

Direction for Employees with Future International Travel Plans or Future Close Contact with Anyone Travelling Internationally

Do Not Attend Work – Potential to Work from Home

We are contacting you as you have advised that you:

- will be travelling to _____
or
- will have close contact with anyone who will be travelling internationally.

With effect from 16 March 2020, the Australian Government has declared that this applies to all countries outside of Australia.

You are directed not to attend to the workplace or to enter any Sundale facility for a minimum period of 14 days from either:

- (a) the date of your arrival back in Australia; or***
- (b) from the date of your close contact with the person who will arrive in Australia.***

You should discuss with your Manager if there is the potential for you to work from home during this period.

The nature of your role provides the potential for you to work productively from home if you are feeling well enough, have facilities, primarily suitable computer access and a safe workspace, available to you at home to make this practical. A copy of the Sundale Working from Home Policy and Working from Home Assessment Form are available for your review and completion.

If you work from home, you will be paid for the time you work as normal. If working from home is not practical in your situation, you will be able to access paid or unpaid personal leave, annual leave or long service leave, depending on your accrued leave entitlements.

What happens next?

You will need suitable medical clearance to return to work after a minimum period of 14 days from the date of arrival back in Australia or date of close contact. 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 Manager to return to work after the 14-day period from your return to Australia has occurred.

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 Manager to return to work after the 14-day period from your return to Australia has occurred.
4. If you return a positive COVID-19 screening test result, please contact COVIDresponse@sundale.org.au and your 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](tel:1800020080)