



IMPORTANT: COVID-19 Update – **New Stage 4 restrictions and requirements** **for all Victorian employees**

Date: 12 February 2021
To: All Victorian CCC & Mount Waverley Office, Shepparton Office or Gippsland Office Employees
From: Kerry Vine-Camp, National Director People & Corporate Services
Cynthia Dowell, Regional CEO - VIC/TAS

As you will know, today Premier Daniel Andrews announced that all of Victoria will revert to Stage 4 restrictions on movement from 11.59pm 12 February to 11.59pm Wednesday 17 February 2021.

The Victorian Government has directed that under Stage 4 'Stay at Home' Restrictions, all Victorians are required to work from home, except where this is not possible to do so.

What does this mean for me?

Commencing tonight, 11.59pm 12 February 2021, and in accordance with Victorian Government directions, all Calvary employees in Victoria will be required to work from home **unless they are an approved essential employee of Calvary for on-site work.** Your Manager will work with you in this regard.

As required during the previous Stage 4 lockdown in Victoria in July 2020, all Victorian employees are required to comply with the following regulations until further notice:

- Support Workers must wear their Calvary uniforms and carry their Calvary photo IDs at all times when they are travelling for work. Support Workers will be issued with worker permits, and whilst these have not yet been mandated by the Victorian Government, we encourage you to carry these with you at all times.
- No office-based employee should be physically present at the **Mount Waverley Office, Shepparton Office or Gippsland Office** unless they have discussed attendance on site with their line manager who in turn needs to seek approval from the following:
 - Community Care Vic/Tas - Jane Lajoie
 - Community Care- Service Support, Quality - Julie Maya
 - Clinical Care Coordinators - Bronwyn Johnston
 - Finance staff - Paul Douglas
 - Marketing - Vivi Chau
 - Human Resources - Kimberley Engber-Taylor
 - Health Funds Team - Alison Jeanne
 - Vic/Tas Team - Cynthia Dowell
 - All staff attending the site will be required to have a Calvary-authorized Permitted Worker Permit, please discuss with your manager.

In July last year, Calvary Management issued Permitted Worker Permits and letters to employees who are required to be at the office and cannot work from home. **This permit remains valid and may still be used during the current**



Stage 4 lock down period.

What support do I have to work from home?

For employees who are required to work from home and require WH&S or ICT support, please contact your Manager. Useful resources for working from home can be found under the HR tab at

www.calvarystaffupdates.org.au

Where can I get more information?

If you are not a permitted worker and are required to work from home and have specific concerns that do not involve ICT support (e.g. vulnerabilities regarding health and wellbeing and/or domestic violence), you can email CalvaryHR@calvarycare.org.au directly with your concerns.

If you have any other operational concerns, please raise them with your Manager in the first instance. If Managers find they have questions, please contact CalvaryHR@calvarycare.org.au

We acknowledge that this can be a difficult time for people for a variety of reasons. If you are concerned or are experiencing distress, it is important to reach out to your Manager for support. The Employee Assistance Program (EAP) is also available for confidential counselling and wellbeing support to all employees and your eligible, immediate family members.

You can reach out to your EAP provider by calling 1300 361 008

Thank you for all that you are doing to adapt to this particularly challenging time of COVID-19 pandemic. This arrangement will be required until the Stage 4 restriction period concludes or until further notice.