



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 – Potential to Work from Home

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 to 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.

Are you feeling well enough to Work from Home?

You should discuss with your Manager if you feel well enough to work from home. If you are unwell, you should not work from home and instead access personal leave to allow you to recover fully.

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 your normal workplace 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 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 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 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)