COVID-19 Mandatory Notification Protocol for On-hire Workforce

Title	COVID-19 Mandatory Notification Protocol for On-hire Workforce
Document Owner	RS Risk Committee
Reports	RS Senior Management Team Committee
Audience	On hire workers, apprentices and trainees working within business streams of Recruitment Solutions
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The Recruitment Solutions Mandatory Notification Protocol for On-hire Workforce, has been updated on 3 June 2021 based on the Australian Department of Health Guidelines.

Anyone diagnosed with COVID-19, or contacted by a Health Department/Public Health Unit and asked to self-isolate:

- Must comply with medical & Health Department advice
- Must advise their Recruitment Solutions Manager/Supervisor IMMEDIATELY

Anyone who believes they have been in close contact with a confirmed COVID-19 positive person, including during the 48 hours prior to symptom development:

- Must advise their Recruitment Solutions Manager/Supervisor IMMEDIATELY
- Must seek testing for COVID-19
- Must adhere to recommendations made regarding isolation or quarantine
- Must not attend work until cleared by a medical practitioner

If an employee suspects that they may be infected and are waiting on test results but cannot be isolated at home, they will need to contact the public health unit who will assess and advise on the next steps.

Anyone who is unwell and has *flu-like symptoms, whether having travelled internationally or not:

- Must contact your Recruitment Solutions Manager/Supervisor IMMEDIATELY
- Must seek testing for COVID-19
- Provide a medical note for return to work

    *flu-like symptoms: People with coronavirus may experience:
    - Fever,
    - Flu like symptoms such as coughing, sore throat and fatigue,
    - Shortness of breath,
    - Loss of smell and loss of taste,
    - Muscle pain, joint pain, diarrhoea, nausea/vomiting and loss of appetite

Reference: https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19#symptoms

International travel:

Australia's borders are closed. Only Australian citizens, residents and immediate family members can travel to Australia.

- International travel restrictions also still apply. There are limited exceptions, for example to allow people to return home if their normal place of residence is overseas. This process is managed by the Department of Home Affairs and the revised restrictions can be reviewed on their website.

Anyone entering or returning to Australia:

- Must observe the mandatory 14-day quarantine requirement at designated facilities as required by the Department of Home Affairs.
- Must contact their Recruitment Solutions Manager/Supervisor IMMEDIATELY

Interstate Travel

Staff who have recently returned from interstate and meet any current State Border closure restrictions:

- Must contact your Recruitment Solutions Manager/Supervisor IMMEDIATELY
- Must observe the state border control requirements, other than for seeking individual medical care

Australia's federal, state and territory governments have put restrictions in place to slow the spread of COVID-19. States and territories can apply their own travel restrictions, including:

- closing state borders and restricting travel into and out of their state
- restricting travel into and out of areas within their state
- requiring people who have travelled to and from some areas to quarantine for 14 days

In some states and territories, you may have to pay a contribution to the cost of quarantine.

Emergency and health workers, and essential workers may be considered exempt from some restrictions.

With ongoing changes to state border controls we provide the below summary of state websites for review of current restrictions and what exceptions are in place for essential services.

Regional Hotspot Restrictions:

Travel within a state may see restrictions if there are declared 'hotspots' of outbreak.

Hotspots are legally listed and published on state health websites so that people travelling from those high-risk areas can be identified.

Staff are required to:

- Keep informed and observe the lockdown or restriction requirements of their locality

- Must contact your Recruitment Solutions Manager/Supervisor IMMEDIATELY if your travel to/from hotspots may impact your work.

It is your responsibility to ensure you have checked the relevant Government advice in the links provided for the most up-to-date information.

The [Healthdirect Australia Restriction Checker](#) has advice on what restrictions are in place in each state and territory across Australia.

NSW: [NSW Government Health:](#)

SA: [SA Health:](#)

VIC: [Victorian Health and Human Services:](#)

ACT: [ACT Government Health:](#)

*WA: [Western Australia Department of Health:](#)

* QLD: [QLD Government:](#)

* NT: [Northern Territory Government:](#)

* Indigenous Communities: Government and Community Directions : From Friday 10 July 2020, all designated areas have been withdrawn from these restrictions.

Some remote communities may still have local restrictions in place for who can enter and leave the community.

Healthcare staff are required to meet the requirements of the specific local community risk assessment process and permit systems if they exist. Restrictions that apply in remote communities is available at: [Department of Aboriginal and Torres Strait Islander Partnerships](#) website.

Facility-based restrictions:

- Certain health services/clients/host employers are implementing restrictions on staff entry requirements, based on the above criteria.

- It is therefore essential that you contact us if you believe your circumstances are within the criteria above.

- Aged Care Facilities must take extra precautions due to the vulnerability of their residents including only accepting staff who have received this year's flu vaccination, unless they have a documented medical contraindication to receiving the vaccine .

  https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-for-workers-in-residential-aged-care-facilities

Worker Screening:

New candidates and employees will be asked to complete a survey prior to attending an interview, or a new assignment to confirm:

- ➢ Any recent international, interstate or regional hotshot travel and two-week self-isolation or quarantine details
- ➢ Not experiencing flu like symptoms
- ➢ Any close contact with someone confirmed to have COVID-19

Notification to Host Employers of On-hire Worker with Confirmed Case of COVID19

If an on-hire staff member is confirmed as positive for COVID-19, the staff member must inform Recruitment Solutions as per compliance with this protocol.

Once informed, Recruitment Solutions will, under the direction of the Public Health Unit seek to facilitate notification to host employers/clients, as per their requirements.

Recruitment Solutions will seek the authority from the worker to release this information to at risk host workplaces / clients, as determined by risk assessment of diagnosis and work placement timelines, and as per the direction of the Public Health Unit or Health Department.

Whilst worker consent is also sought, Recruitment Solutions notes there is also an exception under the Privacy Act around disclosure without consent if we reasonably believe the use or disclosure is necessary to lessen or prevent a serious threat to the life, health or safety of any individual, or to public health or safety.

Keeping up to date:

Australia's current situation is changing rapidly. You can keep up to date with these changes via the following:

1. **Health:**

Australian Government Department of Health: https://www.health.gov.au/

NSW Health: https://www.health.nsw.gov.au/Infectious/controlguideline/Pages/novel-coronavirus.aspx

Coronavirus Health Information Line: 1800 020 080

If you require translating or interpreting services, call 131 450.

CDNA National Guidelines for public health units: National Guidelines developed in consultation with the Communicable Diseases Network Australia and endorsed by the Australian Health Protection Principal Committee

https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdna-song-novel-coronavirus.htm

2. **Travel:**

Department of Home Affairs: https://www.homeaffairs.gov.au/news-media/current-alerts/novel-coronavirus

Recruitment Solutions has an obligation to staff, clients, patients & participants to ensure the safety of all concerned and will continue to monitor and update guidelines and processes based on the health departments recommendations.

As your employer, we request that we are kept informed of any change in your status and your progress as per this notification protocol.

If you believe, your circumstances are within the criteria above or if you wish to speak to someone regarding your personal circumstances, please contact your Recruitment Solutions Manager/ Supervisor IMMEDIATELY.