



**COMMUNITY  
WAIKATO**

*"Thriving Communities"*

Hapori Mauriora

## **Pandemic Policy**

Community Waikato values the health and wellbeing of our staff and their families. We take seriously the advice provided by the Ministry of Health regarding epidemics and pandemics and will follow all official guidelines as recommended by the Ministry of Health.

The staff at Community Waikato are equipped to work from home.

- Should the MOH guidelines either suggest or require staff self-isolate, we will support staff to work from home.
- Should a staff member be residing with an individual who is required to be in isolation, the staff member will also self-isolate to reduce the risk of spreading illness through the rest of the team at Community Waikato.

In the event of a pandemic Community Waikato will:

- Stay abreast of Ministry of Health guidelines through daily monitoring of the MOH website
- Regularly update (or create) our processes to ensure they align with best practice as determined by the Ministry of Health
- Require all staff who have symptoms of the pandemic illness to take sick leave or to work from home.
  - Where staff are not eligible for sick leave, the CE will work with the staff member to determine a fair and reasonable solution which may include using toil, special leave or taking sick leave in advance.
- Limit gatherings of community groups (networking events) and offer alternatives such as video conferencing and webinars to deliver workshops.
- Communicate our plan of action and onsite protocols to staff and community groups/individuals

Community Waikato requires that people wanting an appointment are to advise if they have had exposure to or have symptoms of the pandemic illness.

- Community Waikato staff will monitor their own health and risk factors and will advise should they need to arrange an alternative means of meeting
- Community Waikato reserves the right to decline or discontinue meeting in person should the risk be considered unacceptable.
- Community Waikato will continue to meet with people through alternative means as is appropriate and manageable.

Community Waikato recognises that any pandemic situation will be rapidly evolving and require close monitoring and proactive responses. To this end, Community Waikato's Pandemic Policy is designed to be principle-based, promoting real time responsive decision-making driving action, rather than predetermined processes and fixed procedures developed outside of the actual event.