COVID-19: Furloughed Employees

Background information

In the event that you test positive to COVID-19 or you are required to self isolate due to being a close contact of a COVID-19 positive individual, this pack is designed to provide you with quick access to key information.

Definitions	
Q.	**What does 'Furloughed Employees' mean?**
A.	A furloughed employee is someone who is not able to attend the workplace as they are required to isolate following close contact with an individual who has tested positive or are positive themselves. If an individual tests negative and are well, they are able to work from home if that is possible for the work group.
Q.	**What is deemed a close contact?**
A.	A close contact will be defined by the Infection Prevention team for each contact trace and is determined by the time and closeness of the contact as well as if PPE has been used by the COVID-19 positive individual or the contact. Infection Prevention will lead this process so it is important to wait for guidance from them.
Q.	**What does self isolation mean?**
A.	This means you must quarantine yourself at home or in accommodation during the defined period which is determined by infection prevention. This is generally 14 days after you were last exposed to the infectious person. The Infection Prevention team will contact each person individually and inform them of their particular release date. **If you are in self-isolation, you must not leave your accommodation except to seek medical attention or in an emergency.** - You should stay in a different room to other people as much as possible. Sleep in a separate bedroom and use a separate bathroom if available. - You should ensure shared spaces, including kitchens, are cleaned thoroughly after each use. - You must not use public transport or taxi services. Where possible, you should get others such as friends or family, who are not required to be quarantined, to get food or other necessities for you. Further information can also be found on the DHHS fact sheet following the below link: https://www.dhhs.vic.gov.au/assessment-and-testing-criteria-coronavirus-covid-19#factsheets-for-patients-with-coronavirus-covid-19-and-close-contacts
Communication	
Q.	**Who will keep in contact with me if I have to self-isolate?**
A.	You will receive daily contact from the COVID-19 employee hotline or at a mutually agreed regularity. You will also receive contact from your manager on a regular/daily basis as established between yourself and your manager.
Q.	**What methods of communication are we using to stay in touch with people and the team?**
A.	Your manager will set up a regular/daily forum for all impacted employees to ask questions and keep up to date where necessary.
Q.	**Who do I need to call if I become aware if I, or another employee, may have been in contact with a COVID-19 positive individual that may have not yet have been identified?**

A.	You should escalate this information to the Infection Prevention team (9594 2623) and your manager.
Q.	**What if I work across two work areas?**
A.	All areas will be communicated with regarding leave and return to work dates.
Leave/Pay Entitlements	
Q.	**What leave am I entitled to?**
A.	All leave entitlements can be found by accessing the Monash Health coronavirus website for employees: https://coronavirus.monashhealth.org/employees/leave/
Q.	**If I want to discuss my options in regards to WorkCover, who do I contact?**
A.	Please contact the Injury Support team at injurysupport@monashhealth.org.
Q.	**How long am I required to self-isolate following a COVID-19 test?**
A.	If you are deemed to be a close contact of someone who has tested positive to COVID-19 you will be asked to self-isolate for 14 days from the last contact with that individual. At day 11 of this self-isolation period you will be asked to have a respiratory swab. When 14 days have elapsed and it is confirmed that the day 11 swab is negative you will be released from isolation. If you test positive, the DHHS will discuss what you need to do. Generally, a healthcare worker is allowed to return to work when at least 10 days have lapsed since the symptoms started and they have had no symptoms for at least 3 days. The DHHS will send you notification that you are released from isolation and you should send this to Infection Prevention for confirmation. If you require testing because you are symptomatic: - if positive, you will need to remain away from work for the period defined by the DHHS. - If negative, you can return to work when you are well. Please refer to the below links for additional details. https://coronavirus.monashhealth.org/employees/leave/ https://coronavirus.monashhealth.org/employees/employee-testing/
Q.	**What are the entitlements for a casual employee who is required to isolate?**
A.	Refer to '*Leave Relating to Illness and COVID-19*' section of below link and ensure that the Monash Health Bureau 9265 1789 are notified. https://coronavirus.monashhealth.org/employees/leave/
Q.	**What happens if some of my team is furloughed and I/the remainder of my team is not?**
A.	If your work area is closed then your manager will try to reassign you to another appropriate role within Monash Health. If you can be reassigned but choose not to accept the reassignment you will need to discuss taking paid leave (annual leave or long service leave) and/or unpaid leave with your manager.
Q.	**What happens if I work at another organisation? Will I be reimbursed?**

A.	Monash Health will not reimburse you for that workplace, however you may be able to claim support payments as listed on the DHHS website. You may also wish to communicate with the other organisation to understand what entitlements they provide. https://www.dhhs.vic.gov.au/response-outbreaks-covid-19#i-live-in-one-of-the-suburbs-identified-do-i-need-to-stay-at-home
Q.	**If I have ADOs or Annual Leave booked, what leave am I entitled to?**
A.	If you have leave scheduled through the furlough period, it will be cancelled and be replaced by the appropriate leave depending on your scenario as found on the Monash Health Coronavirus website. https://coronavirus.monashhealth.org/employees/leave/

Reimbursment

Q.	**If I am furloughed, can I access food delivery services?**
A.	Yes, a furloughed employee can reasonably access food delivery services. You will be able to claim reasonable costs up to a maximum amount of $85 per day. To be reimbursed, you must complete the meal reimbursement form and provide copies of receipts to your manager for approval to then be sent onto Payroll Services for reimbursement.
Q.	**Will I be charged for Car Parking whilst I am on furlough leave?**
A.	You will not be charged for car parking whilst on any form of paid leave. If you are working from home due to being furloughed and not on any leave, you will need to follow the process on the car parking re-imbursement form.

Accomodation

Q.	**Who do I contact if I need assistance with accommodation for Furlough?**
A.	You may be eligible for free emergency accommodation if you are required to self isolate and can't do so safely in your current accommodation. For example, if you cannot self-isolate in a separate bedroom and bathroom. Further information can also be found on the Monash Health Coronavirus website for employees or contacting the COVID-19 employee hotline. Phone: 9594 5815 Email: COVID19Accomodation@monashhealth.org https://coronavirus.monashhealth.org/employees/emergency-accommodation/

Testing Sites

Q.	**Where should I get tested?**
A.	If you are required to undertake tests as part of this process, you are encouraged to attend one of the below Monash Health walk-in clinics: - **Berwick**: 7 Gibb St - **Dandenong**: 169 Cleeland St - **Clayton**: 239 Clayton Rd Opening hours: 9am – 4pm Tests must be completed at these sites as they are the only clinics that we can guarantee a result within 24 hours.
Q.	**What if I am unable to get to a screening clinic?**
A.	You should contact the COVID-19 employee hotline on 9594 5815 for further assistance.

Contacts	
Q.	**Who can I contact for assistance with medication/prescriptions?**
A.	You can contact the COVID-19 employee hotline 9594 5815.
	Any infection prevention queries should initially be directed to the COVID-19 employee hotline on MBX_COVID19employeeenquiries@monashhealth.org or 9594 5815
Resources	
Q.	**What are the contacts for mental health assistance that I may need?**
A.	All assistance, contacts and resources can be found on the below link: https://coronavirus.monashhealth.org/health-and-wellbeing/emotional-and-mental-health/
Q. A.	**If I am required to work from home, how do I set up Webex meetings and other working from home tools I may need?** You can follow the below link for assistance on setting this up. For further details you can contact IT services on the number in the contact section. http://intranet.southernhealth.org.au/shcs/documents/Webex/Webex%20user%20guide%20for%20installation%20of%20application.pdf
Q.	**How do I set up webmail from home?**
A.	All webmail links can be found on the Monash Health Employee Self Service (ESS) section of the MonashHealth.org website or contacting IT services on 9594 7255. You can also acces the Global Webmail Guide for further information.

FOR FURTHER INFORMATION

COVID-19 Employee Hotline
9594 5815
Employee Assistance Program (EAP)
1300 687 327
Call a Psychologist
0418 905 414
IT Services
9594 7255
Monash Health Bureau
92651789
Injury Support Team
9554 1852

DHHS Fact Sheet
https://www.dhhs.vic.gov.au/assessment-and-testing-criteria-coronavirus-covid-19#factsheets-for-patients-with-coronavirus-covid-19-and-close-contacts