



McCull's Operations Pty Ltd

A 92-96 Barwon Terrace, South Geelong, VIC, 3220
Po Box 1724, Geelong, 3220
T (03) 5226 1400 \ F (03) 5221 8441
ABN 31 630 416 867



Document name:	McCull's COVID-19 Covid-Testing Reporting Process
Date:	28 July 2020

Employees should not attend work if presenting flu-like symptoms or feeling unwell.

- If you are unable to attend work for this reason, please contact your manager and seek advice from your GP or local health authority.

McCull's Covid-Testing Reporting Process

This should be used in the following scenarios:

- You are being tested because you have flu-like symptoms.
- You are being tested because you may have been in close contact with a person who has tested positive.
- You are being tested at the advice of the health authorities.

Employee Responsibilities

1. Contact the Injury Hotline 03 5226 1450
2. You will be asked a number of questions relating to the circumstances of testing
3. Your details and situation will be recorded on a confidential register
4. If you are tested, you should confirm results of the test before returning to work (via the Injury Hotline)

You should follow the advice of health professionals, government guidelines and/or the relevant authorities.

- If you have been tested, do not attend work.
- If someone you have been in close contact with has been tested, do not attend work until results of the test are confirmed.
- If you know someone that has been tested should you get a test? *Yes, if you are showing flu-like symptoms. In the event that you are not showing symptoms you should contact the Covid hotline, or your GP for advice.*

A person is in close contact of another person if they are in the company of another person:

- within an enclosed space for a period of 2 hours or longer; or
- within 1.5 metres of the other person for a period of 15 minutes or longer

HR Responsibilities

1. Respond to the Injury Hotline
2. Provide guidance, support and advice to employees
3. Offer access to EAP (Free Confidential Counselling services)
D'Accord: Physiological Health Services 1300 130 130.
4. Record on the Covid confidential register
5. Notify manager and Risk Committee DL incident details
6. Follow up with the Employee in 24-48 hours

Payment during period of Covid Testing including isolation directives

Employees should not attend work if presenting flu-like symptoms, or have tested for Covid or been in contact with someone who is or has been tested for Covid.

Permanent employees of McColl's have access to leave entitlements during periods of absence for Covid-testing and self-isolating directives after a Covid-test. Employees should not attend work until the results of the Covid test are confirmed.

In some cases, mandatory 14 day isolation must continue regardless of the Covid test result. In such cases, employees should follow the directive of the health authorities.

If you are unable to attend work due to a Covid-test, or mandatory isolation period permanent employees can access leave entitlements. If all leave entitlements are exhausted, access to government support may be available. Eligibility requirements apply: <https://www.dhhs.vic.gov.au/covid-19-worker-support-payment>

Casual employees who do not have access to Company leave entitlements will be eligible for Victorian Government support payments. Eligibility requirements may apply: <https://www.dhhs.vic.gov.au/covid-19-worker-support-payment>

To register for Coronavirus (COVID-19) Worker Support Payment

<https://forms.office.com/Pages/ResponsePage.aspx?id=H2DgwKwPnESciKEExOufKPzcWdBuVsNlrEjZ4Tik3ghUQ1NHQVNSMFk2QIIIS0tCUTZUQIJTMUtNRiQIQCNOPWcu>