

Policy Guidelines 10 – Infection Control

1. Introduction

1.1 Infection is caused by pathogenic microorganisms, such as bacteria, viruses or fungi, getting into or onto the body.

1.2 Pathogens can be spread;

- By breathing in airborne germs released by coughs and sneezes,
- By touching contaminated objects,
- By eating contaminated food,
- Through skin to skin contact,
- Through contact with bodily fluids.

1.3 Infectious diseases can, from time to time, develop into epidemics or pandemics which require specific policies and procedures in order to minimize risk to the community and our members. In such an event U3A Hepburn Shire Inc. (U3A/HS) will follow guidelines as determined by the Dept. of Health.

2. Purpose

2.1 The purpose of this policy is to outline the strategies and actions taken by U3A/HS to prevent the transmission of infections from one member to another. This policy is focused on diseases that have been declared epidemics/pandemics.

3. Policy

3.1 U3A/HS will facilitate, through its policies and procedures, strategies designed to reduce the risk of infection to its members and volunteers.

4. Procedure

4.1.1 The Committee of Management will, as far as is possible, plan and make preparations for the possibility that, at some time, its operations may be affected by an infectious disease or epidemic/pandemic.

4.1.2 An “Attendance Register” will be completed by tutors for all activities conducted by U3A/HS for purposes of contact tracing should this become

necessary. (Information collected will be managed strictly in accordance with U3A/HS's Privacy Policy).

4.1.3 The Risk Management Sub-Committee will ensure that the risk of infection, epidemic/pandemic is included in its regular review of the Risk Management Plan and report to the Management Committee.

4.1.4 The Management Committee will routinely provide members, by way of newsletters, posters etc., advice and education relating to infection prevention, particularly in small and large public gatherings, as well as any new and emerging related threats.

4.1.5 The Committee of Management will, particularly during the cold and flu season, regularly alert members to isolate themselves from U3A/HS activities if they are suffering from infectious conditions such as Upper Respiratory Track Infections (URTI).

4.1.6 If any member attending a U3A/HS activity should display (serious) symptoms of an infectious disease, such as an URTI, they be quietly taken aside by the tutor, or member of the Committee of Management if present, and asked to leave and seek medical attention.

4.1.7 During a period of declared epidemic/pandemic U3A/HS's Committee of Management will;

4.1.7.1 Discontinue all face-to-face activities until such time as it is declared by the Dept. of Health that it is safe to resume activities as outlined by their guidelines.

4.1.7.2 Make full use, whenever possible, of communication technologies, such as Zoom and Skype, to present U3A/HS activities that lend themselves to this type of technology.

4.1.7.3 Offer training and/or support for members in the use of communication technologies.

4.1.7.4 Communicate regularly with members by way of telephone calls, newsletters etc.

5. Responsibilities

U3A/HS's Committee of Management is responsible for;

- identification and prioritisation of potential infectious risks
- development of action plans to manage identified infectious risks
- regular review of the Risk Management Plan
- provision of information and training to members and tutors relating to infection control.

6. Authorisation

6.1 This policy was adopted by the Committee of Management of U3A Hepburn Shire Inc., and minuted as such, on 7 December 2020.

6.2 This policy will be published by the Committee of Management of U3A Hepburn Shire on its website within 4 weeks of the date of this authorisation.

7. Related Policies

Risk Management

Privacy

Data Breach Prevention and Response



Attendance Register

Date..... Venue.....Tutor.....

This attendance register includes details to assist with managing the safety of members. Details will be managed strictly in accordance with our privacy policy and will only be shared with the Victorian Department of Health and Human Services if contact tracing should become necessary. **Additional information must not be collected for privacy reasons.**

Name	Phone	Time In	Time Out