

COVID-19 Policy

The health, safety and wellbeing of our staff remains our top priority as we continue to monitor the COVID-19 situation. This policy will be updated as further information around the outbreak becomes known so that we limit unnecessary exposure.

The following document provides company guidelines in relation to COVID-19. These guidelines are considered appropriate in the current circumstances, but this is an evolving situation.

Symptoms

The virus can cause a range of symptoms, from a mild infection with a fever, to pneumonia. Common signs of infection include fever, cough and shortness of breath. For up to date health advice please visit the [DHHS website](#).

Overseas Travel

In line with the latest Federal Government advice, if you arrived in Australia from overseas on or after 1 March, you should self-isolate and not attend the office for 14 days from your arrival date in Australia.

If you develop any of these signs or symptoms; fever, cough, shortness of breath, or other early symptoms, please call the Coronavirus Health Information Line (1800 020 080), call your GP or seek medical attention. Your doctor will advise if you should get tested.

All international work-related travel is restricted. It is advised that staff reconsider your need for personal travel regardless of your destination, age or health. If your overseas travel is not essential, consider carefully whether now is the right time.

Domestic travel for work-related purposes is restricted unless deemed essential by management.

If you are feeling unwell

While COVID-19 is of concern, it is important to remember that most people displaying symptoms such as fever, cough, sore throat or fatigue are likely suffering with a cold or other respiratory illness— not COVID-19.

- We encourage all employees who are feeling unwell, particularly if experiencing fever, cough, sore throat or fatigue to consider your own health and that of your colleagues and not attend work or work remotely until fit to do so. This minimises the spread of potentially infectious conditions irrespective of the type of illness.
- If you are unwell and/or unfit for work with symptoms not related to COVID-19, normal leave provisions apply, and you should not attend the office until you are fit to do so.

If you have had casual contact with someone who has a confirmed case of COVID-19

If you have had casual* contact with a person diagnosed with COVID-19 you do not need to self-isolate.

- Monitor your health for 14 calendar days from when you had the casual contact and watch for signs and symptoms of fever, cough, shortness of breath or other early symptoms.
- If you develop any of these signs or symptoms, please call your GP, the Coronavirus Health Information Line or your local health service.

***Casual contact:** Casual contact is defined as someone who has been face-to-face for less than 15 minutes or has been in a closed space for less than two hours with someone who has tested positive for COVID-19 when that person was infectious.

If you have had close contact with someone who has a confirmed case of COVID-19

If you have had close* contact with a person who has been diagnosed with COVID-19 you must self-isolate until 14 calendar days after you were last exposed to the infectious person.

- You must not attend the office.
- You must immediately notify your manager in these circumstances.
- If you develop any of these signs or symptoms; fever, cough, shortness of breath or other early symptoms, please call your GP, the Coronavirus Health Information Line or your local health service.
- Depending on your symptoms and advice from your doctor:
 - If you are feeling well, you may work remotely from home, if possible.
 - If you are unfit to work, you must take leave until cleared by an authorised medical practitioner and you should not attend the office until you are fit to do so.

***Close contact:** Close contact is defined as someone who has been face-to-face for at least 15 minutes, or in a closed space for at least two hours with someone who has tested positive for COVID-19 when that person was infectious.

Read the guidance from the Department of Health: [Coronavirus \(COVID-19\) information for close contacts of a confirmed case](#)

If you have been identified as a suspected case of COVID-19 and are awaiting test results

If you are suspected as having contacted COVID-19 and have been advised by your GP or health service to have a test, you must remain at home.

- You must immediately notify your manager if you have a suspected case and are awaiting test results.
- If you are feeling well, where possible, we encourage employees to work remotely from home.
- Depending on your symptoms and advice from your doctor:
 - If you are feeling well, you may work remotely from home, if possible.

- If you are unfit to work, you must take leave until cleared by an authorised medical practitioner and you should not attend the office until you are fit to do so.

Please read the guidance from Department of Health: [Coronavirus \(COVID-19\) information about home isolation when unwell \(suspected or confirmed cases\)](#)

If you have been diagnosed with COVID-19

If you are diagnosed with Coronavirus:

- You must not attend work for a minimum of two (2) weeks.
- You must immediately notify your manager.
- Follow the advice from your doctor:
 - If you are feeling well, you may work remotely from home, if possible.
 - If you are unfit to work, you must take leave until cleared by an authorised medical practitioner as no longer needing to be in isolation.
- You will be eligible for **paid isolation leave** for the period stipulated on your medical certificate for the purpose of isolation until cleared by an authorised medical practitioner as no longer needing to be in isolation.

Please read the guidance from Department of Health: [Coronavirus \(COVID-19\) information about home isolation when unwell \(suspected or confirmed cases\)](#)

Other situations

If you find yourself in one of the following situations:

- You are uncomfortable working onsite with clients
- You are uncomfortable working with someone who appears unwell
- You have specific health circumstances that need special consideration

You should:

- Raise your concerns with your manager and Human Resources.

We will consider each scenario on a case-by-case basis. Where we assess that it is suitable to be at work, you will be required to attend work as usual unless you are applying for leave. Where the company determines that it is not suitable to be at work, we will consider options including working remotely from home or other alternative arrangements.

Resources

For more information, please visit:

- <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- <https://www.dhhs.vic.gov.au/coronavirus>
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- **Coronavirus Health Information Line** - 1800 020 080

Call this line if you are seeking information on coronavirus (COVID-19). The line operates 24 hours a day, seven days a week.