

Infectious Diseases Policy

Introduction

SocialLink operates from The Kollektive, an open shared space, where infectious diseases can spread quickly if not contained.

The general approach to this policy is that the health of our workers and more broadly the workers at The Kollektive is of greater importance than our respective workloads.

Policy

In line with The Kollektive policy, in the event you are diagnosed or feel that you have an illness likely to be transmittable to others, you should seek medical advice and not come to The Kollektive until such times as you are well. This would include any ailment transmitted to others through air or touch, such as, but not limited to...

- bad colds,
- coughs,
- flu,
- gastro infections
- measles
- chicken pox
- any other infectious disease

If one of your dependants is absent from school or sent home from school as a result of any of the infectious diseases described above, or any other such condition, they must not be brought to The Kollektive.

If you have been in close contact with someone who has one of the infectious diseases listed and you have not been immunised against it you should seek medical advice and not come to The Kollektive until such time as you have been cleared by a medical professional.

Procedure

Notify the General Manager and apply for the required sick leave.

If you are not showing symptoms but have been advised to self-isolate by a medical professional, discuss working remotely with your Manager.

Addendum Covid-19 – March 2020

As Covid-19 spreads, there is a good chance that the virus will spread to the Western Bay of Plenty. The scale of this outbreak is impossible to predict at this stage.

Staff are to adhere to The Kollektive Infectious Diseases Policy.

In the event SocialLink staff/contractors and the TK Manager are not able to work at The Kollektive and/or are required to be self isolated for 14 days but are not showing any signs of symptoms of Covid-19, staff will be expected to work remotely from the location you are self-isolating in. Any meetings shall be by video conferencing using, for example, Skype or Zoom. Staff will be paid as normal.

For The Kollektive front of house staff who are unable to work remotely and are required to be self isolated, but do not display Covid-19 symptoms, will be paid as normal.

If TK is closed, payment of Front of House staff will continue to be paid until such time as TK funding runs out. SocialLink will negotiate with TECT for funding if closure of TK extends beyond 2 weeks. If TK is closed for an extended period of time, SocialLink may need to invoke the redundancy provisions in affected staff members employment agreements.

In the event an employee is symptomatic of any infectious disease as described by this policy, the employee should self-isolate, using accrued sick leave. If an employee has run out of sick leave and is sick (or their spouse, partner or dependant is sick), the employee can ask SocialLink for sick leave in advance, use their annual holidays, ask for advanced annual leave or leave without pay. SocialLink could also agree to provide additional sick leave or special paid leave.

Sociallink may need to negotiate with funders if SocialLink is required to pay staff beyond two weeks for staff that are unable to work but are well or if staff are unwell and have run out of leave options.

The General Manager will manage workloads if a number of staff become sick, including if necessary cancelling events, extending timelines on projects etc. It is anticipated that if a number of staff are sick it is likely that there will be similar levels of unwellness in the community so a lot of work will naturally drop off. If the General Manager becomes sick, the Training and Networking Coordinator will become acting General Manager as she has authorisation to be a signatory and has the best understanding of SocialLink activities. If the Coordinator is unwell, The Kollektive Manager would become acting General Manager. If the Financial Administrator is unwell, the General Manager will have access to a document the Financial Administrator has prepared outlining what needs to be done and passwords for Thank You Payroll, Xero, SBS etc.

Procedure

Staff contact their Manager to discuss their requirements in relation to the Covid-19 including ability to work and leave requirements depending on the circumstances.