

# Pandemic Disease Policy

## Background Information

A number of pandemic diseases such as HIV/AIDS, Ebola, SARS, Influenza and Coronavirus have caused regional or global epidemics that resulted in high mortality rates or economic losses. The World Health Organisation (WHO) states that *"emerging and re-emerging pandemic diseases pose an on-going threat to global health security."*

### Definition of *Pandemic*

*'An outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population a pandemic outbreak of a disease'.*

## Policy Purpose

This policy outlines Grace intent to minimise the exposure to Grace Staff, Clients & Contractors and place Grace in a position to immediately address any potential risks to Grace business operations within Australia.

## Policy Statement

Grace is committed to providing staff, clients, visitors, and contractors with a safe working and meeting environment that is free of health hazards, inclusive of pandemic diseases.

Grace assigns the highest priority to assessing, minimising and managing the risks to our clients and staff from being exposed to pandemic diseases.

## Roles and Responsibilities – Pandemic Disease

### Grace Corporate Responsibility

- Grace will subscribe to the International SOS advisory service and monitor Commonwealth, and State health directives and advice, and assess and manage the risks that are identified in these communications;
- Grace will monitor and comply with The Department of Trade and Foreign Affairs (DFAT) 'do not travel' warnings and significantly restrict travel to destinations where DFAT advises to 'reconsider your need to travel';
- Grace will comply with current guidelines for minimising its exposure to pandemic diseases, such as the Communicable Diseases Network of Australia (CDNA) Infection Control Guidelines;
- Grace will make every effort to ensure that all international business dealings and staff attending overseas events will be informed of alerts of medical and security through the International SOS service that Grace has subscribed to.
- Grace will notify State Health Departments if there is a significant risk that any of its staff members, visitors, and contractors who may have been affected with a pandemic disease, and Grace will comply with to any Government requests to supply the personal information that is associated with these exposures;
- Grace will comply with Australian quarantine requirements in response to advice from Government health departments when there is a significant possibility that Grace staff, visitors, and contractors pose an infection risk; and
- Grace will apply Grace's Business Continuity Plan and Critical Incident Management Policy and Procedures in the event of an emergency that involves a pandemic threat.

## Grace Staff members, Visitors and Contractors

- Staff members, visitors, and contractors will consult recent guidelines, issued by DFAT, International SOS and other services to assess and manage the risks of travelling to high risk locations;
- Staff members, visitors, and contractors will comply with DFAT's 'do not travel' warnings and obtain Senior Executive approval for any travel to locations that DFAT advises to 'reconsider your need to travel';
- Staff members, visitors, and contractors will ensure that they protect themselves from pandemic diseases and be aware of their health status; and
- Staff members, visitors, and contractors will immediately notify the Grace Risk Management of any actual or possible disease exposures.

## Grace Risk & Compliance Team

- Grace Risk Management team will seek information and advice from DFAT and International SOS when they are assessing the overseas travel plans of staff, visitors, and contractors traveling overseas or returning from overseas
- Grace Risk Management team will participate in applicable International SOS briefings prior to staff seeking to travel overseas or returning from overseas.
- Grace Risk Management team will assess and manage the risks associated with overseas travel of the team will seek that are traveling or returning from overseas.

## Implementation

Preparing for and responding to pandemic disease incidents are critical to Grace and therefore treated as Disasters and managed under Grace Business Continuity Plan (Grace BCP) which includes:

- Identifying a Disaster.
- Declaring a Disaster and Initiating the Business Continuity Plan.
- Roles and Responsibilities of the Grace Corporate Management Team and Crisis Support Team.
- Pandemic Disease - Risk Plan setting out the scenarios and specific risks associated, impact to the business, responsibility and detail of actions required on each associated scenario.
- Crisis Management Plan which includes detailed steps of managing the crisis including time, responsible parties, agreed actions and lessons learnt.

## Prevention of Pandemic Disease

Grace will incorporate the following prevention strategies contain any threats of possible pandemic disease:

- Monitor (DFAT) 'do not travel' warnings and significantly restrict corporate travel to destinations where DFAT advises to 'reconsider your need to travel'.
- Identify and keep a log of staff who are travelling overseas on Company business including locations.
- If staff are travelling to high risk countries, they must be medically cleared before returning to Grace.
- Have a monitoring mechanism in place for symptoms applicable to a known pandemic flu/virus. Some common symptoms include:
  - High fever
  - flu-like symptoms such as coughing, sore throat and fatigue
  - shortness of breath

- If staff exhibit symptoms relative to a known pandemic, those staff will need to seek medical clearance before returning to Grace.
- Incorporate and make available to all staff and visitors the Flu Assessment Flow Chart which describes the approved process of when influenza disease becomes critical and what needs to be done.
- Grace staff, visitors and contractors to exhibit and apply the following hygiene practice generally:
  - **Wash your hands frequently:**
    - Wash your hands frequently with soap and water or use an alcohol-based hand rub if your hands are not visibly dirty.
    - Washing your hands with soap and water or using alcohol-based hand rub eliminates the virus if it is on your hands.
  - **Practice respiratory hygiene:**
    - When coughing and sneezing, cover mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with alcohol-based hand rub or soap and water.
    - Covering your mouth and nose when coughing and sneezing prevent the spread of germs and viruses. If you sneeze or cough into your hands, you may contaminate objects or people that you touch.
  - **Maintain social distancing:**
    - Maintain at least 1 metre (3 feet) distance between yourself and other people, particularly those who are coughing, sneezing and have a fever.
- In relation to the movement of Client goods from high risk countries, we will continue to monitor WHO, DFAT and Department of Immigration and Border Protection communications and recommended restrictions and preventative measures.

## Policy Coverage within Australia.

The policy applies to all staff members, visitors, and contractors within Grace workplace activities across Australia.

Should any persons dealing with Grace have any concerns in respect of threats from Pandemic Disease through their dealings with Grace business they should immediately direct enquires to:

**Vanessa Lakits**  
**Grace Group- Risk & Compliance Manager**  
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