



## Therapeutic Engagement Support Services Association Inc.

### Epidemic/Pandemic Policy and Procedure

Policy Category	Therapeutic Engagement Support Services Association Inc.
Policy Number	TESSA Inc. B Pol 11
Prepared by	V Triggs CEO TESSA Inc.
Date Authorised by the Board	March 2020, Updated July 2020
Implementation Responsibility	CEO, Directors, Program Managers, Coordinators
Scheduled review date	30 November 2020
Version	V2
Related Documents	TESSA Inc. Code of Ethics TESSA Inc. Values
Related Policy	TESSA Inc. Risk Management Plan BProc 9, February 2020
Related Forms	
Related Standards	Public Health and Wellbeing Act 2008, section 200 Information Privacy Act 2000

#### 1. Introduction

1.1 TESSA Inc. wishes as far as possible to protect its clients, staff, volunteers and the general public from infection and contagion by epidemics and/or pandemics.

This accords with our Constitution of 13 June 2018 which has a purpose: To promote the health and welfare of Association members, staff and volunteers.

TESSA Inc. Board will recognise and manage risk: it will endeavour to minimise the risk any particular operation poses to our organisation, our staff, our volunteers, our clients, or the general public.

*ASX Corporate Governance Council's Corporate Governance Principles and Recommendations Principle 7*

1.2 TESSA Inc. will comply with all directions from government, authorised public health officers and recognised medical authorities in relation to the specific epidemic or pandemic.

The Board has a leadership role to set an appropriate ethical tone for the whole organisation, and will actively promote ethical and responsible decision making.

*ASX Corporate Governance Council's Corporate Governance Principles and Recommendations Principle 3*

#### 2. Purpose

The purpose of this policy is to outline the strategies and actions that TESSA Inc. 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.

**Definition: 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.

### 3. Responsibilities

#### 3.1 Board

In the event of an epidemic or pandemic, TESSA Inc. will, **as far as possible**:

- Assist its staff, volunteers and clients, as relevant, to minimise their exposure to the illness concerned
- Encourage and assist those who have reason to believe that they are at risk of contracting the disease to obtain a diagnosis
- Support staff, volunteers and clients, as relevant, to take reasonable precautions to prevent infection or contagion
- Identify alternative methodologies (for example online delivery) to maintain our services and operations throughout the period of concern.

#### 3.2 CEO, Program Managers, Coordinator, Development Officer

3.2.1 Are collectively responsible for notifying staff, volunteers and clients that TESSA Inc. epidemic or pandemic procedures are in effect.

3.2.2 Shall ensure that staff and volunteers are provided with information and guidelines to minimise risk of infection to themselves and our clients.

#### 3.3 Staff and volunteers

3.3.1 Are individually responsible for abiding by all government and TESSA Inc. authorised epidemic or pandemic procedures.

3.3.2 Are individually responsible for abiding by any entry requirements of the client's workplace (schools, community organisations, families), and declaration of any known risks (such as respiratory symptoms or contact with an infected person), and evidence of medical fitness to return to work (post quarantine).

3.3.3 As Coronavirus has been declared a pandemic by the World Health Organisation, all staff and volunteers should undertake the precautions as advised by TESSA Inc. to minimise risks to yourself and others. These include health and hygiene best safety practice and social distancing (refer Appendix V2 July 2020).

3.3.4 If you are **or** are likely to be contagious, notify your Manager/Coordinator as soon as possible. It will be necessary for you to self-isolate by staying at home until you recover. Seek medical advice promptly and follow the directions of your medical practitioner.

### 4. Procedures

#### 4.1 Program and services delivery

The CEO and Operations team will consider on a continuing basis whether services and program delivery will be changed, rescheduled or cancelled to minimise risk of infection. Options for alternative method of delivery, such as online, are being developed to sustain an income stream.

#### 4.2 Staff support

Within the context **of available budget, noting very limited reserves** and that TESSA Inc. cannot trade insolvent we **will aim to**:

- Subsidise any reasonable medical expense incurred by any staff **directed by TESSA Inc.** to obtain medical clearance from the coronavirus before returning to work
- Where possible provide sessional staff diagnosed with coronavirus sick leave support, to a specified level and for a specified period of time, as determined on a case by case basis

- Extend existing TESSA Inc. Membership without further payment, if unable to pay from July 2020, with a 50% fee requested in January 2021
- Provide the opportunity for staff to engage in professional learning via free online courses, with delayed reimbursement for time incurred, subject to evidence of completion.

### **Policy Approval and Application**

This document is approved by the Board, and any changes will be approved by the Board. The approved document includes the body of the document and any appendices. The policy is to be reviewed and approved on a regular basis.

### **Authorisation**

The policy was approved by the Therapeutic Engagement Support Services Association Inc. Board of Directors on 18 March 2020 and confirmed at the April Board meeting.

This updated policy was approved by the Board via email 24 July 2020, subject to confirmation at the August Board Meeting.

Natalie Deacon  
Co-chairperson

Victoria Triggs  
Chief Executive Officer