



# Infectious Disease and Pandemic Policy

## 1. RATIONALE:

This policy has been written in line with World Health Organisation (WHO) guidelines and the New Zealand Ministry of Health (MOH) guidelines to provide policy, procedure, guidance and information for management and employees relating to any infectious diseases, particularly in preparation for an influenza or other pandemic. Practices in this policy must be carried out in conjunction with the South Wairarapa District Council's Pandemic Action Plan.

## 2. PURPOSE:

South Wairarapa District Council are committed to the health and safety of employees, customers and visitors to their workplaces. Management shall take all practicable steps to isolate infected employees, monitor the health of employees who have been in contact with infected employees, and close and sanitise a workplace before re-opening it to customers or visitors, should an infectious disease, notifiable to the Ministry of Health, be suffered by a member of staff.

### Elected Members

This Policy is also applicable to the Elected Members. For the purpose of this policy, Elected Members are regarded as employees and the Chief Executive Officer has the same role as the Workplace Managers.

### Volunteers

This Policy is also applicable to volunteers or people on work experience but not on the SWDC payroll.

## 3. GUIDELINES:

### Notification of a pandemic<sup>1</sup>

Upon alert from the WHO the NZ Ministry of Health will advise when a disease is approaching or at pandemic status. The different stages of the health response are Code White (information) Code Yellow (standby) Code Red (response) Code Green (move to recovery).

### SWDC ACTIVATION OF THE PANDEMIC POLICY

Immediately upon being advised that the virus has mutated to human-to-human infection, the Emergency Safety Manager shall:

- Advise Management & Environmental Health Officer
- Advise the CEO to activate the pandemic policy and disseminate information to staff
- Review info provided by MOH and modify the policy accordingly e.g. if this virus is particularly severe for elderly or pregnant women greater consideration may need to be given to specified people

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<sup>1</sup> Pandemic means the worldwide spread of a new infectious disease (usually viral).

## **Workplace Managers' Procedures**

Will review their work areas and institute all practicable measures as advised by Min of health. This may include daily illness registers, alcohol hand gel at work stations, additional cleaning or other measures. Staff should be advised of who to call if they or a family member becomes unwell with suspected Pandemic Influenza

Immediately upon learning that an employee of the workplace has been at work while infected with a communicable notifiable disease or suspected Pandemic Influenza, managers or supervisors shall:

### **Suspected Pandemic Influenza**

- If the employee is still at work, send the employee home, avoiding public transport, and advise them to telephone their doctor immediately.
- Follow the requirements and recommendations of the MOH and Medical Officer of Health.
- Ensure workplace safety equipment is up to date and that employees will use it.

### **Other communicable notifiable diseases**

- Follow the requirements and recommendations of the Ministry of Health and Medical Officer of Health.
- Re-issue instructions for all staff re hygiene.
- Follow the requirements and recommendations of the Ministry of Health and Medical Officer of Health. These may include:
  - Providing staff list or illness register °
  - Providing information to staff
    - Additional cleaning
    - Offering staff immunisations and or antibiotics if appropriate

### **All Employees - During a Pandemic**

Should an employee feel they are developing symptoms of influenza, employees shall:

- Immediately notify their manager and GO HOME.
- Notify their doctor by telephone.
- Stay at home until their infection is over.

Should an employee suffer from a communicable disease notifiable to the Ministry of Health, employees shall:

- Notify their manager/supervisor of the type of ill-health they are suffering from.
- Follow the requirements and recommendations of the Ministry of Health and Medical Officer of Health.

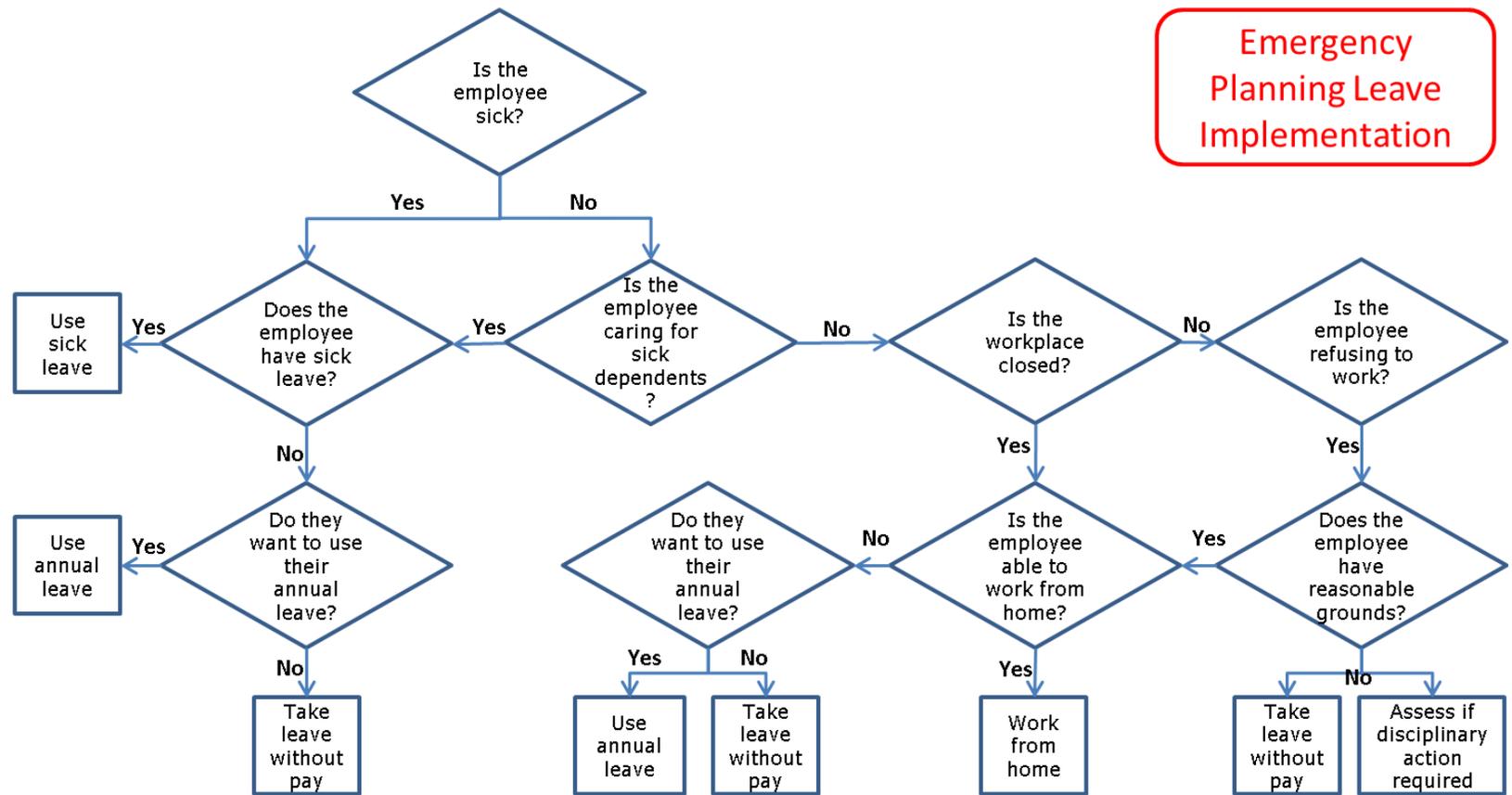
### **References:**

**The New Zealand Influenza Pandemic Plan 2015**

**Communicable Disease Control Manual 2012**

**The Health Act 1956**

Emergency  
Planning Leave  
Implementation



Sick Leave: If sick leave is exhausted, an employee may choose to take annual leave.  
 Annual Leave: Council cannot force employees to take annual leave, unless 14 days' notice is given. In that case, only the annual leave entitlement that has fallen due is available to use.  
 LWOP: Leave without pay is an option if staff have no paid leave available. Note that government financial assistance could be made available during a pandemic.  
 Special Paid Leave: This is the exception, only available if no alternative workplace is available. Note Council is expected to continue to provide essential services.