



8 July 2020

Hi Everyone

As you maybe aware the Premier Daniel Andrews has just announced the return of stay at home stage 3 directions for Metropolitan Melbourne, these direct that the only reasons to leave your house are for the following reasons:

- To shop for food and essential goods and services
- For care or compassionate reasons
- Exercise (you cannot leave the metropolitan area)
- For work or study (Year 11-12 and VCE only) – if you cannot do it from home.

We would like to again make this very clear– you and your co-workers health and wellbeing are more important than anything, so following these directions are critical.

If you have an underlying health condition that makes you more susceptible to COVID-19, we continue to encourage you to take leave as a precautionary measure.

If you would like to take leave as a precaution to COVID-19, you are entitled to take the following:

- Long service leave (if you have any)
- Annual Leave
- Unpaid leave

Please note: Sick Leave can be used if you are sick, it cannot be used if you are taking leave due to precaution only. If you would like to take sick leave, please provide a medical certificate.

Another reminder:

- Do not come to work if you present with any COVID-19 symptoms of fever, sore throat, running nose, coughing, aches and pains. If you have symptoms you should immediately get tested. <https://www.dhhs.vic.gov.au/getting-tested-coronavirus-covid-19>
- Wash your hands regularly and sneeze into the crook of your elbow.
- Maintain Social Distancing.
- If you are feeling insecure, depressed, anxious, scared or simply need someone to talk to, don't hesitate to contact our anonymous and confidential Employee Assistance Program - AccessEAP on 1800 818 728 or app "EAP in Focus" by AccessEAP.

If you come to work with symptoms or refuse to follow our COVID19 Risk Minimisation Plan guidelines you will be asked to go home. This is to ensure that we continue to provide a workplace that is safe and clean.

Thanks for everyone's support, be well and stay safe. We are all in this together.

Kind Regards

The Executive Management Team