

## Epidemic/Pandemic Policy

Policy number	V2	Version	V2
Previous Policy Number	V1 Apr23	Approved by Board on	1 <sup>st</sup> April 2025
Responsible person	Governance Committee	Scheduled review date	30 <sup>th</sup> April 2026

### 1. Introduction

From time to time, infectious diseases develop into epidemics or pandemics and create increased risks for the community. These occasions require specific policies targeted at the disease in question and general efforts at preparedness.

The National Rural Women's Coalition Ltd (NRWC) wishes as far as possible to protect its directors, contractors, clients, its personnel, its volunteers, and the public from infection or contagion by epidemics and/or pandemics.

NRWC will facilitate, through its policies and procedures, strategies designed to reduce risks to its Directors, Contractors, Volunteers, and the public, consistent with occupational/work health and safety obligations.

NRWC will comply with all directions from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.

This policy falls within the field of operation of NRWC's overall Risk Management Processes and is thus under the general supervision of the organisation's Risk Management Committee.

### 2. Purpose

**2.1** The purpose of this policy is to outline the strategies and actions that NRWC intends to take to prevent the transmission of infectious diseases that are epidemics or pandemics and control the transmission of infectious diseases when a case/s is identified.

**2.2** This policy applies to directors, contractors, consultants, and volunteers at NRWC, including all personnel affiliated with third parties.

### 3. Definitions

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.

## **4. Policy**

**4.1** NRWC will as far as possible plan for and make advance preparations for the possibility that its operations will be affected by an epidemic or pandemic

**4.2** In the event of an epidemic or pandemic, NRWC will, as far as possible:

- (a) Minimise exposure to Directors, Contractors, Volunteers and Stakeholders to the illness concerned
- (b) Support Directors, Volunteers, Contractors and Stakeholders to take reasonable precautions to prevent infection or contagion in line with NRWC activities
- (c) Provide personal protective equipment to Directors, Volunteers, Contractors and Stakeholders, where appropriate
- (d) Require Directors, Volunteers, Contractors and Stakeholders to adhere to government policies and directives
- (e) Maintain services and operations throughout the period of concern

**4.3** NRWC may at its discretion, offer financial assistance to any Director, Contractor or Volunteer who incurs additional costs due to pandemic or epidemic conditions, which are not covered by their required travel insurance.

## **5. Leave and Flexibility**

NRWC recognises that Directors and Volunteers may request or require an absence when they are unwell, at risk of or vulnerable to infection, and at risk of infecting others.

This request should be made through the President.

### **Authorisation**

Signature of Board Secretary:

A handwritten signature in black ink, appearing to read 'Maya Hirst', written over a horizontal line.

Date of approval by the Board: 1<sup>st</sup> April 2025

National Rural Women's Coalition Ltd

