

Pandemic




"They have public health responsibilities but will support me if they can during a pandemic event."








Intent




We aim to manage risks to kaimahi/staff and clients during a pandemic. Our planning includes:



- how we will work with other services
- kaimahi roles and responsibilities
- how we will protect kaimahi and rangatahi from infection
- how we will communicate internally and externally with families, whānau and the wider community.

We are guided by public health requirements and by guidelines concerning the prevalence of disease and good practice responses.

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| | The Covid-19 Protection Framework sets requirements for managing through Covid-19. The plan below is subject to the Covid-19 Protection Framework . |
| | PREPARATION |
|  | Staff/kaimahi have an internal phone list to communicate and stay in touch. They keep their contact details updated. |

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|  | <p>Staff/kaimahi are familiar with our Disaster and emergency policy and procedures and are fit to undertake their responsibilities (eg first aid officer).</p> |
|  | <p>Kaimahi are encouraged to get vaccinated for Influenza and other contagious illnesses. If required by law or by the organisation, they must maintain their vaccination(s).</p> |
|  | <p>Information is visually displayed about hygiene and infection prevention practices in visitor and other high traffic areas and to inform people with symptoms of illness to re-schedule appointments.</p> |
|  | <p>The Staff at risk of illness policy is implemented if kaimahi are required to isolate because they either have a contagious illness (eg Covid-19) or are at high risk of contracting a contagious illness (eg household contact of person with Covid-19).</p> |
|  | <p>Kaimahi are informed and know that they must not come to work if sick. Likewise, rangatahi who are sick know they should not attend appointments or sessions.</p> |
|  | <p>Hygiene and cleaning routines are practised in compliance with Ministry of Health guidance (eg handwashing; cleaning of surfaces).</p> |
| <p>DURING A PANDEMIC</p> | |
|  | <p>We will comply with public health requirements and guidelines (see Covid19 policies).</p> <p>Management will coordinate activities including communication about the status and functioning of our workplace to:</p> <ul style="list-style-type: none"> • kaimahi • rangatahi |

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| | <ul style="list-style-type: none"> • related services and stakeholders. <p>Texts, emailing and cellphones will be used for communicating.</p> |
|  | <p>Management will evaluate and decide whether and the extent to which the organisation will provide a service having regard to:</p> <ul style="list-style-type: none"> • government and legal requirements • staff availability • needs and risks for client group and • other relevant concerns. <p>Appointments will be re-scheduled and postponed as necessary.</p> |
|  | <p>If in-person services continue to operate, hygiene, cleaning and contactless service practices will be applied in accordance with Ministry of Health/medical guidelines, see particularly:</p> <p><u>Staff at risk of illness</u></p> <p><u>Health and safety</u></p> |
|  | <p>If premises are temporarily closed, basic services (phone, digital, personal) will be maintained if able to be run remotely to support clients and those who contact us. Safety guidelines will be complied with (eg distancing requirements).</p> <p>The following policies will apply:</p> <p><u>Working from home</u></p> |

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| | <p>Remote working information security</p> <p>Leave</p> |
|  | Management will ensure that accurate records are kept of the activities we maintain during the pandemic. |
| | PANDEMIC AFTERMATH |
|  | <p>As pandemic risks lower, services and activities that were reduced may be reinstated having regard to kaimahi availability and safety and ongoing public health requirements:</p> <ul style="list-style-type: none"> • a thorough cleaning process will be undertaken to eliminate possible areas for infection spread (when necessary) • hygiene practices will be implemented • health and safety and infection prevention and control measures (eg physical distancing, masks) will be complied with. <p>We will regularly review our response to the pandemic to ensure we are able to respond safely to changing pandemic risk levels.</p> |

Compliance

Social Sector Accreditation Standards Level 2, Health and safety 1.0-8.0

Social Sector Accreditation Standards Level 3, Health and safety 1.0-2.0;
Level 4 Health and safety, 1.0

Health and Safety at Work Act 2015

NZS 8134: 2021 Infection prevention programme and implementation 5.2.3 - 5.2.4

COVID-19 Public Health Response Act 2020

Helpful links

[Staff at risk of illness](#)

[Emergency & disaster planning](#)

[Covid 19 Leave Advice to Managers](#)

[Covid 19 Advice for Māori](#)

Review

Date: June 2020

Next review: by May 2022.