

COVID-19 (Coronavirus) Advice for staff regarding Self reporting & Leave entitlements 13th March 2020.

Eastern Health is continuing to manage our response to COVID-19 and ensure the health and safety of our staff. The Department of Health and Human Services issued advice to be implemented by employers for the management of the spread of COVID-19. This includes special-directives for healthcare workers who have recently travelled overseas or are at risk of COVID-19 infection.

Requirements for staff who have travelled (from DHHS):

Any healthcare worker or residential aged care worker who has been in the higher risk countries of mainland China, Iran, Italy and South Korea in the previous 14 days should not attend work until they have been well for 14 days after leaving those countries.

Healthcare workers who have been overseas in the past 14 days and are unwell with a compatible illness should not attend work and seek appropriate medical care. All unwell healthcare workers should consider being tested for COVID-19.

Table 1: Actions for travellers and healthcare workers returning from overseas.

Country risk	Country	General actions	Action for healthcare and residential care workers
Higher risk	Mainland China Iran South Korea Italy	Self-quarantine for 14 days	No work for 14 days
Moderate risk	All other countries	Self-monitor for 14 days Isolate if unwell	Can return to work if well

Requirement to isolate:

To help limit the spread of coronavirus, you must isolate yourself in the following circumstances:

- If you have left, or transited through mainland China, South Korea, Italy or Iran in the last 14 days, you must isolate yourself for 14 days from the date of leaving.
- If you have been in close contact with a proven case of coronavirus, you must isolate yourself for 14 days from the date of last contact with the confirmed case.
- If you have tested positive for COVID-19

You are required to contact IPAC (infection Prevention & Control) to notify incidences of isolation

Leave entitlements:

The following leave entitlements are available in instances where isolation is required:

- *Special Paid leave* – Where you are required to self-isolate and do not have any signs/symptoms of COVID-19, 14 days special leave will apply. IPAC are required to approve all requests for Special Paid Leave.
- *Personal Leave* – Should you test positive for COVID-19 and/or show signs/symptoms, personal leave is to be used for the duration of the illness. In instances where personal leave is exhausted, unpaid leave may be accessed

Returning to work

- In instances where you are required to self-isolate and have shown no signs/symptoms, you can return to work after the 14 days of isolation
- In instances where you have been infected and/or shown signs/symptoms, medical clearance is required prior to returning to work.

Annual Leave & Personal Travel

Should you travel to a high/medium risk region or country from 12 March 2020, and are required to self-isolate prior to returning to work, you will not have access to Special Leave and will be required to access your own leave entitlements. You are encouraged to discuss this with your manager prior to travel to understand the implications for you upon your return.

Carer requirements for affected family/household member

Where you are required to be absent from work to care for a family or household member who is required to self-isolate, you are required to use Personal/Carers leave or other leave entitlements in instances where personal/carers leave is exhausted.

More Information:

Eastern Health will continue to monitor the situation and provide updated information as it becomes available.

Should you have questions or require further clarity are encouraged to speak with your manager in the first instance.

IPAC can be contacted via email on ehinfectioncontrol@easternhealth.org.au or via phone 9895 3764

Eastern Health would like to remind you of the Eastern Health's Employee Assistance Program ('EAP') that is available to provide confidential counselling services to employees. EAP can be contacted on 1300 687 327.