



Interflow FAQ's for staff:

What if I feel sick and unsure if I have Coronavirus?

We recommend that you visit your doctor and follow the instructions provided and then call your Foreman or Manager.

What happens if someone comes to work with flu-like symptoms (runny nose and blowing their nose) but there is no fever or dry cough?

In this situation, please inform your Foreman or Manager so that the team member can be monitored. At the same time, you could encourage good hygiene (handwashing, use of tissues) but if there are further concerns call your Foreman or Manager again.

What happens if someone I work with is sick at work or comes to work sick?

We recommend that you ask your colleague to speak to their Foreman or Manager. If the individual is reluctant to do this then you should raise your concerns directly with your Foreman or Manager.

What happens if I contract the Coronavirus?

If you contract the Coronavirus, we would like you to follow the medical advice you have received from your doctor and health authorities. Currently this is likely to involve a period when you cannot come to work. You will also need to immediately communicate with your Foreman or Manager of the situation.

I work in the field; will I be paid if I'm off work with the Coronavirus?

If this happens you will be eligible to take your accrued sick leave. In addition, Annual or Long Service Leave can also be taken if your sick leave is exhausted to cover the full period of your absence. If all types of paid leave become exhausted, unpaid leave will be approved for you.

I work in the office; will I be paid if I'm off work with the Coronavirus?

In this situation and if it is practical and advisable, you may be able to work from home. If working from home is not possible or not advisable, you will be eligible to take your sick leave. Annual or Long Service Leave can also be taken if your sick leave is exhausted to cover the full period of your absence. If all types of paid leave become exhausted, unpaid leave will be approved for you.

I've heard that if you must self-isolate due to the Coronavirus then companies do not have to pay you if you are not sick. Is this correct?

This may be correct for some companies but **in the case of Interflow**, if any employee is instructed by their doctor or health authorities to self-isolate then you will be eligible to take your sick leave. Annual or Long Service Leave can also be taken if your sick leave is



exhausted to cover the full period of your absence. If all types of paid leave become exhausted, unpaid leave will be approved for you.

What do I do if I come into contact with someone who has Coronavirus?

Health authorities have defined two types of contact, **close** and **casual**. **Close contact** is more than 15 minutes face-to-face contact with a confirmed Coronavirus case, or if you have shared a closed space for more than 2 hours in the 24-hour period before the onset of symptoms for the confirmed case. If you have had close contact, we will closely monitor the situation and work closely with you and health authorities which would typically require you to self-isolate.

A **casual contact** is where you have been face-to-face for less than 15 minutes or been in the same closed space for less than 2 hours, as a person who has tested positive for Coronavirus when that person was infectious. In this event, you will be advised to monitor yourself closely. You should seek medical assistance if symptoms develop, and follow the medical advice, keeping your Foreman or Manager informed at all times.

What happens if the school that my child(ren) attend is shut down?

If the school that your child(ren) attends is closed because of the Coronavirus and you need to stay at home to care for your child or children, you must be the primary carer of your child(ren) and the only carer available at home. To ensure that your request is necessary and reasonable you will also need to advise the age of the children, and in these situations, you may access your sick leave. You may choose to access your Annual, Long Service or Unpaid Leave if:

- you have exhausted your sick leave, or
- the school or childcare closure is for a long period of time.

We will require that you provide reasonable evidence of the requirement for this leave as soon as practicable to support this absence type.

What happens if I need to stay off work to care for an immediate family member with Coronavirus?

If an immediate family member is confirmed to have the Coronavirus, you will be able to access your sick leave entitlement for the period required supported by a medical certificate. Annual or Long Service Leave can also be taken if your sick leave is exhausted to cover the full period of the medical certificate.

I have a pre-existing health condition, what should I do?

In the first instance we encourage you to speak with your doctor. If your doctor says that it is okay for you to work, then you can work as normal. If your doctor says that it is not advisable for you to be at work due to elevated risk levels, then working from home will be explored. If working from home is not practical, you may choose to access your paid Annual or Long Service leave entitlements or take unpaid leave.