

POLICY NO 53: PANDEMIC

Key Policy Contact Person: Manager, Our Village Family Childcare

POLICY STATEMENT:

Our Village Family Childcare (OVFC) is committed to ensuring the health and safety of Educators, Coordination Unit Staff, families, volunteers, students, and the public from infection/contagion by epidemics and or pandemics.

CRITICAL INFORMATION:

In the event of a pandemic:

- Assist Educators, Coordination Staff, Student, Volunteers, and others to minimise their exposure to the illness by reinforcing hygiene and cross infection practices as outlined in the above policies.
- Identify any Educators, Coordination Staff etc. who may be at high risk of contracting the illness to make necessary steps to reduce their risk factor.
- Support Educators, Coordination Staff etc. to take reasonable steps to prevent infection.
- Implement the introduction of any other measures recommended by recognised authorities to reduce the risks of transmission e.g., physical distancing, using alcohol-based sanitisers, disinfecting surfaces, gloves etc.
- Stay up to date for the latest information regarding the pandemic.
- Educators, Coordination Unit Staff etc. to notify SCCH/OVFC in the event of the individual or close contact has become infected with the contagion.

This policy is to be used in conjunction with (SCH Legacy) Pandemic / Epidemic Policy 2020

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PURPOSE:

The purpose of this policy is to ensure the health and safety of Educators, Coordination Unit Staff, Volunteers and Students involved in the operations of OVFC.

SCOPE/RESPONSIBILITIES:

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of OVFC.

STATEMENT OF DIVERSITY

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

DEFINITIONS:

Pandemic	Is the worldwide spread of a new disease
Infectious Diseases	Are caused by pathogenic microorganisms, such as bacteria, viruses, parasites, or fungi; the diseases can be spread, directly or indirectly, from one person to another. Zoonotic diseases are infectious diseases of animals that can cause disease when transmitted to humans.

PROCEDURES:

Our Village Family Childcare will:

- Comply with all directions from Sunbury and Cobaw Community Health (SCCH) and authorised public health officers and recognised medical authorities in relation to an epidemic or pandemic.
- Follow the following service policies in everyday practice to minimise spread of infections:
 - Dealing with Infectious Diseases
 - Occupational Health and Safety
 - Health and Safety – Administration of First Aid
 - Dealing with Medical Conditions

In the event of a pandemic:

- Assist Educators, Coordination Staff, Student, Volunteers, and others to minimize their exposure to the illness by reinforcing hygiene and cross infection practices as outlined in the above policies.
- Identify any Educators, Coordination Staff etc. who may be at high risk of contracting the illness to make necessary steps to reduce their risk factor.
- Support Educators, Coordination Staff etc. to take reasonable steps to prevent infection.

- Implement the introduction of any other measures recommended by recognized authorities to reduce the risks of transmission e.g., physical distancing, using alcohol based sanitisers, disinfecting surfaces, gloves etc.
- Stay up to date for the latest information regarding the pandemic.
- Educators, Coordination Unit Staff etc. to notify SCCH/OVFC in the event of the individual or close contact has become infected with the contagion.

This policy is to be used in conjunction with SCH Legacy Pandemic / Epidemic Policy 2020

APPENDIX:

- SCCH Legacy Pandemic/Epidemic Policy 2020
- SCCH Client Empowerment Policy and Procedure
- SCCH Code of Conduct Policy and Procedure

REFERENCES:

- [Education and Care Services National Regulations, \(version July 1, 2023\) – Regulation 168](#)
- [World Health Organisation](#) – Frequently Asked Questions
- [Guide to the National Quality Framework – Quality Area 2](#)

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:

- Occupational Health and Safety – 28
- Code of Conduct - 40
- Dealing with Medical Conditions – 45
- Health and Safety – Administration of First Aid – 48
- Dealing with Infectious Diseases – 24
- SCCH Client Empowerment Policy and Procedure
- SCCH Code of Conduct Policy and Procedure
- (SCH Legacy) Pandemic / Epidemic Policy
- Our Village Family Childcare Playgroups Work Instruction

VERSION CONTROL AND LEGISLATION:

For office use only (to be completed by the Quality, Safety & Compliance unit)			
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