

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

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Introduction

The health, safety and wellbeing of our University community is of paramount importance. As we endeavour to continue delivering our core teaching and research and maintaining University operations during the COVID-19 pandemic, it is essential we have a protocol for managing and supporting staff wellbeing in response to COVID-19, including if necessary, contact tracing.

The University continues to follow 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 set of principles and approach for managing its response to staff who are impacted by COVID-19, including confirmed cases of staff contracting 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, 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;
- Ensuring that no staff members experience discrimination or disadvantage as a result of being exposed to, or contracting, COVID-19;
- 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 travelling/returning from overseas or interstate are required to self-isolate
3. Staff have had close contact with a confirmed or suspected case of COVID-19 case
4. A staff member is confirmed as having contracted COVID-19.

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 they are very mild, the staff member should:

- not attend work or other public places including, schools and university campuses
- Get tested immediately and self-isolate at home while they wait for their test results.

1.1.1. If you or the staff member are unsure if their symptoms are consistent with COVID-19, please refer to the [SA Health](#) and [Department of Health](#) websites for further information.

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

1.2. The staff member or their line manager/ supervisor should notify [their local business partner](#) that the staff member has been tested and provide confirmation of their negative test result when it is received.

1.2.1. **If the test result is positive, please refer to Section 4 of this Protocol.**

- 1.3. 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 [myUNISA](#). They should not return to work until they are fully recovered.
- 1.3.1. 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.
- 1.3.2. 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 travelled/returned to South Australia from overseas or interstate

To prevent the spread of COVID-19, [travellers arriving in Australia](#) by air or sea may need to go into government approved mandatory quarantine for 14 days from arrival.

[States and territories](#) can also 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

- 2.1. If a staff member has travelled/returned to South Australia from overseas or interstate and is required to go into government approved mandatory quarantine, the staff member or their line manager/supervisor should confirm the following details to [their local business partner](#);
- where the staff member travelled from/via
 - The date of their arrival back into South Australia and
 - Whether, and where, they will be/have been self-isolating since arrival; and
 - if they have any symptoms consistent with COVID-19. *

**if they are unsure then they should check the [SA Health](#) and [Department of Health](#) websites for further information.*

- 2.1.1. The staff member or their line manager/supervisor should notify [their local business partner](#) as soon as possible.
- 2.1.2. **If the staff member has, or subsequently develops, symptoms whilst self-isolating, they should follow the advice regarding testing in Section 1 above.**
- 2.2. For continuing or fixed term staff required to self-isolate or quarantine due to COVID-19, and who are not able to carry out their duties working remotely, exceptional special leave with pay will be provided for up to 14 calendar days per year.
- 2.2.1. Part time staff will be provided exceptional special leave with pay for the ordinary hours they would have worked in that 14-calendar day period.

- 2.2.2. In the event a staff member is confirmed as having COVID-19, they will be required to access personal leave, or other accrued leave entitlements, to cover the period of their absence.
- 2.2.3. Casual staff members should refer to '*As a casual staff member, what supports are available to me?*' in the [COVID-19 FAQs for staff](#).

3. In the event a staff member has been in close contact with a confirmed or suspected case of COVID-19

- 3.1. In the event a staff member has been in direct contact with a confirmed case of COVID-19, the staff member will need to self-isolate immediately and follow the government guidelines for [self-isolation](#).
 - 3.1.1. The staff member or their line manager/ supervisor should notify [their local business partner](#) as soon as possible.
 - 3.1.2. **If the staff member has, or subsequently develops, symptoms whilst self-isolating, they should follow the advice regarding testing in Section 1 above.**

4. In the event a staff member advises they have been confirmed as having contracted COVID-19

3.2. If a staff member receives a positive result from their COVID-19 test, the staff member or their line manager/ supervisor should:

- 3.2.1. Immediately report this to ptc@unisa.edu.au (cc-ing [their local business partner](#))
 - The email will need to confirm;
 - The diagnosed staff member's name and position
 - The date of confirmation of a positive result for COVID-19
 - The date at which they commenced self-isolation (if this has occurred); and
 - Their current location/circumstances.

3.3. Potential transmission of COVID-19 in the workplace

If the staff member is diagnosed with COVID-19 has been in contact with other people on campus or related to UniSA work or study in the preceding 14 calendar days whilst working on UniSA premises, the staff member or their line manager/ supervisor should:

- Immediately contact the Executive Director: People, Talent and Culture via email at Jane.Booth@unisa.edu.au (cc-ing their local business partner) and
- Lodge a report via the University's Online '[Hazard and Incident Reporting System](#)' as follows:
 - i. <Create a New Report>
 - ii. <Type of Report> from the dropdown box select, "Event" and then complete each section



- iii. Selecting “Event” provides the ability to record the names of any other individuals that may have been exposed to the confirmed case.
- 3.3.1. Staff will need to access their personal leave in these circumstances. In the event their personal leave balance becomes insufficient to cover their absence alternative leave types can be accessed with their local business partner and line manager/ supervisor.
- 3.3.2. The University will stay in regular contact with the staff member and ensure the appropriate communications with health authorities.

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

V3.0 DATE

History of amendments

Version	Date	Author	Amendments
1.0	30 March 2020	Ms Jane Booth, Executive Director; People, Talent and Culture	First published
2.0	28 July 2020	Ms Jane Booth, Executive Director; People, Talent and Culture	Updated <i>Testing for Covid-19</i> to reflect current practice
3.0	30 June 2021	Ms Jane Booth, Executive Director; People, Talent and Culture	Updated to reflect current practice