

## **COVID-19 Isolation Protocols**

### **1. Staff member is diagnosed with coronavirus**

Staff member needs to contact their immediate line manager and inform of situation as soon as possible.

Line manager must send an email details to [CoronaVirus.Vic@ymca.org.au](mailto:CoronaVirus.Vic@ymca.org.au)

Line manager must log incident on INX with relevant code – emergency management/coronavirus.

P&C will monitor email and inform key relevant stakeholders.

Staff member will need to remain at home and await DHHS notification that it is safe to end self-isolation.

Staff members who fall into this category are eligible to utilise personal leave.

If the staff member does not have adequate personal leave, they may utilise annual leave.

If the staff member does not have adequate annual leave, they may utilise long service leave if they have eligibility.

### **2. Staff member has returned from travel to an Australian government identified country with high level of contagion (see government website)**

Staff member needs to contact their immediate line manager and inform of situation as soon as possible.

Line manager must send an email details to [CoronaVirus.Vic@ymca.org.au](mailto:CoronaVirus.Vic@ymca.org.au).

Line manager must log incident on INX with relevant code - emergency management/coronavirus.

P&C will monitor email and inform key relevant stakeholders.

Staff member will need to remain at home and await DHS notification that it is safe to end self-isolation.

Staff member – if not in a customer facing role or role where there is no work that can be undertaken off site – may have the option of working from home for the period of isolation.

Staff members who fall into this category are eligible to utilise personal leave.

If the staff member does not have adequate personal leave, they may utilise annual leave.

If the staff member does not have adequate annual leave, they may utilise long service leave if they have eligibility.

### **3. Staff member has come into contact with/cohabits with someone who has virus**

Staff member needs to contact their immediate line manager and inform of situation as soon as possible.

Line manager must send an email details to [CoronaVirus.Vic@ymca.org.au](mailto:CoronaVirus.Vic@ymca.org.au).

Line manager must log incident on INX with relevant code - emergency management/coronavirus.

P&C will monitor email and inform key relevant stakeholders.

Staff member will need to remain at home and await DHS notification that it is safe to end self-isolation.

Staff member – if not in a customer facing role or role where there is no work that can be undertaken off site – may have the option of working from home for the period of isolation.

Staff members who fall into this category are eligible to utilise personal leave. If the staff member does not have adequate personal leave, they may utilise annual leave.

If the staff member does not have adequate annual leave they may utilise long service leave if they have eligibility

**4. Staff member is stood down by YMCA Victoria as per the provisions of relevant legislative instrument and fair work act**

*(Please note all staff in this situation will receive a full briefing and this will be based on “stoppage of work by any cause for which the employer cannot reasonably be held responsible”. This action would be based on YMCA being in a position where it had no alternative but to close a centre/business area unit.)*

Staff member will need to remain at home and await instruction that the stand down period has finished and they can return to work.

Staff member – if not in a customer facing role or role where there is no work that can be undertaken off site – may have the option of working from home for the period of isolation.

Staff members who fall into this category are eligible to utilise annual leave.

If the staff member does not have adequate annual leave, they may utilise long service leave if they have eligibility.

**5. Casual staff**

Casual staff will not be rostered if they fall into any of the categories listed above.

Casual staff will not be paid for this leave. Currently YMCA Vic is waiting for the outcome of the National Government’s response to this issue (e.g. stimulus package) before finalising this position.