibilities

The College Board and Principal of St Paul's College are responsible for ensuring the health, safety and welfare of all team members by taking all reasonable steps to:

- assist its team members to reduce their exposure to the epidemic / pandemic;
- provide up-to-date Government Department health information in relation to the epidemic / pandemic, including relevant symptoms, methods to avoid exposure etc.;
- encourage and assist those team members that have reason to believe that they have, or may have, contracted the epidemic / pandemic, to obtain a diagnosis from a medical practitioner;
- support team members to take reasonable precautions to prevent contraction of the epidemic / pandemic;
- where appropriate - provide standard precautions such as personal protective equipment (e.g. hand sanitiser, soap, gloves etc.);
- where appropriate – continue to operate as normal throughout the period of concern; and
- ensure that any premises which are controlled by St Paul's College are safe and without risk to health or safety.

The Principal will:

- be committed to the provision and maintenance of a healthy and safe workplace;
- consult and participate in the health and safety program;
- use risk identification, assessment and control principles to reach St Paul's College's health and safety objectives;
- inform, and where appropriate train, all team members in relation to this Policy and their health and safety obligations; and
- participate in St Paul's College's inductions and implement all safety procedures.

Staff must:

- take reasonable care for their own health and safety;
- take reasonable care for the health and safety of people who are at the place of work and who may be affected by the team member's acts or omissions at work;
- regularly and thoroughly clean their hands with an alcohol-based hand rub or wash them with soap and water;

ST PAUL'S COLLEGE

WALLA WALLA, NSW



A Co-educational Christian Day and Boarding School

- where possible, avoid touching their eyes, nose and mouth, or shaking hands with others;
- cooperate with St Paul's College, and follow any of its directions, in so far as is necessary to enable compliance with any requirement under occupational health and safety laws and/or this Policy;
- cover their mouth and nose with a tissue when they cough or sneeze, and disposing of used tissues immediately. If they do not have a tissue, use their bent elbow;
- stay home if they feel unwell. If they are well enough to work but would like to minimise the risk of infecting others, ask their supervisor whether they can temporarily work from home;
- notify the Principal immediately if they believe that they may have contracted the epidemic / pandemic, or been in direct contact with someone that has contracted the epidemic / pandemic; and
- seek medical advice promptly if they believe they have contracted the epidemic / pandemic and follow these directions.

6. Leave

Subject to the National Employment Standards and any applicable Modern Award or Enterprise Agreement, St Paul's College will discuss with an employee that is:

- unwell;
- unable to get to work for any reason (including in relation to travel restrictions);
- directed by St Paul's College to obtain a medical certificate or not come into the workplace; and/or
- is required to self-isolate or be in quarantine,

their ability to work from home and/or whether they would like to take annual leave, personal leave and/or unpaid leave for the period they are not able to carry out their regular duties.

St Paul's College will genuinely consider any feedback from the employee and then make a determination as to next steps. The employee agrees to follow any determination made by St Paul's College.

We note that:

- subject to any applicable Modern Award or Enterprise Agreement, if an employee is directed to obtain a medical certificate by St Paul's College, but is otherwise feeling well, the employee will be paid for their normal working hours up until the test results are obtained; and
- this Policy takes precedent over any existing Leave Policy implemented by St Paul's College.

ST PAUL'S COLLEGE

WALLA WALLA, NSW



A Co-educational Christian Day and Boarding School

7. Work from home / off-site

St Paul's College will genuinely consider all employee requests to work from home, or from another location (away from the workplace) (**off-site**). St Paul's College will then confirm in writing whether the request is accepted or not.

At any stage, St Paul's College may direct one or more of its employees to work from home, or off-site. The affected employees agree to follow any such direction, and when requested:

- provide daily/periodic updates to a specified person as to their current health and wellbeing;
- remain contactable and available to undertake work as reasonably directed during the applicable period; and
- perform tasks not ordinarily performed by the employee in the ordinary course of their duties, but which are reasonable, fall within their general skills and experience and can be undertaken remotely. For example, this may include lower priority administrative tasks, online learning and development activities etc.

8. Dissemination of Policy

This Policy will be made available to all staff members

9. Breach

Any breach of this Policy by a staff member may result in counselling and/or disciplinary action, including termination of employment or cessation of engagement.

10. Review

This document will be reviewed annually or more frequently, if required, by the Principal in consultation with the College Board to ensure continued compliance with occupational health and safety legislation.

Approved by the College Board on:

4 May 2020