


INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE PLAN



TABLE OF CONTENTS

1. INTRODUCTION	4
2. SCOPE	4
3. TERMS AND DEFINITIONS	4
4. ROLES AND RESPONSIBILITIES	5
5. PHASES OF INFECTIOUS DISEASE MANAGEMENT	7
5.1. Phase Overview	7
6. PREVENTION	7
7. PREPAREDNESS	8
7.1. Resources and Equipment	8
7.2. Hygiene and Health	8
7.3. Public Services	8
8. RESPONSE	9
8.1. Isolating and Quarantining	10
8.2. Training Abilities and Restrictions	10
9. RECOVERY	10
9.1. Debriefing Activities	10
10. FORMS REGISTER	11
11. REFERENCES	11

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.



The individual's plan is
It is the responsibility of the individual
A printed version of this plan is u
revision number in the field belo

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 outbreak or potential outbreak could have upon our workforce, clients, customers and members of the public.
- Provide a framework in which key persons can draw on their competencies to effectively respond to an outbreak.
- Outline responsive actions should a case or potential case of infection become evident.
- Provide a mechanism for assuring planning, readiness, reliability and the preparedness of key personnel.

This plan shall be deemed flexible based on specific situations and any immediate contextual decisions that may be required to be made by senior management.

2. SCOPE

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

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

3. TERMS AND DEFINITIONS

	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.
Incident	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.
Quarantining	Separating and restricting the movement of a person who was exposed to a contagious disease to help prevent it from spreading.
Recovery	The process by which an affected organization returns to normal operations.
Response	A reaction to something.
Risk	The likelihood of a negative event occurring.
Social or Physical Distancing	A control measure to prevent the spread of a contagious disease by maintaining a physical distance (minimally 1.5 metres) between people, reducing the number of times people come into contact with one another.
Virus	A sub-microscopic infectious agent that replicates inside the living cells of an organism.
Worker	An individual, contractor, subcontractor, an employee of a contractor or subcontractor, an employee of a labour-hire company who has been assigned to work, an apprentice or trainee, a student gaining work experience, or any other person who may be referred to as 'personnel'.

ROLES AND RESPONSIBILITIES

Management Responsibilities

- The organization must plan and updating it as new information becomes available from authoritative sources (e.g. Government Agencies, Health, news media outlets — refer to the Government and Health Websites listed under section **11 References**) and ensuring any information about any new control measures to eliminate the risk of an infectious disease.
- 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.
- Immediately isolating any person who becomes ill with infectious disease symptoms.
- Arranging for an infected or potentially-infected person to be sent home and to gain access to medical assistance.
- Informing any co-workers about any possible exposure and 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 on any risks and implementing corrective and preventative actions to manage infectious disease risks.
- Monitoring infectious disease risk control measures (e.g. safe hygiene and physical/social distancing, etc.).
- Monitoring equipment, tools and work areas for cleanliness and hygiene.
- Monitoring and reporting on any changes or conditions within the workplace.

Workers are responsible for:

- Not attending work if they have been diagnosed with an infectious disease until they have been deemed fit to return to work.
- Not attending work if they have been in close contact with someone with a confirmed case of an infectious disease.
- Not attending work if experiencing any symptoms of infectious disease (e.g. fever, cough, sore throat, tiredness, shortness of breath, etc.).
- Reporting to a company representative if experiencing any symptoms.
- Using recommended PPE (e.g. face mask, eye and face protection, gloves, etc.) if exposed to a risk of an infectious disease.
- Following prescribed safety procedures and any other safety guidance 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.