



IMPORTANT: COVID-19 Update – Restrictions regarding workplace attendance for Calvary NSW employees

Date: 18 December 2020
To: All NSW CRC and CCC Employees
Effective: IMMEDIATELY
From: Dr Tony Hobbs, Chief Medical Advisor | Bryan McLoughlin, Regional CEO - NSW

As you will be aware, the Coronavirus (COVID-19) situation in New South Wales is evolving, particularly in the Northern Beaches of Sydney.

Accordingly, and consistent with NSW Government advice at 0900 hrs 18 December 2020, Calvary is introducing new requirements for employees who have been exposed to the Local Government Areas (LGAs) of Northern Beaches, Penrith or any other [identified COVID-19 case location](#) in the past 14 days.

Effective immediately, any Calvary NSW employee who has travelled to or from Northern Beaches LGA or any other NSW COVID-19 case location in the past 14 days is not permitted to attend the workplace.

Employees who have travelled to or from Penrith LGA since 18 December 2020 are advised to get tested for COVID-19 and return proof of a negative result to their Manager before attending the workplace.

PLEASE NOTE: For Calvary Community Care employees who reside in Northern Beaches LGA, you will be contacted by Service Coordinators regarding special arrangements for the ongoing delivery of essential services for clients on the Northern Beaches.

Affected employees are advised to contact their Manager for special Covid leave advice. Calvary will continue to monitor NSW Health advice and adjust restrictions, consistent with state authorities. All employees in NSW, particularly those in the Sydney Metropolitan Area are advised to monitor their health for COVID-19 symptoms.

For more information about COVID-19 symptoms, COVID-19 leave arrangements, as well as a range of other staff resources, including HR FAQs, please visit: www.calvarystaffupdates.org.au

If you are finding your situation distressing in any way, please discuss your concerns with your Manager. If you feel you require further support, contact your Employee Assistance Program (EAP) at:

<http://connect.calvarycare.org.au/EmployeeEssentials/Conditions/pages/Employee-assistance-program.aspx>

Know the symptoms of COVID-19

The latest developments are timely reminder for all, that if you are unwell, and are showing signs or symptoms of COVID-19, respiratory illness, gastroenteritis, as below, you should not present to work.

To protect each other, and the people in our care, we must remember to:

Stay at home if you are feeling sick or unwell. If you are unwell and are showing signs or symptoms of COVID-19, respiratory illness, gastroenteritis, as below, you should not present to work.



- fever;
- respiratory symptoms; including:
 - coughing;
 - sore throat; and/or
 - shortness of breath.

Other symptoms include headache, sore throat, fatigue, shortness of breath, loss of taste or smell, chills and vomiting. Atypical symptoms of COVID-19 may also occur including chest pain, diarrhoea and conjunctivitis.

Staying safe inside and outside the workplace

- **Exercise good hand hygiene.** Please continue to wash your hands well and regularly and in accordance with our infection prevention protocols.
- **Maintain social/physical distancing.** Social/physical distancing of 1.5 metres separation and 1 person per 4 square metres greatly reduces the risk of infection.
- **Use good cough and sneeze etiquette.** Cough into your elbow and cover your nose and mouth when sneezing. If you have a new persistent cough, you should not be at work.
- **Wear your Calvary reusable mask when commuting.** Calvary issued every employee with two reusable masks in November. Using a face mask while using public transport or in other public places where social/physical distancing is not possible reduces the risk of infection.

We understand and greatly appreciate your conscientiousness, work ethic, and desire 'not to let your team members down' but in this instance, **attending your shift, if you are showing any of the above symptoms, poses a grave risk to your colleagues, those we care for and the whole community.**

These measures are in place to reduce the risk of potential COVID-19 transmission to other members of staff, our VMO partners and the vulnerable people in our care.

Please do the right thing and stay home if you are unwell.