Disclaimer - The information in this document is based upon material published by Regulatory authorities and is valid as at 17th March 2020. The information in this document is subject to change and should be reviewed regularly. Changes may mean an increase or decrease in protective measures dependent upon the advice from Regulatory authorities.

# COVID-19 GUIDELINES

For the safety of yourself and others in the workplace, these controls must be followed at all times.

# SOURCES OF TRUTH

It is important to identify and follow only those credible sources of truth about Covid-19 which publish information based on the latest legal requirements and science available.

Those sources include:

* World Health Organisation (WHO):
  + <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>
* Federal Government:
  + <https://www.health.gov.au/>
* Qld Government:
  + <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19>
* Fair Work Australia:
  + <https://www.fairwork.gov.au/about-us/news-and-media-releases/website-news/coronavirus-and-australian-workplace-laws>
  + <https://www.fwc.gov.au/industrial-action-benchbook/payments-relating-industrial-action/standing-down-employees>

All other sources of information such as social media – Facebook, Instagram and commercial TV programs e.g. a current Affair and commercial news media should NOT be taken to be a source of truth and treated as such.

# OUR POLICIES AND PROCEDURES TO DEAL WITH THE PANDEMIC

## INFECTION CONTROL MEASURES

We strongly encourage you to follow guidelines from the World Health Organisation on infection control, both whilst at work and in your daily life. These include:

* Frequently cleaning your hands by using alcohol-based hand sanitiser or soap and water
* When coughing and sneezing, covering your mouth and nose with a flexed elbow or a tissue and if the latter throwing the tissue away immediately and washing your hands, and
* Avoiding close contact with anyone who has a fever and or cough.

## IF YOU DEVELOP SYMPTOMS OF COVID-19

If you begin to display symptoms of Covid-19, you must immediately self-isolate and seek medical advice. You must notify your manager at the earliest possible opportunity. Please remember, some of the symptoms of Covid-19 are common with other virus’ including the flu and common cold. Just because you develop the symptoms does not mean you have Covid-19 but you must self-isolate until medical advice tells you differently. You may be directed to attend a medical facility to be tested.

To seek medical advice, either contact your regular medical doctor by telephone, visit the Department of Health web site in your particular state or territory (to obtain various telephone numbers) or contact the national hotline on 1800 020 080.

## IF YOU CONTRACT COVID-19

In order to protect your fellow colleagues, the medical advice you receive having developed the symptoms of Covid-19 may require you to be hospitalised or remain in self-isolation. This will mean being absent from the workplace. Please keep your manager up-to-date by telephone as to your circumstances. Ensure you obtain a medical certificate and present it to your manager on your return to work. You must get a medical clearance from your doctor prior to returning.

## IF YOU HAVE CONTACT WITH A PERSON WITH A CONFIRMED CASE OF COVID-19

If you have been in contact with someone who has a confirmed case of the Covid-19, you are required to notify your manager immediately.

In order to protect your fellow colleagues, we ask you to seek medical advice and remain absent from the workplace. Please ensure you obtain a medical certificate to this affect and present it to your manager on return to work. You must get a medical clearance from your doctor prior to returning.

In the case where you are not sick, we will consider whether it is possible for you to work remotely on a case-by-case basis. Advance authorisation to work remotely is needed in every case.

## IF YOU HAVE CONTACT WITH A PERSON WHO IS SUSPECTED OF HAVING COVID-19

If you have been in contact with someone who has a suspected case of the Covid-19, you are required to notify your manager immediately.

Even if you are not displaying any symptoms, we may take the decision to send you home and require that you not attend work as a safety precaution. In these circumstances, we may require you to work remotely.

## INTERNATIONAL TRAVEL

The Government has mandated a 14 day self-isolation period for all persons returning from international travel.

Upon returning from such travel, we ask that you follow Government advice to self-isolate and remain absent from the workplace. You must obtain a medical clearance before returning. This applies whether or not you are presenting symptoms.

In the case that you are not sick, we will consider whether it is possible for you to work remotely on a case-by-case basis. Advance authorisation to work remotely is needed in every case.

## TRAVEL PLANS

The Government has advised all Australians not to travel overseas at this time.

We acknowledge that you may have plans to travel in the near future, including pre-booked and paid for holidays. Given the current travel restrictions and the current warning from the Government not to travel overseas at all, we would therefore ask that you consider, for your own health, whether travelling to these areas is the best thing to do. If a decision is made to travel, we ask that you inform your manager about the countries you intend to visit so that your return can be managed appropriately.

We also ask that you keep yourself up to date with Government guidance and bear in mind that this guidance can change on a daily basis. You should also familiarise yourself with the health and safety recommendations for the country which you are visiting. This could include staying away from farms, touching animals, etc.

If you would like to cancel any pre-booked annual leave, you should discuss this with your manager.

## BUSINESS TRAVEL

We recognise that you may be reluctant to travel on business to places where there have been cases of infection. To this end, we will consider every business trip that is planned for the near future and identify if alternatives to making the trip are possible. This may include postponing the trip or holding meetings via digital platforms etc.

If travel is deemed necessary, we will conduct a full risk assessment associated with the trip in consultation with the employees who are being asked to travel.

## ATTENDANCE AT WORK

It is our expectation that you attend work as normal during this time, unless:

* You are on a period of authorised leave (personal, annual or long service), or
* You are not attending work under our specific instruction, or
* There is a safety reason why you cannot be at work that has been discussed and agreed with your manager, or
* You are sick, hospitalised and or self-isolating as a result of seeking medical advice and based on the circumstances previously described in this document

## TEMPORARY BUSINESS CLOSURE

As time progresses, it may become necessary for the business to temporarily reduce or cease operations, for example, if someone in the workplace is diagnosed with Covid-19.

We will do everything possible to continue operating in these circumstances. Ultimately however, will take the action that is necessary to comply with Government advice and protect the health of our employees and others in our workplace.

In the event of a shutdown, we may have no choice but to place you on an unpaid stand down. For clarity, this will only occur under specific circumstances in line with the Fair Work Act 2009 and after all other alternatives have been considered.

## WORKING FROM ANOTHER LOCATION

We will take all available steps to maintain normal business operations.

To maintain normal business operations, it may be necessary for us to require you to work from an alternative work location. This may arise for example, if we are instructed by a Regulatory authority that entry into our current workplace is not permitted because of a contamination. Your flexibility in this regard will be required.

Likewise, it may be necessary for you to work remotely. Advance authorisation to work remotely is needed in every case. An assessment of your ‘home office’ by us will need to be undertaken for suitability.

## LEAVE MANAGEMENT

The following table is to be used as a guide only and is indicative of the options that may be available dependent upon National Employment Standards and Awards. For further guidance please refer to the Fair Work Australia web-site: [https://www.fairwork.gov.au/about-us/news-and-media-releases/website-news/Covid-19-and-australian-workplace-laws](https://www.fairwork.gov.au/about-us/news-and-media-releases/website-news/coronavirus-and-australian-workplace-laws).

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| **SCENARIO** | **OPTIONS** |
| Employee is sick | * Sick leave (if available), * Personal leave (if available), * Unpaid leave. |
| Employee not sick but must care for member of their immediate family or household who is sick | * Carer’s leave (if available), * Personal leave (if available), * Unpaid leave. |
| Employee is not sick but refuses to come to work due to risk of infection | * If there no real risk of infection at work, you may be deemed to have abandoned your employment and will not be paid for the time you are absent, * At your manager’s discretion, you may be able to take accrued leave (annual leave, long service leave). |
| Employee is not sick but cannot attend workplace because they are traveling overseas | * Explore options to work remotely, * At your managers discretion, you may be able to take accrued leave (annual leave, long service leave) unpaid leave. |
| Employee is not sick but is in self-isolation based of a direction by a medical practitioner or is placed in government mandated quarantined | * Explore options to work remotely, * Use accrued leave (annual leave, long service leave), * Unpaid leave. |
| Employee not sick but employer requires them to stay away from the workplace as a precautionary measure | * Explore option to work remotely, * Unless special circumstances exist, you may be paid for the shifts you would have worked. |
| Employer temporarily closes workplace due to actual or suspected case of contamination | * Explore option to work remotely, * Unless special circumstances exist, you may be paid for the shifts you would have worked, * Unpaid leave. |