

## **Tasmanian State Service – COVID-19 Response**

### ***Scenarios addressing workforce absences***

The following scenarios are provided to support Tasmanian State Service agencies manage the common types of workforce absences relating to COVID19. 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 team. The scenarios reflect the latest public health advice.

This document is current as at 9 September 2020. The State Service Management Office will update this document as required to include further Government decisions relating to the management of workforce absences, or to reflect changing health advice.

While this document will be revised regularly, all up to date information regarding health and travel advice can be found at <https://www.coronavirus.tas.gov.au/>. Given the fast paced nature of change within the current situation, this website should be checked regularly by agencies to ensure they are working in alignment with the current health and travel advice. While specific scenarios may differ with this changing advice, the principles underpinning employment and leave arrangements will remain the same.

Scenario	Health Direction	Evidentiary Requirement	Leave Arrangement	
<b>Employees who are ill</b>				
1	<ul style="list-style-type: none"> <li>Employee diagnosed with COVID-19</li> </ul>	Isolation	Reasonable evidence (e.g. notification from DOH)	Personal leave. If personal leave is exhausted, special leave (COVID-19) as provided by regulation 25A.
2	<ul style="list-style-type: none"> <li>Employee in isolation (not ill)</li> <li>Employee becomes ill</li> </ul>	Continue to isolate, follow public health advice	Apply award/agreement provisions	Cease working from home or special leave arrangements and commence personal leave.
3	<ul style="list-style-type: none"> <li>Employee becomes/is ill (but does not have COVID-19 or symptoms of COVID-19)</li> <li>No recent international travel</li> <li>No close contact with a confirmed case of COVID-19</li> </ul>	No requirement to isolate	Apply award/agreement provisions	Personal leave.
4	<ul style="list-style-type: none"> <li>Employee becomes/is ill with COVID-19 symptoms</li> <li>Employee has COVID-19 test</li> <li>Employee self-isolates awaiting test results (remains sick during this time)</li> </ul>	Strongly recommended to self-isolate (no direction issued)	Apply award/agreement provisions	Personal leave.
<b>Employees who are not ill</b>				
5	<ul style="list-style-type: none"> <li>Employee in isolation following travel (both domestic and international)</li> <li>Employee is not ill</li> </ul>	Isolation	Reasonable evidence (e.g. boarding pass)	Work from home. If working from home is not possible, special leave (COVID-19) as provided by regulation 25A, noting the exception described in the travel infosheet where it was reasonably known prior to travel that an isolation period would be required upon return.

6	<ul style="list-style-type: none"> <li>Employee in close contact with a person confirmed with COVID-19</li> <li>Employee is not ill</li> </ul>	Isolation	Reasonable evidence (e.g. notification from DOH)	Work from home. If working from home is not possible, special leave (COVID-19) as provided by regulation 25A.
7	<ul style="list-style-type: none"> <li>Employee is not ill (or is very mildly unwell and displaying COVID-19 symptoms, but is otherwise ready, willing and able to attend work)</li> <li>Employee has COVID-19 test</li> <li>Employee self-isolates awaiting test results</li> </ul>	Strongly recommended to self-isolate (no direction issued)	Reasonable evidence (e.g. notification of test)	Work from home. If working from home is not possible, the employee should be directed not to attend work (see scenario 20) and continue to be paid normal salary from the date of their COVID-19 test until they receive their test result.
8	<ul style="list-style-type: none"> <li>Household member in isolation (but does not have COVID-19)</li> <li>Employee is not ill</li> <li>Employee is not providing care for the household member</li> </ul>	No requirement to isolate	N/A	Attend work or work from home (where possible) as usual.
9	<ul style="list-style-type: none"> <li>Employee is identified as being at high risk of serious illness or complication if they contract COVID-19.</li> </ul>	No requirement to isolate	Reasonable evidence if required	Employees classified as <a href="#">high risk</a> should work with their manager/agency to conduct a risk assessment regarding the employee's individual characteristics, role, and workplace, and implement control measures as may be required (more information is contained in the <a href="#">Transition to the New Normal Framework</a> ). Agency safety plans should be followed during this process.
<b>Employees with caring responsibilities</b>				
10	<ul style="list-style-type: none"> <li>Employee absent from work as a result of a family or</li> </ul>	Isolation.	Reasonable evidence (e.g. notification from DOH)	Work from home.

	household member who has COVID-19 and is in isolation			If working from home is not possible, special leave (COVID-19) as provided by regulation 25A.
11	<ul style="list-style-type: none"> <li>Employee absent from work to provide care or support for a family or household member who is in isolation (but does not have COVID-19)</li> </ul>	No requirement to isolate.	Reasonable evidence (e.g. notification from DOH)	Work from home. If working from home is not possible, special leave (COVID-19) as provided by regulation 25A.
12	<ul style="list-style-type: none"> <li>Employee as a parent or guardian remains at home and is providing care or support for children in case of unavailability of school or child care arrangements (i.e. closure of site, or where exceptional individual circumstances prevent the child from attending school such as the child being categorised as vulnerable in line with health advice).</li> </ul>	No requirement to isolate	Reasonable evidence (e.g. notification from school)	Work from home. If working from home is not possible, special leave (COVID-19) as provided by regulation 25A.
13	<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>	No requirement to isolate	Apply award/agreement provisions	Personal leave.
<b>Other scenarios</b>				
14	<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>	N/A	N/A	Employee is contacted to discuss the reasons for their absence and potential leave options (which may include leave without pay). If required and there are no reasonable grounds for non-attendance, the employee may be directed to attend work.

15	<ul style="list-style-type: none"> <li>Employee (including casual, relief, sessional, and seasonal employees) has their regular hours reduced as a direct result of the COVID-19 outbreak</li> </ul>	N/A	N/A	Opportunities for alternate duties should be explored. Where not possible (including where alternate duties are offered but not accepted due to being outside the employees existing availability), employees will continue to be paid in line with their regular level of employment.
16	<ul style="list-style-type: none"> <li>Workplace is closed</li> <li>Employees are otherwise ready, willing and able to work</li> </ul>	N/A	N/A	Opportunities to work from home or alternate location, or for alternate duties will be explored. Where not possible, employees will continue to be paid for the duration of the closure without the need to apply for leave. Casual employees will continue to be paid.
17	<ul style="list-style-type: none"> <li>Fixed-term casual, relief, sessional, and seasonal employees required to isolate</li> </ul>	Isolation	Reasonable evidence (e.g. notification from DOH)	If employed during the isolation period, work from home. If working from home is not possible, special leave (COVID-19) as provided by regulation 25A.
18	<ul style="list-style-type: none"> <li>Employee elects to keep their children at home to complete distance schooling, and remain home to supervise them (despite school sites remaining open and available).</li> </ul>	N/A	N/A	<p>Work from home if possible. If working from home is not possible, the employee may apply for existing accrued leave such as recreation or long service leave, or leave without pay.</p> <p>Some circumstances may allow for personal (carers) leave as an “unexpected emergency”, which would need to be assessed on a case by case basis.</p>
19	<ul style="list-style-type: none"> <li>Unavailability of other care arrangements (excluding schools or child care centres), such as family members providing supervision after school (e.g. where grandparents usually, but can</li> </ul>	N/A	Apply award/agreement provisions if required depending on circumstances	Work from home if possible. Flexitime or other flexible arrangements may be explored to suit the needs of the employee and agency where available. For example, changed working hours could be implemented to accommodate school pick up and after school supervision.

	no longer, provide after school supervision			<p>Employees are also encouraged to explore alternative care arrangements if possible. Employees can apply for existing accrued leave such as recreation or long service leave, or leave without pay, if required to manage their individual circumstances.</p> <p>Some circumstances may allow for personal (carers) leave as an “unexpected emergency”, which would need to be assessed on a case by case basis.</p>
20	<ul style="list-style-type: none"> <li>Employee is directed not to attend work by the Employer</li> </ul>	N/A	N/A	Where working from home is not possible, employees will continue to be paid their normal salary (including regular allowances plus penalties).