

# J-AIR EPIDEMIC/PANDEMIC POLICY 25 October 2021

## 1. Introduction

- 1.1 J-AIR wants to protect its clients, staff, volunteers and the public from infection or contagion by epidemics and pandemics.
- 1.2 J-AIR (and all its volunteers) will comply with all directions from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.

## 2. Purpose

For 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 (anyone who enters J-AIR facilities) presenters and their guests, employees, directors, officers, contractors, volunteers, suppliers and consultants.

## 4. Policy

- 4.1 J-AIR will plan and prepare for the possibility its operations will be affected by an epidemic or pandemic.
- 4.2 In an epidemic or pandemic, J-AIR will as far as possible:
  - 4.2.1 Help its clients, staff, volunteers and others to minimise their exposure.
  - 4.2.2 Support employees, volunteers, contractors and clients to take reasonable precautions to prevent infection or contagion.
  - 4.2.3 Provide standard precautions such as protective equipment (eg, masks, sanitisers and QR codes)
  - 4.2.4 Maintain its services and operations throughout the period of concern.
- 4.3 Once an infectious disease is declared an epidemic or pandemic, J-AIR requires those who enter J-AIR premises to take the following precautions before entry:
  - 4.3.1 Regularly and thoroughly clean their hands with an alcohol-based hand rub or wash their hands with soap and water
  - 4.3.2 Maintain at least 1.5 metres between themselves and others.
  - 4.3.3 Stay home if they feel unwell. If presenters are well enough to produce a program, discuss with J-AIR station management if they can work from home.
  - 4.3.4 Be double-vaccinated unless they have a medical certificate that states they are unable to be vaccinated for medical reasons. Vaccination certificates and medical certificates must be emailed to station management at least 2 days prior to attending J-AIR premises.
  - 4.3.5 If unable to be vaccinated for medical reasons, they can enter J-AIR premises if they have medical proof of being COVID-free for the previous 2 days. This

proof must be emailed to station management the day before attending J-AIR premises.

4.3.6 Presenters are responsible for checking their guests' health and vaccine status before attending J-AIR premises.

4.3.7 If presenters or their guests are or are likely to be contagious, ie:

- Have a cough, cold, fever or flu-like symptoms
- Have tested positive for COVID-19 or are awaiting test results
- Have been in contact with a person who has tested positive for COVID-19
- Have returned from overseas in the last 14 days,

they should notify J-AIR station management and leave the building immediately, go home and seek medical advice.

## 5. Leave and flexibility

5.1 J-AIR recognises that staff may require paid or unpaid leave when they are unwell, at risk of or vulnerable to infection, and at risk of infecting others.

5.2 Staff may make use of leave consistent with J-AIR leave policy, relevant industrial awards and the national employment standards (including access to unpaid leave).

5.3 J-AIR may, at its discretion, direct those affected or reasonably at risk of being affected by the pandemic or epidemic, to remain away from the workplace or work remotely until they are safe to return to J-AIR premises.

## 6. Notes

In carrying out this policy, J-AIR will be guided by the information and directions of local health authorities and its occupational health and safety obligations.

This policy may vary from time to time as circumstances require.

## 7. Related documents

7.1 Australian Health Management Plan for Pandemic Influenza ([AHMPPI](#))

[ACT - Australian Capital Territory](#)

[NSW - New South Wales](#)

[NT - Northern Territory](#)

[Qld - Queensland](#)

[SA - South Australia](#)

[Tas - Tasmania](#)

[Vic - Victoria](#)

[WA - Western Australia](#)

7.2 Trusted Information Sharing Network (TISN) for Critical Infrastructure Resilience: [Template Pandemic Emergency Management Plan](#)

## 8. Legislation and industrial awards

This policy (and 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)

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