

EP05 – INFECTIOUS DISEASE EMERGENCY PROCEDURE

Purpose

HOBART aims to protect the health, well-being and safety of our own staff, our customers and our stakeholders through compliance with all applicable laws, regulations, and guidance passed from the government and other regulatory agencies. This procedure will be enacted at such a time that an infectious disease emergency has been identified by either **HOBART**, the government, or other regulatory agencies.

Infectious Disease Types

Infectious diseases may include:

- Viruses, Bacteria, and other infectious diseases
 - I.e. SARS-Cov-2 / COVID-19
- Localised outbreak
- Regional or national epidemic
- Worldwide pandemic

Responsibilities and Procedures

- **HOBART** must keep up to date with any instructions, guidance materials, legislation, and any other recommendations as provided by the government and other regulatory agencies
- **HOBART** must ensure that all workers are advised of relevant requirements, as provided by the government and other regulatory agencies
- If a **Worker** has symptoms of an infectious disease, they must:
 - Isolate themselves, and remain at home, including working from home
 - Seek medical attention / ED, calling first to prevent infection spread
 - Alert management of their symptoms, and dates when symptoms occurred
 - Not attend aged care facilities, hospitals, or any other locations with 'at-risk' people, until approved by a medical health professional, and **HOBART**
 - Wear face masks, nitrile gloves, and any other recommended PPE, if leaving isolation for any reason
 - Not use public transport – use a personal vehicle, or take a taxi
- All **Workers** are responsible to follow instructions as provided by **HOBART**, all government requirements, and any other regulatory agencies

- All **Workers** must practice good hygiene to prevent spread and infection. This includes washing hands often with soap, using hand sanitiser
- All **Workers** must practice social distancing, where instructed by **HOBART**, the government, or other regulatory agencies, and avoid contact with other persons
- **Workers** that use devices to capture signatures, must sign on behalf of the customer
- **Workers** must confirm with site if the machine has been used to sanitise items used by people with confirmed cases of the infectious disease. If so, the machine should be run for 15 minutes empty, and any surfaces that may have been exposed to the infectious disease should be sanitised
- **Workers** must use any PPE required by site
- Any **Workers** that have travelled interstate or overseas recently, must advise **management**. This will be maintained in a register
- **Workers** may be required to self-isolate, where further isolation is necessary to prevent spread, or where a **Worker** is at higher risk of infection
- If **Workers** are required to self-isolate for any reason, this must be followed, as per guidance material provided by **HOBART**, the government, or other regulatory agencies
- If **Workers** are required to stay at home during this emergency, **HOBART** will ensure the worker has provisions to work from home – including office equipment such as laptop, monitor, mouse, keyboard, phone, and other items where not available at the home
- **Workers** who have had close contact with someone who has had a confirmed case of an infectious disease over the last 14 days, must alert their management, and must ensure they follow all recommendations including self-isolation
- **HOBART** will ensure all workers have access to the Flu Vaccine, and are encouraged to receive this. Compliance to this requirement will be maintained in a register
- **HOBART** will ensure that all workers have adequate space to work, so they are not in close proximity with other workers

Definitions

- **Close Contact**
 - A close contact is someone who has been face to face for at least 15 minutes, or been in the same closed space for at least 2 hours, as someone who has tested positive for the infectious disease when that person was infectious.