



IMPORTANT: COVID-19 Update – Restrictions for Calvary ACT employees who have visited Melbourne

Date: 12th May 2021
To: All Employees - Calvary ACT
Effective: IMMEDIATELY
From: Barb Reid, Regional CEO - ACT | David Izzard, Head of People and Culture

The COVID-19 situation is evolving.

As at 12th May 2021, ACT Health advice states that travellers who have been in Greater Metropolitan Melbourne from May 5th, or other areas of geographical risk, must not visit an ACT high risk setting (hospital or aged care setting) or be providing in home community care for 14 days after departing the area.

Applying for Staff Exemption

Affected employees must not attend a Calvary site for 14 days unless special exemption is granted. Please apply for an exemption by using the [CHECC Staff Exemption Application Form](#). Please pass this form to your manager.

COVID-19 Leave Arrangements

There are special COVID-19 leave arrangements in place for employees who have returned from an area of geographical risk and are required to enter quarantine.

- **For employees who reside in the ACT and have visited Greater Metropolitan Melbourne from May 5th or any other [areas of geographical risk](#) and have not been granted CHECC exemption, you will be required to not attend the workplace, take special paid Coronavirus leave and monitor your health for 14 days.** If you are showing or develop any symptoms of COVID-19, please seek testing and medical advice if required.
- **For employees who reside in the ACT and have chosen to travel to Greater Metropolitan Melbourne from May 5th 2021 or any other [areas of geographical risk](#) until otherwise notified, you will be required to use annual leave in the first instance then personal and carers leave if CHECC exemption is not provided for you to attend work upon your return.** Where paid personal and carers leave and annual leave are not available, the period will be unpaid leave.

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 have any questions, please contact your Manager.



Monitor your health - stay at home if unwell

COVID-19 presents as a mild illness for approximately 80% of cases, with fever and cough being the most commonly reported symptoms.

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, chills and vomiting. Atypical symptoms of COVID-19 may also occur including chest pain, diarrhoea and conjunctivitis.

We understand the disruption and anxiety pandemic can cause our employees. 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>

Thank you for all that you do for Calvary and the vulnerable people in our care.

Who can I contact if I need support?

If for whatever reason you are finding this requirement distressing, please discuss your concerns with your Manager in the first instance. If you require additional support, please make contact with your Employee Assistance Program (EAP) provider at:

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

For up-to-date information for all staff, check in to Calvary's COVID-19 Information and Resources site for staff regularly at: www.calvarystaffupdates.org.au