

Shire of Wiluna Policy Manual

COVID-19 RESPONSE

Policy 5.2

1. All staff are required to action basic health hygiene at work and home by ensuring you wash your hands before eating or touching your face, mouth or eyes.
2. If you have any flu like symptoms either being a cough, runny noses, sneezing, temperature (fever), sore throat or just feeling unwell please stay at home and see your doctor.
3. Effective 1 April 2020 all administration staff and Discovery Centre, Art Gallery and Recreation staff will work in isolation. That generally means working from home. The CEO is authorised to end working in isolation arrangements as appropriate to the circumstances and the removal of the COVID-19 restrictions.
4. To facilitate the above, the Shire's WiFi network will be activated at the staff residences of all affected staff. The Shire will ensure that affected staff are provided with the means of working from home including a computer with not less than two monitors and a functioning printer/scanner.
5. The CEO will conduct a roll call every morning, to ascertain everybody's state of health and whether there are any technical issues that need to be resolved to keep them working.
6. As soon as practicable the Shire's Zoom licences will be activated so that staff training, and staff meetings can resume by webinar.
7. The Shire will provide all staff with 10 paid COVID-19 Days in addition to any existing entitled sick or annual leave days. The COVID-19 Days will be backdated to commence from the 1 March 2020 and run until the 30 June 2020. Any sick leave taken during this time will automatically be deducted from your 10 COVID-19 Days. You can also access the COVID-19 Days to stay at home to look after your children or family members. As per any normal leave taken you will need to complete a leave form when accessing your COVID-19 Days by ticking the other leave box. This additional leave is provided in good faith as a matter of respect and trust with no doctors' certificates required.
8. If you are required to self-isolate for a period of 14 days, the Shire will provide you with an additional 10 paid Isolation Days in addition to your 10 COVID-19 Days or entitled Sick and Annual Leave. To access your 10 Isolation Days, you will need to provide a Doctors Certificate (or suitable evidence) and complete a leave form by ticking the other leave box. Please note this will not apply if you elect to travel overseas and return to Australia within the next 6 months.
9. The Shire is arranging signage to be placed at the entrance of our Administration Building, Discovery Centre, Youth Centre, Depot and Gyms advising everyone not to enter if you have any flu like symptoms either being a cough, runny noses, sneezing, temperature, sore throat or just feeling unwell.
10. Hand sanitiser units have been installed at Depot. Please advise everyone entering the Depot area to use the supplied hand sanitiser.

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11. Works Staff have been supplied with suitable PPE. Further PPE items will be issued to staff as and when recommended by the Department of Health.
12. All face-to-face meetings with the community, stakeholders or other agencies have now been suspended until further notice. Any meetings will be conducted by telephone conference or video conference/webinar.
13. In any case, all staff must maintain “social distance” from others as recommended by the health authorities.
14. Our respectful ANZAC Day event will not be held this year as a community event as announced by the RSL Australia.
15. The Shire has closed its Library Service until further notice.
16. The Shire of Wiluna has cancelled all existing facility bookings and will be providing a full refund of any bonds or deposits already paid. No new bookings will be taken until further notice.
17. The Shire Gym will be provided with self-cleaning supplies and signage for users to assist in maintaining a clean and hygiene friendly environment.

Document Control	
Responsible Directorate	Office of the CEO
Relevant Section	Health & Safety
Legislative Requirement	
Council Meeting Held & Adopted, Resolution #	22 Apr 2020 Res 048/20
Amendments, Date & Resolution #	27 May 2020 Res 069/20
Review Dates & Resolution #	
Next Review Date	June 2021