



SUNDALE

CREATING COMMUNITIES SINCE 1963



1800 786 325



enquiries@sundale.org.au



PO Box 5202 SCMC,
Nambour QLD 4560

ABN: 33 436 160 489

ACN: 164 270 946

Direction for Employees Who Have Recently Travelled Internationally or Had Close Contact with Anyone Who Has Travelled Internationally

Do Not Attend Work – Potential to Work from Home

We are contacting you as:

- you have advised that, in the last 14 days you travelled or transited through (airport), or used transport based in one of the Medium-High Risk Countries as determined by Australian or Queensland Governments about the concerns for COVID-19.

or

- you had known close contact with anyone who has travelled to or from, or transited through, any of the Risk Countries in the last 14 days

If the travel related to travel prior to 16 March 2020, Risk Countries were declared as Mainland China, Iran, Italy, South Korea, Japan, Mongolia, Cambodia, Hong Kong, Indonesia, Singapore and Thailand.

If the travel related to travel after 15 March 2020, all countries outside of Australia are declared as Risk Countries.

Any healthcare worker or employee of an Aged Care service who has been in these countries in the previous 14 days, or has been in close contact with anyone who has been in these countries, should not attend work until they have been well for 14 days after leaving those countries or been well for 14 days from the date of close contact.

You are directed not to attend to the workplace or to enter any Sundale facility for a minimum period of 14 days from the date of your arrival back in Australia; or from the date of your close contact with the person who arrived in Australia from those countries.

This direction is effective immediately.

You should discuss with your Manager if there is the potential for you to work from home during this period.

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 work after a minimum period of 14 days from the date of arrival back in Australia or date of close contact. 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 from your return to Australia has occurred.
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 from your return to Australia has occurred.
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)