

PANDEMIC PLANNING

Corporate Policy Review Considerations

Review Corporate Policies to include Pandemic-related issues and ensure staff have read and understood them.

The key principles are:

- Ensuring all staff are aware of, and adhere to, Company Corporate Policies
- Protecting and supporting employees
- Flexibility under rapid changing circumstances
- Timely and proactive communications
- Managing Corporate Risk & Security

Staff Leave Considerations

- ◇ Mandatory self-isolation leave entitlement
- ◇ Paid and Unpaid Leave
- ◇ Paid and Unpaid Carer's Leave
- ◇ Long Periods of Sick and Carer's leave (over 3 months)
- ◇ Notice and medical certificate requirements
- ◇ Annual Leave approvals, management and tracking

Remuneration & Staff Level Considerations

- ◇ Paid and unpaid Leave Policies
- ◇ Remuneration Policy during extended periods
- ◇ Casual & Part Time Staff considerations

Remote Working Considerations

- ◇ Working-from-home safety assessment/checklist
- ◇ Remote working capability requirements
- ◇ Equipment and data communications requirements
- ◇ Remote working cyber security and privacy considerations

Workplace Health and Safety Considerations

- ◇ Managing risks (of contracting the virus) at workplace
 - ◇ High risk groups protection
 - ◇ Workplace cleanliness and hygiene
- ◇ Confirmed case quarantine procedures, disclosure and reporting
 - ◇ Worker's Compensation inclusions and exclusions

Business & Personal Travel Considerations

- ◇ Managing business travel and travel protections (eg. Transportation, PPE, vaccines)
- ◇ Personal travel tracking and management (and mandatory self-isolation period upon return)
- ◇ General travel advice (from Smart Traveller's website)

Return to Work Consideration

- ◇ Doctors & Medical Clearances
 - ◇ Ongoing trauma support
- ◇ Employee Assistance Program
 - ◇ Co-Worker Considerations
- ◇ Prisonisation of Work Backlog s

Disclaimer: These guidelines have been developed for general reference. Please contact us for further advise or tailored policy development.