

# COVID-19: Dragline Cleaning Services Pty Ltd's (DCS) Guide for managing employees and contractors at higher risk in Australia

This guidance is current as at 1 April 2020.

The health and safety of our employees remains DCS's first priority.

DCS Management have prepared requirements and guidance to help support our employees at higher risk from COVID-19 in Australia. This guide will not address every possibility, so when you need more help please contact DCS Management ([justin@dcsqld.com](mailto:justin@dcsqld.com) or [operations@dcsqld.com](mailto:operations@dcsqld.com)).

If there is any conflict with applicable regulations, the regulations prevail.

Group	Requirement	Leave entitlement
<b>Employee 65 or older</b>	<ul style="list-style-type: none"> <li>▪ Employees are required to stay away from the workplace. *</li> <li>▪ Home-based alternative duties will be provided where possible.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Discretionary leave provided if DCS is unable to identify home-based alternative duties.</li> </ul>
<b>Employee 60 or older with a <u>chronic disease</u><sup>1</sup></b>	<ul style="list-style-type: none"> <li>▪ Employees are required to stay away from the workplace. *</li> <li>▪ Home-based alternative duties will be provided where possible.</li> <li>▪ Employees in this category are to complete a Health Screen<sup>2</sup> to confirm the nature and severity of any chronic disease.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Discretionary leave provided if DCS is unable to identify home-based alternative duties.</li> </ul>
<b>Employee younger than 60 with a <u>chronic disease</u></b>	<ul style="list-style-type: none"> <li>▪ Employees in this category will need to complete a Health Screen to confirm the nature of any chronic disease.</li> <li>▪ The course of action determined by DCS will depend upon whether or not the employee's condition is well managed as assessed through the Health Screen.</li> <li>▪ If <b>well managed</b>, the employee will be able to stay in the workplace.</li> <li>▪ If <b>not well managed</b>, the employee will be required to stay away from the workplace with home-based alternative duties provided where possible.</li> </ul>	<ul style="list-style-type: none"> <li>▪ If an employee has a well-managed condition but does not wish to attend work: annual or long-service leave (not applicable for casual employment).</li> <li>▪ If an employee's condition is not well managed: discretionary leave will be provided if DCS is unable to identify home-based alternative duties.</li> </ul>
<b>Aboriginal or Torres Strait Islander employees:</b> a) <b>over 50;</b> b) <b>live in or are required to</b>	<ul style="list-style-type: none"> <li>▪ Employees in these categories are required to stay away from the workplace. *</li> <li>▪ Home-based or alternative duties will be provided where possible.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Discretionary leave provided if DCS is unable to identify home-based alternative duties.</li> </ul>

<sup>1</sup> Specified chronic disease includes hypertension, diabetes, cardiovascular disease, chronic respiratory disease, cancer and the immunosuppressed

<sup>2</sup> A Confidential Health Screen is completed by a qualified health professional with referral to a personal doctor or Occupational Physician as required.

<p>visit remote Aboriginal communities; c) have a <b><i>chronic disease*</i></b>.</p>		
<p><b>Pregnant employees</b></p>	<ul style="list-style-type: none"> <li>▪ Employees who are in the first trimester of their pregnancy and other pregnant employees (who have medical advice that they are <b>at risk</b>) are required to stay away from the workplace. Home-based alternative duties will be provided where possible.</li> <li>▪ Other pregnant employees who remain uncomfortable about staying in the workplace are encouraged to speak to DCS Management to explore home-based alternative duties.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pregnant employees in their first trimester, or identified as <b>at risk</b> by a medical professional, will receive discretionary leave if DCS is unable to identify home-based alternative duties.</li> <li>▪ Pregnant employees who are not identified as at risk but are uncomfortable attending work, may take annual or long service leave if DCS is unable to identify home-based alternative duties (not applicable for casual employment).</li> </ul>

**\* Please note**

If the employee is under the age of 70 and in a critical role, there is potential to remain in the workplace but only if an approved individualised *COVID-19 health risk management plan* can be established. The plan must be approved in writing by a qualified health professional and the line leader and upon the advice of an independent Occupational Physician. The employee will need to declare in writing that he/she will work in accordance with the plan. Please note this approach is not available for Aboriginal or Torres Strait Islander employees who live in, have contact with or are required to visit remote Aboriginal communities.

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