



Coronavirus (COVID19) Your obligations as an employee if you are travelling

Dear staff member

The current environment around the management of the COVID19 virus continues to change daily.

Many of you may have already planned overseas travel in the next few months. As part of Helping Hand's planning and risk management, we advise the following will apply:

- At the time you re-enter Australia, the Australian Government may have practices in place as part of their overall management plan. Should you need to be quarantined, you will need to notify us of your extended leave.
- It is **very important that you contact us before returning to work** after travel overseas. We will assess the risk associated with your return to work depending on the countries you have visited and the current COVID19 situation in that country or countries. You should not return to work until you have contacted us and received confirmation it is safe to do so.
- As part of our decision making, we may decide to ask you to be tested for the virus and we will await your clearance before your return to work. Should your travel involve countries where the virus status is in alert, we may ask you to self quarantine for 14 days. This will require you to access your leave entitlements.
- And most importantly, if you return from overseas travel and fall ill within the first 14 days of your return, **you should not report for work or you should leave the workplace immediately** and report to the hospital for testing. During this period you will be required to access your leave entitlements until such time as you are cleared. We will require confirmation of your clearance. Should you have any issues obtaining a clearance, please contact us.

It is vitally important that we all work together to protect our clients and community. We ask you to consider this risk in your decision around any overseas travel you may undertake. I know that you share our concern for our clients and their safety should the spread of this infection worsen within Australia. Experts have expressed a view that there is confidence that Australia's containment of the virus has been effective.

Please advise your Manager of any forthcoming travel, contact them prior to your return to work and await advice about any action we require you to undertake. You should also consider advising your manager if you identify you may have been exposed to the virus through any member of your community including family.

Thank you for your cooperation and consideration of our Helping Hand community.

Kind regards
Julie Goods
Executive Manager People and Culture

