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 20 April 2022 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 is advised they are a close contact or believes they have been in close contact with a confirmed COVID-19 positive person recently

- 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 to do so an can provide *evidence to Recruitment Solutions

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.

> *evidence* may be a PCR test result, Rapid Antigen test result or medical certificate from a doctor stating 'cleared to return to work'.

Anyone who is unwell and has symptoms of COVID-19 :

- Must contact your Recruitment Solutions Manager/Supervisor IMMEDIATELY
- Must seek testing for COVID-19
- Provide *evidence for return to work

> *evidence* may be a PCR test result, Rapid Antigen test result or medical certificate from a doctor stating cl'cleared to return to work'.

Symptoms include:

- fever (37.5 degrees Celsius or higher)
- cough
- sore throat
- shortness of breath (difficulty breathing)
- runny nose
- loss of taste and / or smell.

Other reported symptoms include:

- fatigue
- acute blocked nosed (congestion)
- muscle pain
- joint pain
- headache
- diarrhoea
- nausea/vomiting
- loss of appetite.

Unexplained chest pain and conjunctivitis (eye infection) have also been reported as symptoms of COVID-19.

➢ You do not need more than one symptom to get tested.
➢ Do not wait for symptoms to progress or change.

Reference: https://www.nsw.gov.au/covid-19/stay-safe/testing/symptoms

International travel:

Australia's borders are now open with travel restrictions that apply.

International travel restrictions apply. This process is managed by the Department of Home Affairs and the revised restrictions and exemptions can be reviewed on their website.

https://covid19.homeaffairs.gov.au/

https://www.homeaffairs.gov.au/covid19/state-territory-entry-requirements

Anyone entering or returning to Australia:

- Must meet the vaccination requirements as required by the Department of Home Affairs.
- Must observe state and territory entry arrangements and requirements. These can vary at short notice and may include
    o Border entry restration forms
    o quarantine
    o testing requirements before and after you arrive
    o domestic vaccination requirements

- Must contact their Recruitment Solutions Manager/Supervisor IMMEDIATELY.

State & Territory and interstate travel

You must comply with requirements in the state or territory of your arrival, and any other state or territories that you plan to travel to. This includes quarantine and post-arrival testing requirements. Restrictions may change at short notice.Information for interstate travel and and COVID-19 restrictions is available here;

https://www.australia.gov.au/states

Staff are required to:

- Keep informed and observe the entry or restriction requirements of their state and locality if undertaking state, territory and interstate travel.

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

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

The situation changes often.

It is your responsibility to ensure you have checked the Australian Government website advice for the latest and most current information.

Check your local state and territory website for directives, hotspot information and travel restrictions. Links for each state and territory can be found here:

https://www.australia.gov.au/

Contact your local branch is you require further support in accessing information or need guidance.

Support for Communities at Risk

Remote and Indigenous Communities

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 may be introduced based on public health conditions for each community and in consultation with local leaders.

Restrictions that apply in remote communities is available at: Department of Aboriginal and Torres Strait Islander Partnerships website. https://www.datsip.qld.gov.au/

Resources for Indigenous Communities are available at: https://www.australia.gov.au/support-for-communities

Resources for People Living with a Disability

Fact-checked information and advice about COVID-19 and Support services for people living with a disability is available here: https://www.australia.gov.au/support-for-communities

Facility and Customer-based restrictions:

- Certain health services/clients/host employers are implementing restrictions on entry requirements, based on Public Health Directions or their business risk assessment.

- It is therefore essential that you contact us if you believe your circumstances are within any of the mandatory notification the criteria described in this protocol.

- Healthcare facilities must take extra precautions due to the vulnerability of their residents and patients which may include working at a single site, vaccination status. Our compliance with these requirements, is mandatory.

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
- Vaccination status if it is a requirement of the position, location of attendance or by Public Health Directives.

Notification to Host Employers of On-hire Worker with Confirmed Case of COVID-19

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:

The official Australian Government response website to provide support and updates to Australians on the Coronavirus pandemic is:

https://www.australia.gov.au/

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

If you need information about COVID-19 or COVID-19 vaccines, the helpline – open 24 hours, 7 days, is also available. Coronavirus Health Information Line: 1800 020 080

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

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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.

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