



**SUNDALE**

CREATING COMMUNITIES SINCE 1963



1800 786 325



enquiries@sundale.org.au



PO Box 5202 SCMC,  
Nambour QLD 4560

ABN: 33 436 160 489  
ACN: 164 270 946

## Direction for Employees Who are Unwell but Who Do Not Meet Criteria for COVID-19 Testing

### Do Not Attend Work – Potential to Work from Home

We are contacting you as you have advised that you:

- Have one or more of the following symptoms:
  - runny nose
  - sore throat
  - cough
  - fever
  - difficulty breathing (severe cases)
- Do not meet the Government's criteria for being at moderate to high risk of COVID-19:
  - No overseas travel
  - No close contact with someone who has been overseas
  - No contact with someone who has COVID-19

Stricter precautionary measures are being taken with immediate effect.

***You are directed not to attend to the workplace or to enter any Sundale facility for a minimum period of 7 days from:***

- (a) the date you last displayed any of the symptoms listed above; and***
- (b) You have received clearance from doctor which is to be obtained after the 7-day period.***

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 7 days from the date of your last symptoms. The process to follow for this is:

1. Contact your GP and advise them of your situation and that you work with vulnerable people in aged care.

2. You will also require a normal return to work clearance from your GP and that should also be provided to [COVIDresponse@sundale.org.au](mailto:COVIDresponse@sundale.org.au). You may then organise with your Manager to return to work after the 7-day period.

***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)***