

COVID-19 EMPLOYMENT ARRANGEMENTS



THIS INFORMATION IS APPLICABLE FROM 5 FEBRUARY 2021 UNTIL FURTHER NOTICE

SCENARIO 1

CONFIRMED COVID-19

I have a test that confirms I have contracted COVID-19.

Actions:

- Immediately notify your manager and email COVID19@dbca.wa .gov.au.
- Isolate yourself as per as per the Government requirement.

Working arrangements:

- You will be required to use existing personal leave credits for the period you are unwell.
 Please use personal leave and reason code - "Sick Leave COVID19".
- If you have no personal leave credits, you can access up to 20 days of COVID-19 leave.
 Please submit via the manual Leave Application Form.
- You will need to provide evidence* that you had a positive test for COVID-19.

You may return to work when you have medical clearance.

SCENARIO 2

TEST FOR COVID-19

I am:

- self-isolating but not selfquarantining due to travel, and
- awaiting the results of a COVID-19 test.

Actions:

 Immediately notify your manager and email COVID19@dbca.wa.gov.au.

Working arrangements:

- You and your manager need to discuss, and agree on, working from home arrangements, where appropriate.
- Where the above is not available, you can access up to 20 days of COVID-19 leave. COVID-19 leave for COVID-19 testing or selfisolating awaiting test results may be accessed even if the 20 days of COVID leave have already been.

Please submit via the manual <u>Leave Application</u> Form.

 You will need to provide evidence* that you are required to self-isolate.

A positive test result refer to **Scenario 1**.

A negative test result means you may return to work when advised by the Dep of Health.

If you become unwell during this period refer to **Scenario 6.**

SCENARIO 3

REQUIRED TO SELF-ISOLATE

I required to self-isolate/quarantine because of a Government requirement.

Actions:

 Immediately notify your manager and email COVID19@dbca.wa.gov.au.

Self-quarantine due to being a close contact

- You and your manager need to discuss, and agree on, working from home arrangements, where appropriate.
- Where the above is not available, you can access up to 20 days of COVID-19 leave.
 Please submit via the manual <u>Leave</u>
 Application Form.
- You will need to provide evidence* that you are required to self-isolate.

Self-quarantine due to work related travel

- You and your manager need to discuss, and agree on, working from home arrangements, where appropriate.
- Where the above is not available, you will be paid your ordinary salary for the duration of the quarantine period.

Self-quarantine due to all other travel

- You and your manager need to discuss, and agree on, working from home arrangements, where appropriate.
- Where the above is not available, you will be required to use existing leave credits or take leave without pay for the duration of the quarantine period.
- Where travel was due to a demonstrated pressing need eg. to access medical treatment, visit a relative who has a serious medical condition, or to attend a funeral you can access up to 20 days of COVID-19 leave where you do not have enough other paid leave.

You may return to work when you have met the isolation requirements and remain well.

SCENARIO 4 HIGH RISK

I may be at higher risk of COVID-19 as defined by the <u>Australian</u> <u>Health Protection</u> <u>Principal Committee</u> (AHPPC).

Actions:

The AHPPC's supports all employees, even those at higher than usual risk, to return to the workplace with appropriate controls in place.

Concerned employees are encouraged to work with their manager to mitigate any risks, on the basis of medical advice.

SCENARIO 5

CHANGES TO OPERATIONS

I am a permanent or fixed term contract employee impacted by changes to operations.

Working arrangements: You may be:

- required to work at home,
- directed to temporarily undertake different duties at your usual workplace or work at another workplace (including another public sector agency);
- advised to temporarily cease work.
- Permanent employees are to be paid the salary they would otherwise have been entitled to be paid for the duration of the changed arrangements, as defined in the COVID-19 Bulletin 31 March 2020.
- Fixed term contract employees will continue to be engaged under their current terms and conditions for the duration of the contract (subject to any flexibility to terms and conditions required to accommodate temporarily changed duties).

SCENARIO 6 UNWELL AND/OR UNFIT FOR WORK

I am unwell or have been certified unfit for work for reasons not related to COVID-19.

Actions:

Immediately notify your manager.

Working arrangements:

You will be required to use existing personal leave credits for the period you are unwell.

You may return to work when:

- You are certified fit; or
- You don't have any symptoms.

SCENARIO 7

CASUALS
I am a casual impacted
by changes to
operations.

Actions:

Manager to notify COVID19@dbca.wa.go v.au.

Working arrangements:

You may be:

- required to work at home, your usual workplace or another workplace (including another public sector agency); and
- may continue to be engaged as a casual to perform any work that can't be undertaken by an existing permanent or fixed term contract employee.

Where you receive a letter from the department stating you aren't required to work because of changes to operations, you will automatically receive 20 days COVID-19 leave.

In all other situations, please submit your application for COVID-19 leave via the manual <u>Leave</u>
<u>Application Form</u>.

SCENARIO 8

CARERS

I need to care for another person who:

- Has COVID-19, or is required to self-isolate; or
- Cannot access school or other care arrangements because of COVID-19.

Actions:

- Immediately notify your manager and email <u>COVID19@dbca.wa.</u> gov.au.
- Isolate/quarantine yourself as as per the Government requirements.

Working arrangements:

- You are required to use existing personal leave credits.
 Please use personal leave and reason code - "Carers Leave COVID19".
- leave credits, you can access up to 20 days COVID-19 leave.
 Please submit via the manual Leave Application
- Form.
 You will need to provide evidence* that you are caring for a person who meets the above criteria.
- Where you choose to keep your child home from school and they are not ill, injured or have complex medical needs you should access existing leave entitlements such as annual leave, long service leave, or accrued flexi leave. Personal leave cannot be used in these circumstances, as outlined in the COVID-19 Bulletin Leave arrangements for Term 2, 2020.

PLEASE NOTE

- Where a situation is not addressed in this document, please contact COVID19@dbca.wa.gov.au for advice.
- Employees not attending work without notification will be deemed to be on leave without pay.
- * All evidence is to be sent to coviD19@dbca.wa.gov.au and retained on personal files