

## 1. Background Information

A number of pandemic diseases such as HIV/AIDS, Ebola, SARS, Coronavirus and Influenza have caused regional or global epidemics that resulted in high mortality rates or economic losses. The World Health Organisation (WHO) states that “emerging and re-emerging pandemic diseases pose an ongoing threat to global health security.”

Population growth and increased interaction between people, animals and the environment over the coming decades are expected to increase the emergence of new pandemic threats, including zoonotic, which have the potential to impact upon Bruce Avery Transport’ staff, employees, clients, contractors and the community in which we operate.

Bruce Avery Transport aims to manage any risk and put in place steps that consider the factual and actual guidance of the relevant organisations in Australia, being the Australian Federal Department of Health (DOH). In times of outbreaks social media, media sources and misinformation can cause confusion and hysteria when assessing the risk and putting in place reasonable practices and processes. As the DOH takes the guidance of the WHO and assesses the risks and practices that are deemed as being reasonable for Australia, they have been given the overarching authority in Bruce Avery Transport’ view.

The WHO is a valuable and important reference for information and guidance as are the different State and Territory Department of Health organisations as they manage and deliver the services within their jurisdictions. Therefore, in WA the WA Department of Health is also referred to for state specific requirements.

## 2. Policy Purpose

This policy outlines Bruce Avery Transport’ intent to minimise the exposure of the workforce and community to pandemic diseases and to effectively respond to this threat should an incident occur.

Many employers are now faced with the challenge of understanding their rights and obligations in managing employees during health pandemics. Employers need to consider employee safety, employer rights and leave entitlements to ensure the best outcome for everyone involved.

Employers have a duty to provide and maintain a safe workplace. To ensure that it is, to the extent that is possible, free from risk and that arrangements are considered and put in place to assist workers, and respond to any incident, should the need arise.

Consideration of health and safety procedures to prevent employees from contracting the virus and ensure that all staff are aware of the requirements in this regard. Employer work health and safety obligations may extend to measures ranging from mandatory quarantine of employees in the event of travel **to infected areas**, for example, by requiring employees to work from home, to providing alternative locations of work and ensuring the availability of P2/N95 face masks or equivalent PPE.

As an Employer, and as a timely reminder for all employees, we should also bear in mind disability discrimination laws and take care not to discriminate against employees on the basis of actual or imputed diseases or infections, to do so would breach workplace laws.

### 3. Policy Statement

- 3.1 Bruce Avery Transport is committed to providing staff, clients, contractors and the community with a safe working environment that is free of health hazards, inclusive of pandemic diseases.
- 3.2 Bruce Avery Transport assigns the highest priority to assessing, minimising and managing the risks to our community of being exposed to pandemic diseases.
- 3.3 In assigning risk ratings Bruce Avery Transport applies the same risk levels as assigned by the DOH to the various countries. The ratings are High, Moderate and Low. As it is possible for a country or countries to change the Health Alerts issued will be monitored and considered when making decisions as to what is in place at any given time. The site that issues Health Alerts is: <https://www.health.gov.au/news/health-alerts> usually the site is updated daily so it is our policy that our decision making is always determined on current fact and not hearsay and apply the risk rating to which is set in the Health Alert to any given country at the time being considered. It is noted that means that what is decided today, may be different tomorrow. Therefore, each matter is assessed on a case-by-case basis that includes consideration of the DOH alerts **AND** any memos or directions or policies and procedures in place at Bruce Avery Transport at the time.

### 4. Roles and Responsibilities

#### **4.1 Bruce Avery Transport will:**

- Subscribe to the WHO and monitor Commonwealth, and State health directives and advice, and assess and manage the risks that are identified in these communications.
- Monitor and comply with The Department of Trade and Foreign Affairs (DFAT) 'do not travel' warnings and significantly restrict travel to destinations where DFAT advises to 'reconsider your need to travel';
- Comply with current guidelines for minimising its exposure to pandemic diseases, such as the Communicable Diseases Network of Australia (CDNA) Infection Control Guidelines;
- Notify state health departments if there is a significant risk that any of its staff members, students or volunteers have been affected with a pandemic disease, and Bruce Avery Transport will comply with any Government requests to supply the personal information that is associated with these exposures;
- Comply with Australian quarantine requirements in response to advice from Government health departments when there is a significant possibility Bruce Avery Transport' staff, employees, clients or contractors pose an infection risk; and
- Apply appropriate Incident Management Policy and Procedures in the event of an emergency that involves a pandemic threat.

#### **4.2 Management and all Employees will:**

- Consult recent guidelines, issued by WHO, DFAT, Department of Health (DOH) International SOS and other services to assess and manage the risks of travelling to high risk locations.
- Comply with DFAT's 'do not travel' warnings and obtain approval for any travel to locations that DFAT advises to 'reconsider your need to travel'.

- Comply with Australian quarantine requirements in response to advice from Government health departments when there is a significant possibility Bruce Avery Transport' staff, employees, clients or contractors pose an infection risk. Failure to comply with quarantine requirements is considered a breach of OHS requirements and will be subject to disciplinary actions up to and including termination of employment.
- Follow set leave application processes, including providing destination and locations of travel when requested, and consider the Health Alerts when booking, travelling and returning.
- Ensure that they protect themselves from pandemic diseases and be aware of their health status; and
- Notify Bruce Avery Transport of any actual or possible disease exposures.

#### **4.3 The HR Manager and Management will:**

- Seek information and advice from DFAT and International SOS when they are assessing the overseas travel plans of staff and contractors that they are supervising or overseeing.
- Participate in applicable International SOS briefings prior to finalising travel plans; and
- Assess and manage the risks associated with overseas travel of the staff, employees, clients or contractors.
- Provide information, employees may be anxious about the risk of a pandemic and could have questions about what will happen to their working arrangements and employment. Please refer to the leave policy and procedures for more information and guidance
  - <https://www.who.int/emergencies/diseases/en/>
  - <https://www.health.gov.au/health-topics>

## **5. Application of Policy**

The policy applies to all staff, employees, clients or contractors, within the workplace.

## **6. Policy Review**

The Policy will be reviewed by Management as necessary.

## **7. Further Assistance**

If you require further information about this policy, you are encouraged to have an initial conversation with your supervisor. If you require additional information, please contact the Human Resources Manager or a Director.

## **8. Further information: (Hyperlinks Ctrl+Click)**

[Australian Department of Health website](#)

[WA Department of Health website](#)

[Australian Health Direct website](#), which includes a symptom checker

The [World Health Organisation](#) website, which includes further information and updates about Coronavirus.

[Getting your workplace ready for COVID-19](#) World Health Organisation

## 9. Glossary of Terms

Term	Definition
Ebola Virus Disease (EVD)	Previously known as Ebola Haemorrhagic Fever, it is a severe, often fatal illness in humans. The virus is transmitted to people from wild animals and spreads in the human population through human-to-human transmission.
Epidemic	Occurs when the incident rate (i.e. new cases in a given human population, during a given period) of a certain disease substantially exceeds what is 'expected', based on recent experience.
Influenza Pandemic	Occurs when a new influenza virus emerges and spreads around the world, and most people do not have immunity. Viruses that have caused past pandemics typically originated from animal influenza viruses. Some aspects of influenza pandemics can appear similar to seasonal influenza while other characteristics may be quite different.
Pandemic	An epidemic of an infectious disease that spreads through human populations across a large region, like a continent.
Severe Acute Respiratory Syndrome (SARS)	A viral respiratory disease of zoonotic origin caused by the SARS coronavirus (SARS-CoV). There is a high probability that SARS coronavirus originated in bats and spread to humans either directly or through animals held in Chinese markets.
Zoonotic Disease	Can be passed between animals and humans. Zoonotic diseases can be caused by viruses, bacteria, parasites, and fungi. These diseases are very common. The WHO states that approximately 60% of pandemic diseases are zoonotic.

## Pandemic Procedure

The following information has been provided for guidance for employees and management in situations when the WHO or DOH have issued warnings. Obtaining up to date information is vital in managing any current risk or situation. The hyperlinks provided in this document should be utilised over printed material to gain the most current information.

Safety regulators in Australia have all published guidance material for employer responses to influenza pandemics generally and we recommend that you familiarise yourself with the guidance material in your jurisdiction. As an example, WorkSafe WA provides useful and practical guidance on this issue which can be found at <https://www.commerce.wa.gov.au/worksafe/diseases-and-health-frequently-asked-questions>

Employers have a duty under WHS/OHS legislation to provide information to employees about health and safety in the workplace. Employees have an obligation to minimise risk to themselves, colleagues and the community. Management of pandemics, or virus outbreaks, is everyone's responsibility. Limiting the spread of disease involves making decisions regarding travel, or not to travel, personal and environmental hygiene.

Employers and employees should understand and respect that they should not create an environment of fear and discrimination and that the level of action should always match the level of actual risk for the location you are in or have travelled to, or the level of contact you have had with people that have had or been exposed to the threat, especially when a pandemic hasn't actually been declared.

Employees have an obligation under WHS/OHS legislation to ensure that they do not put themselves, the workplace, colleagues or others at risk of health risks. Travelling to or being exposed to known outbreaks that are subject to outbreaks or Health Alerts or High or Moderate risk are considered as Health risks and employees must comply with quarantine and other measures to reduce the risk and spread of infections. Employees must comply with set leave and notification processes and be aware that they are required to comply with circumstances that may change.

Employees circumstances will be assessed on a case by case basis, however it is reasonable to do so within an employees' existing leave entitlements (and via the set approval processes and mechanisms) or leave without pay if an employee elects to travel to an area where a health warning is in place or becomes subject to a Health Alert or if they come into contact with anyone that has been diagnosed with the virus subject to a Health Warning. Paid Stand down is only available in rare and special circumstances.

The Policy and Procedure is subject to review to incorporate any legislated changes, Health Alerts or Government funded initiatives to help assist employers or employees that may be announced or available.

The WHO has advice for preparing the workplace for outbreaks. Management should check the site for up to date information for the pandemic or health concern that is occurring.

The COVID-19 example is available here: [https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?sfvrsn=359a81e7\\_6](https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?sfvrsn=359a81e7_6)

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

## Pandemic - Frequently Asked Questions?

### Health and Safety at work – what do we recommend?

Employers have a duty to eliminate or reduce risks and hazards at work, monitor the health of employees and monitor the conditions at any workplace under their management and control. Given these duties we recommend the following:

#### **General hygiene precautions – time for a reminder**

Employees and others entering our workplace are reminded about the importance of high personal hygiene standards which are vital to protect against the spread of infection.

You should:

- Remember to wash your hands regularly and thoroughly. The WHO provides clear advice on hand washing that you may find useful – “Clean hands protect against infection”. A quick splash of water will not do the job.
- Use the hand sanitiser dispensers or handwash that is provided in bathrooms, meeting rooms and high pedestrian traffic areas such as reception areas.
- Not present at work if you are unwell, and you should sneeze or cough into your elbows and not their hands. Employees who share equipment such as phones or laptops should wipe down this equipment with a sanitising wipe after use.

#### **What about employees who have been in affected areas or who might be contagious?**

Employees are to notify their Manager immediately, if they:

- Have travelled to an affected area since the beginning of outbreak; and/or
- Are suffering, or have suffered, flu-like symptoms since the virus was first detected.

If the answer to either of these questions is yes, employers should respond according to the Pandemic Plan which includes but is not limited to:

- If an employee is potentially infected and therefore contagious (for example, they have informed you they have been in close contact with someone who has the virus), the employer can direct them not to attend work during the risk period.
- The employee is to seek medical advice and a clearance before returning to work.
- Employees would ordinarily be entitled to be paid while subject to such a direction, however it depends on the actual circumstances. For example:
  - If the employee has cold or flu like symptoms, then personal leave would be payable as the absence is due to the illness.
  - If it is at the employees' initiative, then annual leave or leave without pay may be appropriate.
  - If there was a pre-existing arrangement in place concerning the leave and absence that would be applicable.
  - The employer may consider if the employee in this situation is able to work from home during this time, this may not be possible due to the type of work undertaken by the employee.

***Do you need to revisit international travel?***

Employers and employees should consider whether any scheduled international business travel is necessary in the current environment.

Employees should consider if any scheduled recreational international travel is necessary in the current environment. Any employee that has existing travel bookings should immediately notify management of what dates they are for and what locations that travel is to and provide evidence of the date of the booking.

Employees considering recreational international travel should ensure that leave is granted prior to any booking being made via a leave application form that contained details of dates and locations of travel. Employees are required to allow enough time for satisfying any quarantine requirements (existing or those that may occur in the future) in the leave and non-work days of the employees roster cycles (if applicable) as the employee will not be able to demonstrate fitness for work until any quarantine period imposed by the Health Warnings has been completed.

Employers are not required to grant leave without pay, unless special circumstances exist.

***What are you asking clients and visitors to do?***

In the event of an outbreak we can display information material in their reception areas, and/or in email footers that is consistent with guidance coming from the WHO. By taking this approach it provides an indication to employees, clients and customers that you have expectations about what they should do while they are in our workplace.

***Are there pockets of fear causing poor behaviour at work?***

Fear may also cause some employees to behave inappropriately to colleagues or clients who have recently returned from overseas or who have family overseas. We remind employees of their obligations to behave respectfully towards others at work.

***What are your obligations if employees are unable to work?***

The *Fair Work Act 2009* provides that employers have a right to stand down employees in certain circumstances. Modern awards, enterprise agreements or employment contracts may also contain stand down provisions and generally such periods are unpaid.

If you provide a medical certificate that meets the requirements, then available personal leave will be paid.

***What if your employee can't attend work because they have or are suspected of having a virus or they are caring for someone in this situation?***

In the first instance, employees should use their paid personal/carer's leave entitlements. If these are exhausted, your employees might wish to consider other alternatives, such as taking annual leave or leave without pay. Employees should request and provide medical certificates for the absence and then provide a medical clearance prior to an employee returning to work.

If an employer wants their staff to stay home because they are sick, or at risk from infection (i.e. after returning home from an infected area), the employee will need a medical certificate from a doctor prior to returning to work for clearance that they are fit for work.

***What if your employee is quarantined, or unable to return from overseas?***

If you are quarantined or unable to return from overseas then as an employee, you can access your available paid personal/carer's leave entitlements or annual leave. Bruce Avery Transport may decide that employees can take other paid or unpaid leave.

Please email your manager or contact HR to be sent the forms so you can submit the written requests for leave. A response will be provided by return email. Bruce Avery Transport will consider your request taking into account your circumstances and the businesses' operational needs.

An example of the Leave Form is attached.

If multiple quarantine events have the effect of creating a stoppage of work the stand down provisions referred to above may apply. A stand down situation which is beyond the businesses control would be an unpaid stand down.

***What if your employees want to stay at home as a precaution?***

Employees will need to request to work from home (if appropriate and an option) or to take some form of paid or unpaid leave if they elect to stay home as a precaution. These requests will be treated the same as other applications for this type of leave.

When an employer directs an employee not to work that is not subject to the above situations, for example the travel was outside of the infected area, the staff member would ordinarily be entitled to be paid while subject to the direction.

***What if your operational needs change because of a downturn, or supply-chain issues?***

The *Fair Work Act* stand down provisions are likely to apply, meaning that employees may not be paid.

Employers and employees may be required to comply with site access requirements and be required to complete site access forms for approval by clients. Employees, given that the request is being issued to ensure OHS obligations can be met to minimise infection and spread of the disease must comply with the request and complete it honestly. As site access is controlled by the client decisions made in regard to access are out of the control of the employer and unforeseen in the circumstances.

An example site access form is attached.

***What if I'm overseas or need to be quarantined?***

The *Fair Work Act* doesn't have a specific rule for this situation.

Employees will need to negotiate terms with the employer, which may mean taking sick leave, annual leave or any other type of leave owing or it being leave without pay.

***Should I submit leave requests?***

Yes, regardless of your circumstances annual leave requests must be submitted in advance and may be refused if the correct process is not followed.



Should you find yourself in a situation requiring leave or an absence from work you must communicate with your supervisor and provide written requests to be considered. It is a requirement that you maintain contact and provide regular updates by phone or email and indicate a likely return date and report any actual cases of infection that are subject of a Health Warning as they are reportable and the broader workforce and community considerations must be managed.

### ***Alternative Working Arrangement?***

As the Employer consideration of implementing temporary flexible work arrangements with employees who may be impacted will be done on a case-by-case basis and only when practical for the position occupied. Flexibility in the form of hours, location and pattern of work could mitigate the effects of an emergency and maintain productivity. Consideration in particular whether it is feasible for employees to work from home and perform their usual or modified duties until it is safe for them to return to work may be an option.

### ***Access to Leave Entitlements?***

In circumstances where employees have been quarantined due to the coronavirus disease or other disease, they may request to access their personal/carer's leave over this period to mitigate any loss of income.

Personal/carer's leave may be taken where the employee is not fit for work due to a personal illness or injury, or to provide care or support to a member of their immediate family or household due to illness, injury or unexpected emergency. In order to access this leave, the employee should provide notice and may be required to provide evidence of the reason for the leave upon the request of the employer.

Annual leave can only be taken by mutual agreement so employers will need to make sure agreement with the employee is reached before proceeding with processing of annual leave

### ***What is a stand down?***

A stand down is when an employee can't do useful work because of:

- Equipment break down, if the employer isn't responsible for it
- Industrial action, when it's not organised by the employer
- Stoppage of work for which the employer can't be held responsible, including severe and inclement weather or natural disasters or Health outbreaks and the need to comply with Health Alerts and Warnings to satisfy OHS requirements.

Employers can't stand an employee down just because the business is quiet or there isn't enough work. Some awards, agreements and contracts have extra rules about when an employer can stand down an employee without pay.

An employer can't stand down an employee if they're on approved leave.

### ***Pay during stand down?***

During a stand down period, an employee:

- Doesn't need to be paid
- Accrues leave in the usual way.

**Social distancing*****What is social distancing?***

Social distancing is an effective measure, but it is recognised that it cannot be practised in all situations and the aim is to generally reduce potential for transmission.

While practising social distancing, people can travel to work (including public transport). For non-essential activities outside the workplace or attendance at schools, universities and childcare - social distancing includes:

- Avoiding crowds and mass gatherings where it is difficult to keep the appropriate distance away from others
- Avoiding small gatherings in enclosed spaces, for example family celebrations
- Attempting to keep a distance of 1.5 metres between themselves and other people where possible, for example when they are out and about in public place.
- Avoiding shaking hands, hugging, or kissing other people
- Avoiding visiting vulnerable people, such as those in aged care facilities or hospitals, infants, or people with compromised immune systems due to illness or medical treatment

***Who should practice social distancing?***

People who have travelled to an infected area should self-isolate for 14 days from their last day of travel.

Other people who have travelled to or transited through one of the other countries at risk of COVID-19 listed above in the last 14 days, should self-monitor for symptoms, practice social distancing when outside the workplace and immediately isolate themselves if they become unwell.

Returned travellers who are recommended to apply social distancing measures, should also:

- Maintain hand hygiene by regularly cleaning hands thoroughly for at least 20 seconds with soap and water, or use an alcohol-based hand rub
- You should wash your hands:
  - Before entering an area used by other people,
  - After using the bathroom
  - After coughing or sneezing
  - Before preparing food or eating
- Practice good cough etiquette (keep away from other people, cover coughs and sneezes with disposable tissues or clothing (e.g. into elbow), dispose of used tissues, and clean your hands afterwards).

**Need More Information Contact:**

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## Current Status – 15 March 2020 - Coronavirus

The World Health Organisation (**WHO**) is still advising that the chance of infection is ‘currently low’ if you are not in an area where COVID-19 is spreading, have not travelled to those areas nor had contact with someone who has been in those areas. We recommend that employers monitor the [WHO website](#) and the [Department of Health website](#) for up to date information.

<https://www.who.int/emergencies/diseases/en/>

<https://www.health.gov.au/health-topics>

Regular updates about the status of COVID-19 are provided by the Department of Health and WHO, please access the following links for up to date information.

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov>

### ***What if your employee can't attend work because they have or are suspected of having COVID-19 or they are caring for someone in this situation?***

In the first instance, employees should use their paid personal/carer's leave entitlements. If these are exhausted, your employees might wish to consider other alternatives, such as taking annual leave or leave without pay. Employers should request medical clearance prior to an employee returning to work.

### ***Travel Insurance***

You should also review your insurance coverage for upcoming travel. Insurers have set 21 January 2020 as the cut-off date for COVID-19 related claims, being the date when the virus became a ‘known event’ for insurance purposes.

### ***What are you asking clients and visitors to do?***

Many of our clients are displaying COVID-19 information material in their reception areas, and/or in email footers that is consistent with guidance coming from the WHO. We suggest you consider this approach to indicate to clients and customers that you have expectations about what they should do while in your workplace.

### ***Do I need a medical certificate clearing me for work?***

If you **do not have** any symptoms there is no testing that can be done to predict whether or not you will become unwell. It is not possible to issue a ‘medical clearance certificate’.

Once 14 days have passed since you left the infected area, such as mainland China, Iran or South Korea, you have passed the time in which you would become sick if you were exposed to COVID-19 when you were in the infected area. If you are still completely well 14 days after you left the infected area, then you will not get COVID-19 from your time in the infected area, and you can cease self-isolation and return to work, school and university.

If you **have had** symptoms, then yes you will require a medical certificate clearing you for return to work.

### ***Do I need to isolate myself if I have returned from holiday in an infected area?***

**Update: March 15,2020 -All visitors (returning residents) to Australia must self-isolate for 14 days.**

If you have returned from overseas, it is now a **mandatory requirement** that you should stay at home and self-isolate yourself for 14 days.

You should watch out for symptoms.

If you develop a fever, a cough, sore throat or shortness of breath within 14 days of travel to an affected area, you should call your GP, emergency department or call healthdirect 1800 022 222 and seek medical attention as soon as possible.

It is important to phone ahead so that the practice or emergency department can make appropriate preparations and protect others.

When seeking medical care wear a surgical mask (if available) otherwise ask for one when you arrive.

***If I am worried about having COVID-19, can I ask to get tested?***

If you develop fever, cough, runny nose, shortness of breath and other symptoms and have travelled in mainland China, Iran or South Korea **or another country at risk** of COVID-19, you should see your GP or visit your local Emergency Department to be tested for COVID-19.

If you are become unwell with these symptoms without travel you should see your local GP and discuss your symptoms. There are other illnesses such as Influenza that your GP may wish to test you for that can cause your symptoms.

***My work is saying that I need to get tested for COVID-19 as I have travelled recently- what should I do?***

There is no need for you to be tested **unless you develop** fever, cough, runny nose, shortness of breath or other symptoms and have travelled in an infected area, for example mainland China, Iran or South Korea or to a country at risk of COVID-19. You should see your GP or visit your local Emergency Department to be tested for COVID-19. You should self-isolate and exclude yourself from work until your test result is available.

If you are become unwell with these symptoms without travel you should see your local GP and discuss your symptoms. There are other illnesses such as influenza that your GP may wish to test you for that can cause your symptoms.

If you do have symptoms, like cold symptoms or a temperature, then given the risk to OHS in the workplace, your employer does have the right to ask (and an obligation to the rest of the workforce) to ensure you do not have the illness that can be spread.

## **HOME ISOLATION**

***Do I need to be separate from other people in my home if I am isolating?***

Yes. If you are sharing your home with others, you should stay in a different room from other people or be separated as much as possible. Wear a surgical mask when you are in the same room as another person, and when seeking medical care. Use a separate bathroom, if available.

Make sure that you do not share a room with people who are at risk of severe disease, such as elderly people and those who have heart, lung or kidney conditions, and diabetes.

Visitors who do not have an essential need to be in the home should not visit while you are isolating.

More information about home isolation is available for (hyperlinks Ctrl+Click):

- people suspected or confirmed to have COVID-19 infection
- close contacts and recently returned travellers from mainland China, Iran or South Korea.

***Someone in my household recently returned from an infected area and is self-isolating. I did not travel to that area or have contact with anyone infected with COVID-19. Do I need to self-isolate too?***

Other members of the household are not required to be isolated **unless they have also:**

- been in or transited through an infected area in the last 14 days
- been a close contact of a confirmed COVID-19 case.

***How can I access groceries and medicines while in home isolation?***

If you need groceries or medicines (including prescription medicines), ask a family member or friend (who is not in isolation) to deliver them to your home or shop for groceries online. To prevent infecting other people, make sure you wear a mask when receiving a delivery or have the groceries left at your door.

***When someone has finished 14 days isolation, do they need to see their GP?***

If you are well at the end of 14 days self-isolation, you can resume your normal lifestyle.

If you have had symptoms you will need to see a GP and get medical clearance.

**Social distancing?**

People who have not travelled to a country at risk of COVID-19 in the last 14 days do not need to practice social distancing measures, but it is important to maintain hand hygiene and practice good cough etiquette.

Name:
Phone:
Email:
<p>1. Have you travelled to a Country that is subject to a Health Warning (High or Moderate rating) in the last 14 days, including in transit?</p> <p style="text-align: center;">Yes <span style="margin-left: 200px;">No</span></p>
<p>2. If Yes, what date did you return to Australia?</p> <p>3. What International Locations did you visit during your travel?</p>
<p>4. Have you been in contact with anyone that has been diagnosed with a virus or disease subject to a Health Warning in the last 14 days?</p> <p style="text-align: center;">Yes <span style="margin-left: 200px;">No</span></p>
<p>5. Are you suffering from symptoms such as fever, cough, sore throat or other symptoms with a virus, flu, cold or other respiratory illness?</p> <p style="text-align: center;">Yes <span style="margin-left: 200px;">No</span></p>
<p>6. Can you confirm that your answers 1 to 5 are correct? If you have answered NO to each of the above questions you have satisfied the Health Outbreak Concerns requirement to be granted site access in Bruce Avery Transport' view. Each client site may have different requirements that may be subject to different criteria and questions. Satisfying Bruce Avery Transport's requirements does not automatically mean access to other client's sites or premises.</p>
<p>7. If any of the answers above are Yes answer the following:</p> <p>8. Have you been quarantined for a 14-day period or been tested and have obtained and can provide a copy of a negative result for the virus strain in question?</p> <p style="text-align: center;">Yes <span style="margin-left: 200px;">No</span></p> <p>If yes access to Bruce Avery Transport's site/office is permitted</p> <p>If no, access to Bruce Avery Transport's site/office is not permitted and you must not enter until such time you can provide a negative test result. Please contact your Supervisor/Manager or HR for further instructions.</p>
<p>Signed: <span style="float: right;">Date:</span></p>

**Employee's details:**

First name:

Surname:

Position/Location:

Contact phone number/email:

**Leave type**

<input type="checkbox"/> Annual leave	<input type="checkbox"/> Leave without pay
<input type="checkbox"/> Personal leave	<input type="checkbox"/> Long service leave
<input type="checkbox"/> Carer's leave (comes from Personal leave entitlement)	Other: <input type="text"/>

**Comments:**

Medical certificate attached for personal and carers' leave – yes or no

**Period of leave**

Last day of work:

Return to work date:

Total number of working days off:

*Note: Do not include any RDOs, non-workdays, public holidays, in the days in the total. It is based on the actual number of days you were rostered and expected to work*

Are you planning international Travel?

If so, what are the countries you intend to visit?

You understand and acknowledge that if you travel to any location that is, or becomes subject to a Health Alert that requires quarantine on return, you will abide by the set requirements and that any additional absence from work will be subject to the applicable leave category being leave without pay, annual leave or personal leave to cover the absence.

By applying for leave you agree to the requirements.

Signature of employee: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Approval of leave** *(to be completed by manager/supervisor)*

Approved  Not approved (Reason for refusal *(if applicable)*):

Name of manager/supervisor:

Signature of manager/supervisor: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_