

INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE PLAN



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DOCUMENT CONTROL

Any changes to products, services, processes, procedures or legislative requirements are to be reflected in the infectious disease preparedness and response plan and the revision details are to be recorded below.

Document Control				
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This plan is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below.				
Amendment Record				
Version	Date	Context	Section	Summary of Amendments
1.0	Insert Date	To outline how to prevent, prepare and manage an outbreak of an infectious disease.	All	Original
The latest revision of this plan is on Insert Your Company's intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this plan is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.				
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1. INTRODUCTION

A systematic process must be in place to respond swiftly and effectively to any outbreak of an infectious disease. As such, the purpose of this plan is to:

- Prepare and facilitate a prompt, decisive, coordinated and appropriate response to an infectious disease outbreak.
- Provide control measures, processes and guidelines for all persons undertaking work on behalf of **Insert Your Company**.
- Provide guidance for controlling or limiting any negative effect that an actual or potential outbreak could have upon our workforce, clients, customers or members of the public.
- Provide a framework in which key persons can develop competencies to effectively respond to an outbreak.
- Outline responsive actions should a case or potential case of an infectious disease become evident.
- Provide a mechanism for assuring planning accuracy, relevance and the preparedness of key personnel.

This plan shall be deemed flexible based on a specific situation at the time and any immediate contextual decisions that may be required to be made by senior management.

2. SCOPE

This infectious disease preparedness and response plan is applicable to all areas and personnel under the direct control of **Insert Your Company**.

This plan is designed to direct, assist and guide **Insert Your Company** personnel to respond effectively to a potential or confirmed outbreak of an infectious disease, and return to normal operations in the earliest possible timeframe.

3. TERMS AND DEFINITIONS

Term	Definition
Epidemic	When a lot of people in one community get an infectious disease.
Exposure	To be subjected to a potential risk of infection through inhalation, ingestion, injection, skin contact or absorption.
Hazard	Any matter or event which has the potential to cause injury, illness or incident.
Infectious Disease	Disorders caused by pathogenic micro-organisms, such as bacteria, viruses, parasites or fungi that can be spread directly or indirectly from one individual to another.
Isolating	Separating sick people with a contagious disease from people who are not sick.
Outbreak	Occurrence of disease cases in excess of normal expectancy. Also relates to an epidemic.

Term	Definition
Pandemic	When there are multiple epidemics of the same disease in communities across the world.
Prepare	To make (something) ready for use or consideration to a future event.
Prevent	To stop or keep (something) from happening or arising.
Quarantining	Separating and restricting the movement of a person who was exposed to a contagious disease.
Recovery	The process by which an affected organization regains normal operations.
Response	A reaction to something.
Risk	The likelihood of a negative effect.
Social or Physical Distancing	A control measure to prevent the spread of a contagious disease by maintaining a physical distance (nominally 1.5 metres) between people or reducing the number of times people come into close contact with each other.
Virus	A sub-microscopic infectious agent that replicates inside the living cells of an organism.
Worker	An employee, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company who has been assigned to work, an apprentice or trainee or a student gaining work experience. May also be referred to as 'personnel'.

4. ROLES AND RESPONSIBILITIES

Managers are responsible for:

- The implementation of this plan and updating it as new information becomes available.
- Closely monitoring authoritative sources (e.g. Government Agencies, Department of Health, news media outlets — refer to the Government and Health Department Websites listed under section **11 References**) and communicating any information about any new control measures to eliminate or minimise risk of an infectious disease.
- The identification of infectious disease risks and the completion of risk assessments.
- Consulting with workers to identify infectious disease exposure hazards and the risks associated with the workplace and planned work.
- The implementation of appropriate infectious disease risk control measures (e.g. physical/social distancing, rescheduling breaks, work from home, etc.).
- Providing appropriate information in relation to an infectious disease to workers and any other persons associated with **Insert Your Company** work activities.

- When relevant, the display of appropriate infectious disease signage and information to inform workers (and other relevant persons) of safe work processes.
- Supplying and providing access to cleaning agents and personal protection equipment (PPE) to control the risks of exposure of an infectious disease.
- Ensuring that equipment, tools and other work items are as clean and hygienic as is reasonably practicable if exposed to an infectious disease risk.
- Immediately isolating any person who becomes ill with infectious disease symptoms.
- Arranging for an infected or potentially-infected person to be sent home and/or to gain access medical assistance.
- Informing any co-workers about any possible exposure to a confirmed infectious disease case (while also maintaining confidentiality where practicable).

Supervisors are responsible for:

- Ensuring that all new infectious disease hazards and risks are reported to management as a priority.
- Conducting inspections, reporting hazards and risks and arranging corrective and preventative actions to manage infectious disease risks.
- Monitoring infectious disease risk control measures, e.g. safe hygiene and physical/social distancing rules, etc.
- Monitoring equipment, tools and other work items for cleanliness and hygiene.
- Monitoring and reporting on any changing conditions within the workplace.

Workers are responsible for:

- Not attending work if they have been diagnosed with an infectious disease until they have been declared medically fit.
- Not attending work if they have been in close contact with someone with a confirmed case of an infectious disease.
- Not attending work if exhibiting any symptoms of infectious disease (e.g. fever, cough, sore throat, tiredness, shortness of breath, etc.).
- Immediately reporting to a company representative if experiencing any infectious disease symptoms.
- Wearing the recommended PPE (e.g. face mask, eye and face protection, protective clothing, etc.) if exposed to a risk of an infectious disease.
- Following all prescribed safety procedures and any other safety guidance information as submitted or advised.
- Informing management of any new developments, or lack thereof, with appropriate infectious disease risk control measures.
- Thoroughly washing their hands before eating, drinking or smoking.
- Ensuring that the condition of PPE is suitable for use and reporting unsuitable PPE.