

COVID-19 STAFF LEAVE GUIDELINES (AUSTRALIAN CAMPUSES)

SCOPE

- Under the University Enterprise Agreement(s) the leave provisions in this guide apply to fixed term and ongoing staff.
- Casual professional or sessional (Teaching Associate) staff should refer to the [Casual and Sessional COVID-19 Isolation Guide](#) for isolation leave information.
- All staff are required to comply with any Government, Health Service or University directions regarding isolation and travel restrictions.

<p>YOU HAVE TRAVELLED OVERSEAS FOR WORK RELATED PURPOSES</p>	<ul style="list-style-type: none"> • As from midnight 15 March 2020 you must not attend the University if you have returned from overseas and you must take isolation leave for 14 calendar days. • Isolation leave is a separate leave category and does not affect your personal leave balance. • If you develop any of these signs or symptoms; fever, cough, shortness of breath, other early symptoms, please call your GP, University Health Service or local health service.
<p>PERSONAL TRAVEL (NON-WORK-RELATED TRAVEL)</p>	<ul style="list-style-type: none"> • Where you are returning from overseas personal travel that commenced prior to 15 March 2020, the Australian Government requires you to isolate on return to Australia (refer Australian Government COVID-19 Isolation Guidance). You will be eligible to apply for isolation leave in circumstances where the entire period of personal travel outside Australia is not to exceed 30 days. • Effective from midnight on 15 March 2020, the Australian Government requires a mandatory period of isolation for all travellers upon their return to Australia. Where you elect to undertake overseas personal travel that commenced after this time you will not be eligible to apply for isolation leave and will need to apply for annual leave or long service leave for the period of mandatory isolation. You may apply for sick leave if you are unwell (not COVID-19 related) during your mandatory period of isolation.
<p>YOU HAVE BEEN DIAGNOSED WITH COVID-19</p>	<ul style="list-style-type: none"> • You must immediately notify your supervisor. Your supervisor will advise Access HR on 9902 0400 or hr@monash.edu. • You must take isolation leave until cleared by an authorised medical practitioner as no longer needing to be in isolation. • You will be eligible for isolation leave for the period stipulated on your medical certificate for the purpose of isolation. <p>Read the full the Victorian Department of Health & Human Services factsheet – confirmed case</p>
<p>YOU HAVE BEEN IDENTIFIED AS A SUSPECTED CASE AND YOU ARE AWAITING TEST RESULTS</p>	<ul style="list-style-type: none"> • If you are suspected as having contacted COVID-19 and have been advised by your GP or health service to have a test and remain at home, you will be eligible to access isolation leave until the test results are received. • You must immediately notify your supervisor if you have a suspected case and are awaiting test results. • Your supervisor will advise Access HR on 9902 0400 or hr@monash.edu of the suspected case. <p>Read the full the Victorian Department of Health & Human Services factsheet – suspected case.</p>

<p>YOU HAVE HAD CLOSE CONTACT WITH SOMEONE WHO HAS A CONFIRMED CASE OF COVID-19</p>	<ul style="list-style-type: none"> ● If you have had <u>close</u> contact with a person who has been diagnosed with COVID-19 you must self-isolate for the earlier of 14 calendar days or until test results are received. ● If you develop any of these signs or symptoms; fever, cough, shortness of breath or other early symptoms, please call your GP, the University Health Service or your local health service. ● If the University determines your work can be performed from home, your supervisor will make these arrangements with you. ● If your duties cannot be performed remotely, you will be eligible to apply for isolation leave. <p>Close contact: A close contact is someone who has been face to face for at least 15 minutes with someone who has tested positive for COVID-19, or been in the same closed space for at least 2 hours, when that person was potentially infectious.</p> <p>Read the full the Victorian Department of Health & Human Services factsheet – close contact</p>
<p>YOU HAVE HAD CASUAL CONTACT WITH SOMEONE WHO HAS A CONFIRMED CASE OF COVID-19</p>	<ul style="list-style-type: none"> ● If you have had <u>casual</u> contact with a person diagnosed with COVID-19 you do not need to self-isolate. ● Monitor your health for 14 calendar days and watch for signs and symptoms of fever, cough, shortness of breath or other early symptoms. ● If you develop any of these signs or symptoms, please call your GP, the University Health Service or your local health service. <p>Casual contact: A casual contact is someone who has been face-to-face for less than 15 minutes with someone who has tested positive for COVID-19 or been in the same closed space for less than 2 hours, when that person was potentially infectious.</p>
<p>YOU HAVE BEEN IN CONTACT WITH SOMEONE WHO IS AWAITING COVID-19 TEST RESULTS</p>	<ul style="list-style-type: none"> ● The Department of Health and Human Services does not require isolation in this circumstance. ● If you feel well, you are required to attend work as normal. ● If you are feeling unwell you should not attend work until fit to do so. You will need to apply for sick leave for the period of your absence from work. If you subsequently test positive with COVID-19, any sick leave taken will be substituted by isolation leave.
<p>IF YOU ARE FEELING UNWELL OR APPEAR TO BE UNWELL</p>	<ul style="list-style-type: none"> ● If you are feeling unwell, you should not attend work until fit to do so. This minimises the spread of potentially infectious conditions irrespective of the type of illness. ● If you are experiencing symptoms such as a fever, cough, sore throat or tiredness, you are strongly encouraged to be tested for COVID-19. ● If you come to work and are feeling unwell your supervisor may direct you to go home. You must not to return until you are fit to do so unless you are able to work effectively from home with the approval of your supervisor. ● If you will be absent from work, you need to apply for any accrued sick leave. If you have exhausted your accrued sick leave, you may take annual leave or long service leave (where accrued). ● If you subsequently test positive with COVID-19, any sick leave taken will be substituted by isolation leave.
<p>YOU ARE REQUIRED TO CARE FOR A FAMILY MEMBER</p>	<ul style="list-style-type: none"> ● If you are required to care for a family member who is required to self-isolate but has not been confirmed as having COVID-19, you may apply for up to 14 calendar days isolation leave whilst the family member is required to remain in isolation. ● Where you are required to care for a family member who is sick/ill and this is not directly related to COVID-19, you are required to take carer's leave. ● Alternatively, you may discuss with your supervisor, to apply to work from home.

<p>HOME-SCHOOLING/CHILDCARE RESPONSIBILITIES</p>	<p>As outlined in the Victorian Government's roadmap to reopening, a staggered return to onsite childcare and onsite learning at school commenced from 5 October 2020.</p> <p>For the period 12 October 2020 - 26th October 2020, access to apply for a-day-a-week carer's will only be available to staff working from home:</p> <ul style="list-style-type: none"> • with children in years 8 – 10 who are still studying remotely; or • where a school or childcare is temporarily closed. <p>For all other staff, previous carers leave arrangements in accordance with the Sick and Carers leave procedure will apply.</p>
<p>OTHER SITUATIONS</p>	<p>If you find yourself in one of the following situations:</p> <ul style="list-style-type: none"> • You are uncomfortable working with someone who has been overseas; • You are uncomfortable working with someone who appears unwell; • You have specific health circumstances that need extraordinary consideration. <p>You should:</p> <ul style="list-style-type: none"> • Raise your concerns with your supervisor; • If supervisors need advice on individual circumstances they should contact Access HR in the first instance (990 20400 or hr@monash.edu). The University will consider each scenario on a case by case basis. <p><u>Where the University assesses that it is suitable to be at work</u></p> <ul style="list-style-type: none"> • You are required to attend work as normal. • If you wish to remain away from work, you can apply for annual leave or long service leave in the normal manner. <p><u>Where the University determines that it is not suitable to be at work</u></p> <ul style="list-style-type: none"> • The University will consider options including working from home if suitable or may apply isolation leave or other alternative arrangements.

DEFINITIONS

Authorised medical practitioner is a person registered, or licensed, as a medical practitioner under a law of a State or Territory that provides for the registration or licensing of medical practitioners.

Casual contact: A casual contact is someone who has been face-to-face for less than 15 minutes with someone who has tested positive for COVID-19 or been in the same closed space for less than 2 hours, when that person was potentially infectious. Being a casual contact means there may be a risk of becoming infected with novel coronavirus.

Close contact: A close contact is someone who has been face to face for at least 15 minutes with someone who has tested positive for COVID-19, or been in the same closed space for at least 2 hours, when that person was potentially infectious. Being a close contact means there is a significant risk of becoming infected with novel coronavirus. Read the full [factsheet – close contact](#)

Suspected case: Factsheet: A suspected case is someone who has symptoms or signs of novel coronavirus and who is being tested for infection but has not found out the results of the tests yet. Factsheet – suspected case

Confirmed case: A confirmed case is someone who has been tested for the novel coronavirus and the result was positive for the virus. This means that you have been infected with novel coronavirus and there is a risk that you could spread the virus to other people. As such, it is very important that you follow the recommendations outlined in this [factsheet – confirmed case](#)

Isolation Leave is a category of special paid leave and does not affect other employee leave balances.

OTHER INFORMATION

- Monash staff updates for COVID-19: <https://www.monash.edu/news/coronavirus-updates>
- Monash has developed a [HR Resources](#) site to support our staff.
- For OHS matters, contact the helpline on (03) 990 51016 or ohshelpline@monash.edu
- If you have questions relating to your entitlements, contact Access HR on (03) 990 20400
- The Department of Health & Human Services - 1300 651 160
- [DFAT Smart Traveller](#)