Coronavirus Related Leave Policy

Last updated: DD MM YYYY

Last circulated: DD MM YYYY

1. POLICY PURPOSE

<**Employer**> acknowledge that there are exceptional circumstances taking place due to the coronavirus outbreak, which has been declared a Pandemic by the World Health Organisation (**WHO**) as of 12 March 2020.

The Employer’s priority is to ensure the protection of the health and wellbeing of staff and to ensure the use of verified advice from WA Health to inform policy and decision making across the business.

1. SCOPE

This policy is applicable to all activities relevant to the execution of the Employer’s corporate activities and in some instances the actions of employees or other authorised persons in a private capacity.

1. Responsibilities

The Policy Owner,<**IDENTIFY RESPONSIBLE PERSON>** is responsible for control of this policy and will delegate the authority to the HR function to ensure the policy is implemented, reviewed and updated as required.

1. Source of Information

The Employer will take into consideration advice provided by the WA Health Coronavirus Agency Advisory service and its related recommendations as listed on their website.

<https://healthywa.wa.gov.au/Articles/A_E/Coronavirus>

The situation is rapidly changing, and therefore specific policy and applications will also be updated regularly.

1. personal travel

As of **DD MM YYYY**, any employee who returns from any travel overseas will be required to **self-isolate** and not return to work for a **period of 14 days** from the date of re-entering Australia.

In these cases employees should work from home where possible. If working from home is not possible for specific and verifiable reasons, then **< EMPLOYER MUST DECIDE HOW THEY WILL MANAGE EMPLOYEES WHO ARE UNABLE TO ATTEND WORK – See AMA (WA) Guidance dated 23 March 2020>,** otherwise employees will be required to take additional annual leave or leave without pay.

**<IF EMPLOYER DECIDES TO PROVIDE SPECIAL PAID LEAVE INSERT/AMEND THE FOLLOWING>**

*“Special Paid Leave will not be deducted from personal or annual leave entitlements. If at any stage the employee becomes unwell they are required to inform their line manager and their sick leave entitlements will be utilised for the duration of the illness until they are fit and cleared to return to normal duties.*

*All employees have a general duty of care towards others, to ensure their own actions or inactions do not put others’ safety or health at risk. If an employee is planning overseas travel for annual leave or other personal reasons, they must discuss their travel arrangements with their line manager prior to the leave so that appropriate plans can be implemented.”*

1. Contact with a confirmed case of COVID-19

In the event that an employee has been notified of contact with a confirmed case of COVID-19, the employee will be required to immediately notify their line manager and self-isolate for 14 days. In these cases employees should work from home if possible. If working from home is not possible for specific and verifiable reasons, then then **< EMPLOYER MUST DECIDE HOW THEY WILL MANAGE EMPLOYEES WHO ARE UNABLE TO ATTEND WORK – See AMA (WA) Guidance dated 23 March 2020>,** otherwise employees will be required to take additional annual leave or leave without pay.

If at any stage the employee becomes unwell they are required to inform their line manager and then sick leave will be utilised for the duration of the illness, until they are fit and cleared to return to normal duties.

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1. What does self-quarantine mean?

Self-quarantine means an employee must stay in their home, hotel room, or other accommodation. If an employee is at home, only people who usually live in the employee’s household should be with the employee. It is advisable that employees remain in an area of the home away from others (preferably with separate bathroom, living and sleeping areas, as well as separate cutlery and crockery) to protect other household members. During this time, visitors should not be permitted to enter the premises.

1. Potential impacts of school closures

Other countries dealing with the Coronavirus outbreak have taken measures such as closing schools for a period of time to assist with the containment of the virus. If similar measures are taken in WA, employees will be required to discuss their individual circumstance with their direct line manager.

1. Document Control

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| **Revision**  | **Date**  | **Description**  | **Prepared**  | **Checked (Content Expert/s)**  |
| A  |  |  |  |  |
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