PROTOCOL FOR REPORTING AND MANAGEMENT OF STAFF IMPACTED BY COVID-19

Introduction

The health, safety and wellbeing of our University community is of paramount importance. As we continue delivering our core teaching and research and University operations, it is essential we continue to work together to support the health and wellbeing of our staff members and broader University community.

The University continues to monitor the advice issued by the Department of Health and SA Health regarding prevention of the spread of the virus. We will adapt our advice as that of the health authorities and Federal and State Governments changes. By following the guidelines to reduce the rate and risk of spreading COVID-19 we aim to provide as safe as possible an environment for our University community.

In support of this, the University has developed the following approach for supporting staff members who are impacted by COVID, including confirmed cases of staff members who contract the virus.

Principles

In order to meet its commitment to the health, safety and wellbeing of our University community the University is committed to:

- Ensuring the health and wellbeing of its staff members, students and the broader community through measures designed to minimise the risk and rate of spreading COVID-19;
- Maintaining the confidentiality of information in relation to staff in accordance with the University's Privacy Policy;
- Being flexible in its approach to supporting staff on an individual basis wherever possible; and
- Supporting the efforts of the public health agencies through appropriate data sharing.

When to initiate this protocol

The following scenarios will initiate this protocol and determine the actions required for staff impacted by COVID-19:

1. A staff member is displaying symptoms consistent with COVID-19.

2. Staff who have had close contact with a confirmed case of COVID-19 case.

3. In the event a staff member has received a positive COVID-19 test result

1. **In the event that a staff member is displaying symptoms consistent with COVID-19:**

   1.1. If a staff member is feeling unwell and are displaying symptoms consistent with COVID-19, even if their symptoms are mild, the staff member should:
   - notify their line manager/supervisor.
   - not attend work or other public places including schools and university campuses
   - follow SA Health advice for testing recommendations.

      1.1.1. If you are unsure if the symptoms are consistent with COVID-19, please refer to the SA Health website for further information.

      1.1.2. If the staff member is severely unwell, such as having difficulty breathing, call 000 (Triple Zero).

      1.1.3. If the test result is positive, please refer to Section 3 of this Protocol.

   1.2. In the event a staff member is unwell but not displaying symptoms of COVID-19, they should take Personal Leave as they ordinarily would and report their absence to their line manager/ supervisor and record their absence through myHR. They should not return to work until they are fully recovered.

      1.2.1. Please note that symptoms associated with COVID-19 are diverse and can vary from individual to individual, so it shouldn't be assumed that symptoms are not COVID-19 without checking. Please refer to the SA Health's website for information about COVID-19 and its symptoms.

      1.2.2. Casual staff members should refer to *'As a casual staff member, what supports are available to me?'* in the COVID-19 FAQs for staff.

2. **In the event a staff member has been in close contact with a confirmed case of COVID-19:**

   2.1. In the event a staff member has been identified as a close contact of a confirmed case of COVID-19, the staff member will need to follow SA Health guidelines.

      2.1.1. The staff member or their line manager/ supervisor should immediately report this to ptc@unisa.edu.au * confirming:

         - the date the staff member was confirmed was identified as a close contact, and

         - if the staff member will be working from home with the approval of their line manager or working on campus.

         Line managers/supervisors should be cc-ed on reports from staff members.

      2.1.2. If the staff member has, or subsequently develops, symptoms, they should follow SA Health advice and Section 1 of this Protocol.

2.1.3. If the staff member subsequently receives a positive COVID-19 test result, please refer to Section 3 of this Protocol.

3. In the event a staff member has received a positive COVID-19 test result:

3.1. The staff member (or their line manager/ supervisor) should:

3.1.1. Immediately report this to ptc@unisa.edu.au * confirming:

- o The staff member's name and position title
- o The date they received confirmation of a positive result for COVID-19
- o The last day the staff member was in contact with people on campus or related to UniSA work or study
- o If the staff member will be working from home with their line manager's approval, taking leave or present on campus.

Line managers/supervisors should be cc-ed on reports from staff members.

3.1.2. It is strongly encouraged that the staff member should stay home until their acute symptoms have cleared (usually 5 to 7 days)

3.1.2.1. Staff are able to **work from home** during this time if they are well enough and able to still meet the expectations and requirements of their position and have the approval of their line manager/supervisor.

Please record any arrangements on the ***Working from Home Arrangement form*** **(WHS52)**.

3.1.2.2. Continuing and fixed term staff are able to apply for leave via [the myHR portal](#) if they are unable to work from home due to their personal circumstances or the nature of their work.

3.1.2.3. If the staff member is unable to work from home due to the nature of their work or personal circumstances it is strongly recommended they follow [SA Health recommendations](#), including wear a mask when indoors and avoiding high risk settings and non-essential gatherings. If the staff member works in a high-risk setting such as a health, disability and aged care, they should discuss returning to work with their line manager/supervisor.

*Please remember we will make every effort to maintain the **confidentiality of information** relating to staff in accordance with the [University's Privacy Policy.](#)*

History of Amendments

Version	Date	Author	Amendments
8.0	14 October 2022	Mr Mark Gladigau, Acting Executive Director: People, Talent and Culture	Updated to reflect current practice
7.0	3 May 2022	Ms Jane Booth, Executive Director: People, Talent and Culture	Updated to reflect current practice
6.0	23 February 2022	Ms Jane Booth, Executive Director: People, Talent and Culture	Updated to reflect changes to travel restrictions
5.0	12 January 2022	Ms Jane Booth, Executive Director: People, Talent and Culture	Updated to reflect current practice
4.0	15 November 2021	Ms Jane Booth, Executive Director: People, Talent and Culture	Updated to reflect current practice
3.0	30 June 2021	Ms Jane Booth, Executive Director: People, Talent and Culture	Updated to reflect current practice
2.0	28 July 2020	Ms Jane Booth, Executive Director: People, Talent and Culture	Updated *Testing for Covid-19* to reflect current practice
1.0	30 March 2020	Ms Jane Booth, Executive Director: People, Talent and Culture	First published