



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

**Date:** 28 May 2021  
**To:** All staff (Victoria)  
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**As you will know, the Victorian Government has re-introduced COVID-19 restrictions with the announcement that as from 11.59pm 27 May all of Victoria will revert to circuit breaker restrictions until 11.59pm on 3 June.**

## **What does this mean for me?**

In accordance with Victorian Government directions, **only authorised workers** are able to be present onsite for work. Calvary employees in Victoria who are currently working from home must continue to work from home unless they are authorised by their manager to present to work onsite.

Authorised workers must not present to work if they are showing any symptoms of COVID-19, are awaiting COVID-19 test results, have tested positive to COVID-19, or are a close contact of a person who is either suspected or has been confirmed as COVID-19 positive, please contact your manager. If you have visited an exposure site, please refer to the information below.

As required during the previous lockdown, please visit [the DHHS website](#) regularly to stay informed of exposure sites within the community.

## **What if I have visited an exposure site?**

**If you have visited an exposure site, please contact the Department of Health at 1300 651 160 and advise your manager immediately.**

### **Tier 1 and 2 exposure sites**

Anyone who has visited a Tier 1 or 2 exposure site during the times listed by DHHS must immediately isolate, get a COVID-19 test, and quarantine for 14 days from the date of exposure.

*Your leave entitlements: Employees must get tested immediately and must isolate for fourteen (14) days. On the provision of evidence (QR Code/receipt) Calvary will provide fourteen (14) days' paid COVID leave. Fourteen (14) days self-isolation and a negative test result evidence must be provided to your manager before your return to the workplace.*

### **Tier 3 exposure sites**

Anyone who has visited a Tier 3 exposure site during times listed should monitor for symptoms - If symptoms develop, get tested immediately and isolate until you receive a negative result.



*Your leave entitlements: If you develop symptoms and need to get tested, you can access your personal leave. If you test positive to COVID-19, you will be able to access your personal leave.*

### **If I have symptoms of COVID-19 or if I have contracted COVID-19, what are my leave entitlements?**

If you have symptoms of COVID-19 or are feeling unwell with any or all of the symptoms, you will need to take personal or carers leave.

In the event that you have tested positive for COVID-19 you will be entitled to personal or carers leave. If you do not have any personal or carers leave available, other leave options will be considered such as annual or Long Service Leave. Please speak with your manager to discuss options.

### **What if I am exposed to a known case of COVID-19 with no or unknown level of PPE?**

If you care for a person who is identified to have COVID-19 and you have worn appropriate personal protective equipment you are not required to take any leave. If you have been exposed to someone with a confirmed case of COVID-19 (outside the health care environment) Calvary will provide paid isolation leave for a period of 14 days to allow you to meet the Department of Health Guidelines. Evidence of this exposure will be required. If at the end of the 14 days isolation, you are not experiencing symptoms and you are able to provide evidence of a negative COVID-19 test, you may return to the workplace.

### **If I need to care for children directed to stay home from school, what leave can I access?**

Where an employee is required to care for children, they will be provided with 3 days personal and carers leave, from their existing leave balance, to allow time to make alternate arrangements for the provision of care for their children. Please speak to your manager if further leave is required.

### **If I am required to do travel related quarantine, what leave can I access?**

If you are required to undertake travel related mandatory quarantine, you may access your annual leave. Should your condition change whilst you are in quarantine, you may access Personal and Carers leave.

### **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.

### **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 contact our Employee Assistance Program (EAP) provider at 1300 361 008.

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