

Employee FAQs

What is COVID-19?

A coronavirus is a kind of virus that can make humans and animals unwell. There has been a recent outbreak of a new Coronavirus, named COVID-19 which has now spread to countries all around the world. Accordingly, the World Health Organisation declared that this outbreak is a pandemic.

What are the symptoms?

Symptoms of COVID-19 include:

- fever;
- flu-like symptoms such as a cough, sore throat, or tiredness; and/or
- shortness of breath.

What should I do if I suspect I have symptoms of COVID-19?

- Due to the high transmission rate of COVID-19, if you suspect that you are exhibiting the above symptoms, it is important that you stay away from work. This includes if you have only mild symptoms, or have had to take simple medications (e.g. paracetamol, ibuprofen) which may mask the symptoms
- Please notify your relevant manager and ATC that you are exhibiting symptoms of COVID-19 and that you are unfit for work.
- You should call (before visiting) your local GP who will determine your eligibility for testing. When you receive confirmation of whether you have COVID-19, you should notify your Manager and ATC of the result.

What should I do if I am diagnosed with COVID-19?

- If it is confirmed that you have contracted COVID-19, you should follow directions from your treating practitioner regarding your care and self-isolation, and ensure your Manager and ATC remains informed of when you are expected to return to work.
- You may take personal leave (if applicable) while you are unfit for work.
- Pursuant to current guidelines from health authorities, you should self-isolate for a period of 14 days once cleared of infection.
- If you do not have adequate personal leave to cover the relevant period, you may request to take annual leave to cover the relevant period. This may include granting annual leave in advance if permitted.

What if I don't have COVID-19?

- If it is confirmed that you have **not** contracted COVID-19, you may return to work when you are fit to return and are no longer displaying symptoms.

What should I do if a member of my immediate family or my household is diagnosed with COVID-19?

- You should notify your relevant manager as soon as possible that this has occurred.
- You will need to self-isolate for a period of 14 days.
- If you are acting as a carer for the person with COVID-19, you should make a request to your manager to access carer's leave.
- You should continue to monitor yourself for symptoms for 14 days and take your temperature twice a day

- If you develop even a mild cough or low-grade fever (i.e. a temperature of 37.3°C or more) you should stay at home and self-isolate, and you may instead wish to access personal leave.
- You should telephone your healthcare provider or the local public health department, and give them details of your symptoms. You may be asked to go to your nearest hospital to be tested.
- Pursuant to current guidelines from health authorities, you should self-isolate for a period of 14 days once cleared of infection.

What should I do if I am in contact with someone in the community who is diagnosed with COVID-19?

- You should not go to work and must notify your relevant manager as soon as possible that this has occurred.
- You will need to self-isolate for a period of 14 days.
- You should continue to monitor yourself for symptoms for 14 days and take your temperature twice a day
- If you develop even a mild cough or low-grade fever (i.e. a temperature of 37.3°C or more) you should stay at home and self-isolate, and you may instead wish to access personal leave.
- You should telephone your healthcare provider or the local public health department, and give them details of your symptoms. You may be asked to go to your nearest hospital to be tested.
- Pursuant to current guidelines from health authorities, you should self-isolate for a period of 14 days once cleared of infection.

What if I have recently travelled to an area with known cases of COVID-19?

- If you are returning from a country that has been designated as having travel restrictions by the Department of Home Affairs, you will be required to self-isolate for 14 days from departure, pursuant to guidance from the Commonwealth Government.
- To ensure continued income, ATC may agree to grant personal/carer's leave, annual leave (if required, in advance), and other forms of leave that may be available to you.
- If you do not have access to leave, you may be able to access Sickness Allowance through the Commonwealth Government. For more information, see [here](https://www.servicesaustralia.gov.au/individuals/services/centrelink/sickness-allowance).
www.servicesaustralia.gov.au/individuals/services/centrelink/sickness-allowance
- If you are returning from a country with known cases, but no travel restrictions, we may request that you self-isolate.
 - Whether we choose to do this will be at our discretion and will be informed by a number of factors, including whether the Commonwealth Department of Health considers the country you have returned from to be at moderate risk.
- If we request that you self-isolate at our discretion, you will be stood down with pay until the 14-day self-isolation period has elapsed.

What should I do if I have a trip booked to go to an area with known cases of COVID-19?

- We recommend that you cancel any such travel due to the risk of contracting COVID-19.
- If you have already confirmed annual leave to travel to the country in question and do not cancel this trip, we may request and agree with you to take an additional period of annual leave to cover a period of self-isolation on your return.
- If you do not have annual leave confirmed for this proposed trip, in determining whether to accept the request, we will consider whether the period of leave is for the purposes of visiting an area with known cases of COVID-19, and whether the request accounts for a period of self-isolation on return from the area.

What will happen if a colleague is diagnosed with COVID-19?

- If the Company is notified that an employee has been diagnosed with COVID-19, the Company will assess who may have been exposed to the affected employee over 14 days prior, and will request that they self-isolate.
- If the affected employee recently attended work, any spaces that the employee worked in over the last 14 days will need to undergo a comprehensive health certified cleaning.

- If you are required to self-isolate, you should monitor yourself for symptoms for 14 days and take your temperature twice a day.
- If you develop even a mild cough or low-grade fever (i.e. a temperature of 37.3°C or more) you should stay at home and self-isolate, and you may instead wish to access personal leave.
- You should telephone your healthcare provider or the local public health department, and give them details of your symptoms. You may be asked to go to your nearest hospital to be tested.
- Pursuant to current guidelines from health authorities, you should self-isolate for a period of 14 days once cleared of infection.

Will I be paid if I have to self-isolate?

- If you are casual, you are not entitled to be paid for this period.
- If you do not have access to leave, you may be able to access Sickness Allowance through the Commonwealth Government. For more information, see [here](#).
- If you are part-time or full-time and you have been required to self-isolate pursuant to guidance from the Commonwealth Government, then you may be able to access your accrued paid personal/carer's leave, annual leave, or other forms of leave where applicable.
 - If you do not have adequate paid leave to cover the period, the Company may at its discretion grant you unpaid leave, or continue to pay you at least your base rate of pay for all or part of your contracted hours of work.
- If the Commonwealth Government's guidelines have not required you to self-isolate, but rather the Company has directed you to self-isolate, then the Company will pay you at least your base rate of pay for your contracted hours of work. (not applicable to casual workers)

How can I avoid contracting COVID-19?

- To avoid contracting COVID-19, you should:
 - wipe down and disinfect surfaces regularly;
 - frequently wash your hands with soap and water, and encourage others to do the same;
 - use hand sanitiser where required;
 - if deemed appropriate and provided by the Company, wear provided face masks and use provided paper tissues;
 - where possible, avoid risk factors (i.e. travel to areas with outbreaks of COVID-19); and
 - self-isolate if you develop any symptoms, or are required by the Company or the Commonwealth Government to do so.