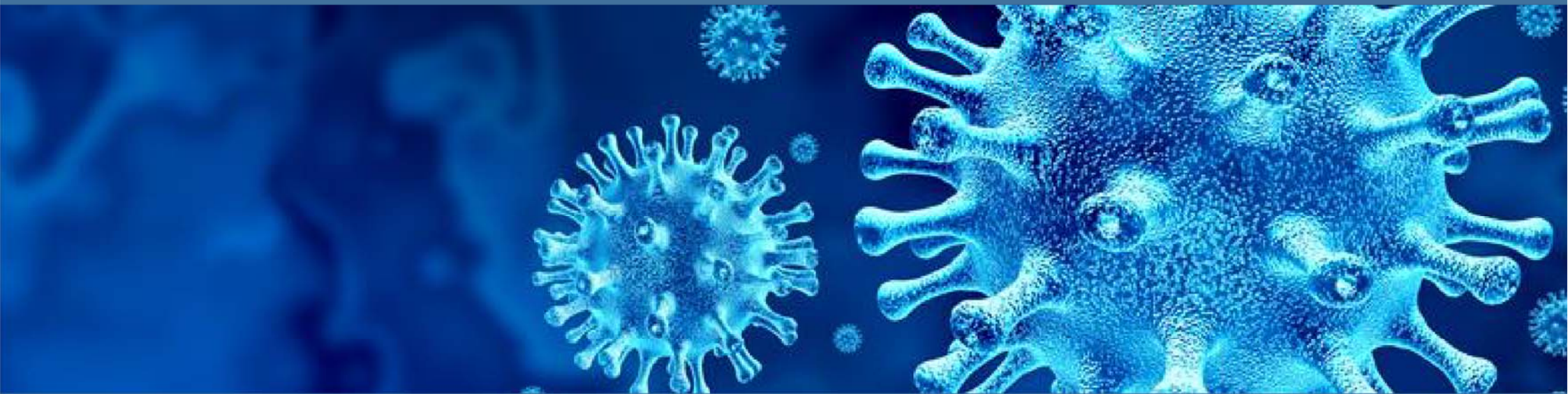




Public Sector  
Commission

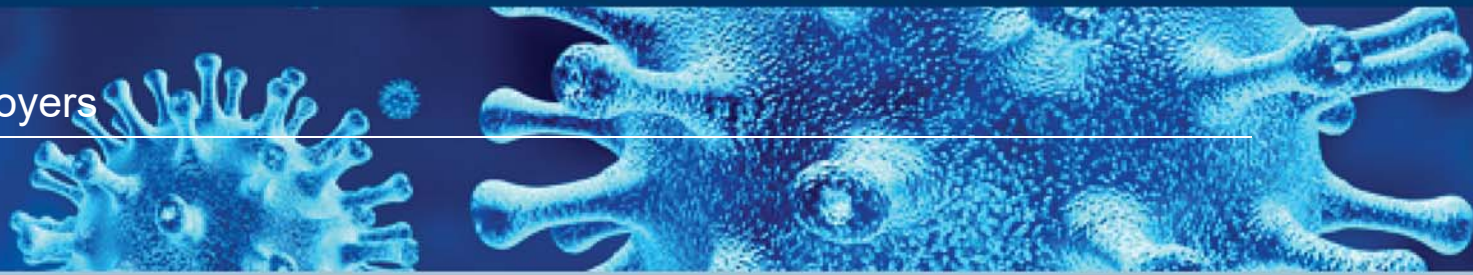
# COVID-19 coronavirus

## Scenarios and dealing with workforce absences



## Scenarios for public sector employers

# COVID-19 coronavirus



The following scenarios are provided to support public sector employers manage the common types of workforce absences relating to COVID-19. Individual circumstances need to be considered on a case-by-case basis. Supervisors/managers who are unsure on what specific action to take should contact their Human Resources Division.

The requirements around self-isolation are defined by the Department of Health. The scenarios reflect the latest public health advice and are consistent with Public Sector Labour Relations Circular 6/2020 – Leave Arrangements for COVID-19 (Circular 6/2020). Employers should refer to Circular 6/2020 in the first instance.

Please note COVID-19 leave applies to casual employees.

This document is current as at 15 April 2020. The Public Sector Commission will update this document as required to include further Government decisions relating to the management of workforce absences.

Scenario		Health direction	Evidentiary requirement	Leave arrangement <sup>1</sup>
Employees who are ill				
1	<ul style="list-style-type: none"> <li>Employee becomes ill.</li> <li>No recent international travel.</li> <li>No close contact with a confirmed case of COVID-19 coronavirus.</li> </ul>	No requirement to self-isolate.	Apply industrial instrument provisions.	<ul style="list-style-type: none"> <li>Personal or sick leave.</li> </ul>
2	<ul style="list-style-type: none"> <li>Household member in self-isolation.</li> <li>Employee becomes ill.</li> </ul>	No requirement to self-isolate unless advised by the Department of Health (DOH).	Apply industrial instrument provisions.	<ul style="list-style-type: none"> <li>Personal or sick leave.</li> </ul>
3	<ul style="list-style-type: none"> <li>Employee in self-isolation.</li> <li>Employee becomes ill.</li> </ul>	Continue to self-isolate. Follow public health advice.	Apply industrial instrument provisions.	<ul style="list-style-type: none"> <li>Cease working from home arrangement or COVID-19 leave.</li> <li>Access personal or sick leave.</li> </ul>
4	<ul style="list-style-type: none"> <li>Employee diagnosed with COVID-19.</li> </ul>	Self-isolate.	Reasonable evidence (e.g. notification from DOH).	<ul style="list-style-type: none"> <li>Personal or sick leave.</li> <li>Access to COVID-19 leave if personal or sick leave credits are exhausted.</li> </ul>
Employees who are required to self-isolate but are not sick				
5	<ul style="list-style-type: none"> <li>Employee is in self-isolation following travel.</li> <li>Employee is otherwise well.</li> </ul>	Self-isolate.	Reasonable evidence (e.g. passport, boarding pass).	<ul style="list-style-type: none"> <li>Work from home subject to business need and requirements.</li> <li>Access to COVID-19 leave if working from home is not required.</li> </ul>
6	<ul style="list-style-type: none"> <li>Employee in close contact with a person confirmed with COVID-19.</li> <li>Employee is otherwise well.</li> </ul>	Self-isolate.	Reasonable evidence (e.g. notification from DOH).	<ul style="list-style-type: none"> <li>Work from home subject to business requirements.</li> <li>Access to COVID-19 leave if working from home is not required.</li> </ul>
7	<ul style="list-style-type: none"> <li>Employee travels overseas on or after 16 March 2020.</li> </ul>	Self-isolate on return to Australia.	Reasonable evidence (e.g. passport, boarding pass).	<ul style="list-style-type: none"> <li>Access existing industrial instrument leave entitlements (e.g. annual leave, long service leave).</li> <li>Employer discretion to apply COVID-19 on compassionate grounds only.</li> </ul>

<sup>1</sup> Leave arrangements are subject to applicable eligibility requirements prescribed in the relevant industrial instrument.



Scenario	Health direction	Evidentiary requirement	Leave arrangement <sup>1</sup>	
Employees required to care for someone else				
8	<ul style="list-style-type: none"><li>Employee absent from work to provide care or support for a family or household member for reasons unrelated to COVID-19.</li></ul>	Not applicable.	Reasonable evidence.	<ul style="list-style-type: none"><li>Personal or carers leave.</li></ul>
9	<ul style="list-style-type: none"><li>Employee absent from work to provide care or support for a family or household member who has COVID-19.</li></ul>	No requirement to self-isolate if there is no close contact.	Reasonable evidence.	<ul style="list-style-type: none"><li>Personal or carers leave.</li><li>Access to COVID-19 leave if personal or carers leave credits are exhausted.</li></ul>
		Self-isolate if in close contact.	Reasonable evidence.	<ul style="list-style-type: none"><li>Access to COVID-19 leave.</li></ul>
10	<ul style="list-style-type: none"><li>Employee as a parent or guardian remains at home and providing care for children in case of a short term disruption to school or care arrangements.<sup>2</sup></li></ul>	No requirement to self-isolate.	Reasonable evidence.	<ul style="list-style-type: none"><li>Personal or carers leave.</li><li>Access to COVID-19 leave if personal or carers leave credits are exhausted.</li></ul>
Employees in a high risk category				
11	<ul style="list-style-type: none"><li>Employee is in a high-risk category relating to COVID-19 as identified by medical advice, including a high risk category defined by the Australian Health Protection Principal Committee (AHPPC), in circumstances not dealt with in scenario 12.</li></ul>	Employer to assess and mitigate risk in light of the characteristics of the employee, the workplace, and the work.	Medical advice or evidence.	<ul style="list-style-type: none"><li>Employee can attend work.</li><li>Employer to mitigate risks, including by providing work that does not require personal contact and prioritising work from home where available.</li><li>If alternative options are not possible, access existing industrial instrument leave entitlements.</li></ul>
12	<ul style="list-style-type: none"><li>Employee is in a high risk category relating to COVID-19 as identified by the AHPPC and works in a correctional or detention facility or a group</li></ul>	Employee should not work in the high risk workplace unless the risk can be mitigated.	Medical advice or evidence.	<ul style="list-style-type: none"><li>Move the employee to a workplace that is not high risk.</li><li>Work from home subject to business need and requirements.</li></ul>

<sup>2</sup> As per clause 4 of Circular 6/2020, this scenario is only intended to apply where this is a school closure or care arrangements are unavailable.



Scenario		Health direction	Evidentiary requirement	Leave arrangement <sup>1</sup>
	residential setting (a “high risk workplace”).			<ul style="list-style-type: none"><li>• If the above options are not possible, access to COVID-19 leave before other forms of leave.</li></ul>
Other scenarios				
13	<ul style="list-style-type: none"><li>• Employee does not attend work.</li><li>• Employee fails to notify the employer of the reason for non-attendance.</li></ul>	Not applicable.	Not applicable.	<ul style="list-style-type: none"><li>• Employee should not be paid for hours not worked.</li><li>• In some situations, the <a href="#">Industrial Action Policy</a> may apply.</li></ul>
14	<ul style="list-style-type: none"><li>• Household member in self-isolation.</li><li>• Employee is otherwise well.</li><li>• Employee is not the primary carer for the household member.</li></ul>	No requirement to self-isolate.	Not applicable.	<ul style="list-style-type: none"><li>• Attend work.</li></ul>