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## St John of God Health Care (SJGHC) Coronavirus (COVID-19) Workforce FAQ

### FAQs for caregivers

#### 1. What leave will I be entitled to access if I am required to isolate myself in accordance with Department of Health guidelines?

As health care professionals or caregivers working in the health industry we are well aware of the importance of taking all reasonable actions to prevent unnecessary exposure to potential harm and this extends outside the workplace. We are also very aware of the need to follow all required processes to ensure that any harm to ourselves, our loved ones, our patients, work colleagues and the wider community is minimised. This may require caregivers to undergo a period of self-isolation for 14 days or another period as updated **by the Australian Government Department of Health**.

In the event a caregiver is required to undergo a period of self-isolation in accordance with the **Australian Government Department of Health guidelines** then the caregiver should communicate this immediately to his/her line manager. The caregiver will be placed on **special paid sick leave** for the required period of self-isolation.

This special paid sick leave is in addition to the caregiver's accrued personal / sick or other leave entitlements and is paid in the same manner as personal / sick leave is paid under the relevant Enterprise Bargaining Agreement (EBA) that covers the caregiver.

A caregiver must immediately contact their line manager should symptoms develop during the isolation period. If this occurs the line manager must request that the caregiver consult their medical practitioner for treatment if they have not done so already (by phone if possible). The manager should direct the caregiver to obtain and provide medical certification that indicates the status of their illness and their expected return to work date. At the point at which the caregiver provides medical certification that declares them unfit for duty, special paid sick leave will cease, our existing processes for managing absence due to illness will ensue and the caregiver's personal leave entitlements will begin to be utilised to support their ongoing absence.

Caregivers can be asked to complete their on line mandatory training or other educational requirements during any period of special paid sick leave for self-isolation.

SJGHC's ability to provide special paid sick leave may be reviewed and revised depending on how COVID-19 advances.

**2. I have a holiday booked to a destination that is classified as high or medium risk. Do I need to cancel my trip?**

Whilst we strongly encourage and trust our caregivers to heed the advice provided by **the Australian Government Department of Health** and not travel to destinations of high or medium risk, we understand that in some circumstances travel may be unavoidable.

SJGHC is ultimately unable to direct caregivers not to travel to these destinations. We do however encourage caregivers to talk with managers about their travel plans and endeavour to postpone these leave requests where possible in consult and by mutual agreement with the impacted caregiver.

Regardless of the above, all caregivers will be entitled to special paid sick leave if they meet the requirements for isolation as defined by the **Australian Government Department of Health**.

SJGHC also encourages caregivers to seek the advice of your travel insurer should you have travel booked

**3. Who should I contact for direction about my travel planning or sick leave?**

Caregivers must report travel plans to your line manager where a high or medium risk destination is being visited. We encourage caregivers to openly communicate travel plans to other countries with their line manager in the interest of ensuring the highest level of safety within our workplace.

**4. What are the travel restrictions that apply?**

Caregivers are able to obtain up to date travel information via the **Smart Traveller** website.

**5. Can I work from home?**

SJGHC is currently identifying critical roles that could work from home, should we need to make that decision. Where possible and if required, this will be facilitated.

Any work from home arrangement must be reviewed and authorised by the relevant line manager prior to it commencing.