



Garon Park Community Interest Company

Pandemic Preparedness Policy

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Aim of the Policy

This policy has been put into place to set out guidelines that all staff members and volunteers must adhere to in the situation of a pandemic.

The designated responsible person will be the Site Development Manager of Garon Park. Their contact details will be circulated to all staff and volunteers and any queries will be addressed to them in the first instance. Should the Site Development Manager become ill, the line of responsibility will be the next most senior member of staff.

Employees who are ill or think they may be ill must not attend work. This will be treated as sick leave and administrated accordingly.

Employers and employees must be aware of Government guidelines as to how to reduce the risk of infection.

Volunteers must be stood down with immediate effect and any drop-in facility at the office withdrawn.

All non-essential visits/meetings must be cancelled.

A telephone only service may be offered at the height of the pandemic.

It is very likely that as staff work sharing computers, telephones, etc., even with surfaces regularly disinfected with anti-bacterial solutions, the complete workforce could be affected. Obviously, in these circumstances the organisation would have to close until at least one member of staff was able to work and guidance procedures put into place.

Daily monitoring of news reports and Government updates is essential.

When the pandemic tails off, it is hoped that the organisation will gradually resume full operation of all projects and services.

Signed: _____

Date: _____

Name: _____