



SECL Business Continuity Plan

COVID-19 Pandemic Contingency Plan

This policy and procedure aims to guide SECL, staff, students and volunteers during the COVID-19 pandemic. Everyone is requested to stay informed of developing information during the health emergency.

Our environment is changing hourly. SECL will change rapidly in response to the best advice on how to reduce the spread of COVID-19. This policy is built on a known certainty that further change will be required at short notice.

In this exceptional time, SECL will continue to uphold its values and mission. Every person counts, every system fair. We aim to lead our way through the pandemic, to follow the best scientific advice and to be kind to each other.

Core People and Skills

1. The essential parts of the SECL business are:
Governance
Executive Management and
Direct Service functions.

The priority direct service function at SECL is Community Wellbeing. All program changes, reductions and closures will be guided by how to keep Community Wellbeing operational.

2. The core roles required to keep the essential parts of the business running are the Chair and Deputy Chair and Treasurer, the CEO, General Manager of Services and Strategy, Finance and Administration Manager, and all Managers.
3. The skills required to operate the core business are general governance and leadership and management, and assessment skills to provide emergency relief and crisis support.
4. Back ups will be drawn from senior practitioners in the event that the core staff are unavailable or unwell.
5. The Board could be called upon to provide back up services and support if required.
6. In the event of site closures and programs discontinued, SECL would operate management and governance purposes via remote resources.
7. The Executive will allocate core roles and responsibilities of the Pandemic Contingency Plan to staff involved.

8. Working from home is not a well established practice at SECL and it is not suited to most roles. For these reasons SECL will manage working from home policy on a daily basis.
9. If the transmission of the virus occurs at SECL, staff may be stood down.
10. The Executive will consider requesting staff to take annual leave and will manage requests for annual leave from staff. This will be negotiated on a fair basis to staff and the organisation.
11. Before the service is closed to outside visitors, including clients, the Executive will consult with key funding bodies. DHHS will be our main authority.

Pandemic Planning Team

12. The Pandemic Planning Team will be the SECL Executive.

The Executive will manage the following:

- CEO – the Development of the Pandemic Plan and Board communications
- GM Services and Strategy and Continuity Plan Manager - communicate with staff, clients and stakeholders on actions being taken in response to pandemic. Monitoring medical advice (DHHS)
- Finance and Administration Manager and COVID-19 Manager. Ensure workplace has adequate supplies of cleaning materials, protective equipment, masks, set up a system to monitor staff students and volunteers who are unwell, including staff absent from work, and notifying health authorities.

Planning for Staff Absences

13. In the event that a SECL person contracts the virus, the site will close immediately.
14. The Executive will manage the process for re opening the site if this is possible.
15. This may involve standing down staff. Staff may be required to take sick leave or annual leave.
16. The Executive will decide on site restrictions moving from site to site across SECL so as to reduce risk of infection.
17. Back up persons will be named for each essential role, CEO, General Manager Services and Strategy, Finance Manager.
18. Staff will be asked to multi task, perform and learn other people's jobs as required.
19. Staff leave and remuneration decisions will focus on the primary goal of staff health and safety and retaining as many jobs as possible.

Possible Supply Shortages

20. The Finance Manager will manage and report on supply shortages to the Executive Pandemic Management Team

Two Way Communications

21. The Executive will consider all communications needs and two way communications channels. This will include internal and external communications, keeping all SECL updated with developments as they occur.

22. A SMS contact list will be developed immediately to ensure all staff, students, volunteers and board members are contactable urgently.

Human Resource Issues

23. The issues that will trigger a decision to stay open or close SECL will be determined on Department advice, including a positive test for coronavirus.
24. SECL is regarded as a crisis and support service. While not an essential service the need in the community for SECL support is very high. Risk to stay open will be balanced with a need to provide care and support to vulnerable community members.
25. In the event that SECL is required or decides to suspend business during the pandemic, consultation with staff on leave arrangements will occur. These discussions may include for example the use of annual leave.
26. A remote work plan will be developed, outlining SECL capacity to request work from home, work from home rotation, roles, work plans, and COVID -19 responses.

Risks to employees must be reasonable

27. SECL will take all practical steps to mitigate risks and protect employees as well as protect jobs.

Managing Fear and Anxiety

28. SECL will discuss with staff the potential for stand downs and leave arrangements if any staff member has to take leave to look after a family member.
29. SECL will establish a communications tree and will encourage staff to discuss any issue of concern with managers.

Support to Staff and Families

30. SECL will endeavour to support all staff, students and volunteers as they manage the health and safety of their families. Flexible arrangements may be put in place. Annual leave and other arrangements will be considered.

Relevant websites

www.health.gov.au

<https://youtu.be/be/drMw2evwMFA>