



SUNDALE

CREATING COMMUNITIES SINCE 1963



1800 786 325



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Direction for Employees with COVID-19 Symptoms or Close Contact with Others with Symptoms

Do Not Attend Work

We are contacting you as you have:

- displayed potential symptoms of COVID-19

or

- had known close contact (direct contact or prolonged close contact) with anyone who is symptomatic of COVID-19.

You are directed not to attend the workplace or to enter any Sundale facility for a minimum period of 14 days from date of this notice.

This direction is effective immediately.

If you are a permanent employee, you will be able to access paid or unpaid personal leave, annual leave or long service leave, depending on your accrued leave entitlements. If you are a casual employee, you may be able to access the recently announced Government funding.

What happens next?

You will need suitable medical clearance to return to work after a minimum period of 14 days from receipt of this notice. The process to follow for this is:

1. Contact your GP or 1800 HEALTH and advise them of your situation and that you work with vulnerable people in aged care. They will then direct you to seek a COVID-19 test if that is required for your circumstances.
2. If you are accepted for a COVID-19 screening test and receive notice that it is negative, you should forward that notice to COVIDresponse@sundale.org.au. You will also require a normal return to work clearance from your GP and that should also be provided to COVIDresponse@sundale.org.au. You may then organise with your Site Manager to return to work after the 14-day period.
3. If you are not accepted for a COVID-19 screening test, you should seek written notice of that and provide that notice to COVIDresponse@sundale.org.au. You will still require a normal return to work clearance from your GP and that should be forwarded to COVIDresponse@sundale.org.au. You may then organise with your Site Manager to return to work after the 14-day period.
4. If you return a positive COVID-19 screening test result, please contact COVIDresponse@sundale.org.au and your Site Manager immediately and you will be provided with individual advice and instructions.

Department of Health - Coronavirus Health Information Line

Call this line if you are seeking information on novel coronavirus (COVID-19). The line operates 24 hours a day, seven days a week. Telephone: 1800 020 080