



Yarra Valley FM Inc. Epidemic / Pandemic Policy

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 particular disease in question and general efforts at preparedness.

- 1.1 Yarra Valley FM wishes as far as possible to protect its members, staff and volunteers and the general public from infection or contagion by epidemics and/or pandemics.
- 1.2 Yarra Valley FM will facilitate, through its policies and procedures, strategies designed to reduce risks to its clients, its staff, its volunteers and the general public.
- 1.3 Yarra Valley FM will comply with all directions from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.

2. Purpose

- 2.1 The purpose of this policy is to outline the strategies and actions that Yarra Valley FM intends to take to prevent the transmission of infectious diseases that are epidemics or pandemics, and control the transmission of infectious diseases when any case is identified.

3. Scope

- 3.1 This policy applies to members, staff, volunteers, studio guests and contractors ("Stakeholders").

4. Policy

- 4.1 Yarra Valley FM 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, Yarra Valley FM will, as far as possible:
 - 4.2.1 Maintain its services and operations throughout the period of concern.
 - 4.2.2 Assist its Stakeholders to minimise their exposure to the illness concerned.
 - 4.2.3 Encourage and assist those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis.
 - 4.2.4 Support Stakeholders to take reasonable precautions to prevent infection or contagion.
 - 4.2.5 Encourage and assist Stakeholders to provide personal protective equipment (e.g. microphone shields, headphones, sanitisers, etc.).
 - 4.2.6 Yarra Valley FM may, at its discretion, direct staff and volunteers or reasonably at risk of being affected by the pandemic or epidemic, to remain away from the workplace or work remotely.

- 4.3 In the event of an infectious disease being declared an epidemic or pandemic, Yarra Valley FM requires people covered by this Policy to take the following precautions:
- 4.3.1 Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
 - 4.3.2 Maintain at least one metre distance between yourself and other people, particularly if anyone is coughing or sneezing.
 - 4.3.3 Avoid touching your eyes, nose and mouth, or shaking hands or touching others.
 - 4.3.4 Make sure you follow good hygiene, and encourage others to do the same. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, and disposing of used tissues immediately.
 - 4.3.5 Stay home if you feel unwell.
 - 4.3.6 If you are ill or are likely to be contagious or diagnosed with a relevant disease, notify the Station Manager as soon as possible, and do not attend the station premises. It may be necessary for you to self-isolate by staying at home until you recover and in any event, seek medical advice promptly and follow the directions of your local health authority or practitioner.
 - 4.3.7 Keep the premises locked in order to prevent unexpected visitors from entering the premises. Allow in only other members or volunteers and your invited studio guests.
 - 4.3.8 Ensure that there are no more than five people on the premises at any one time.
 - 4.3.9 Ensure all persons granted access to the premises complete the attendance register when arriving and leaving and ensure that guests provide a phone number so that they can be contacted if there becomes known a risk of infection.
 - 4.3.10 Understand that your attendance at the premises is a personal choice and use your best endeavours to contact the Station Manager if you are unable to attend a program or other commitment.
 - 4.3.11 You should use, and if possible provide your own, sanitising wipes to clean relevant studio equipment, surfaces, furniture, door handles, key safes, light switches and kitchen and toilet facilities.
 - 4.3.12 Under no circumstance may liquids be sprayed or applied directly to studio equipment or a microphone used without a microphone windshield.
 - 4.3.13 Using a personally provided microphone shield is your personal choice and its hygiene is your responsibility. You should use your best endeavours to keep hygienic the windshields used by your invited studio guests.
 - 4.3.14 Use your best endeavours to provide and take home any personal kitchen and catering items such as reusable travel cups and prepared beverages.