MTA WA
MEMBER ALERT

MTA WA
Motor Trade Association of Western Australia

URGENT IR MEMBER ALERT
INCLUDES DRAFT MEMO TO EMPLOYEES

URGENT
CORONAVIRUS MEMBER ALERT

BACKGROUND

Members update on the latest
employment laws affecting workers and small business.
A draft policy letter is attached
for members to issue to workers and may be modified to suit your business needs.

SYMPTOMS OF CORONAVIRUS –COVID-19

Any worker experiencing any flu-like symptoms, regardless of your travel history, contact your GP and Management/HR before returning to work. If any worker develops a fever, cough, tiredness, headache, slight runny nose or sore throat, please immediately leave the business and see your GP.

Other symptoms

include dry cough, aches and pains, nasal congestion or diarrhoea.
The WA Government recently announced that everyone who has travelled overseas and is presenting flu-like symptoms undertakes a test for coronavirus.

How does COVID-19 spread?

People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth.

People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets.

Therefore, it is important to stay more than 1 metre (3 feet) away from a person who is sick.
World Health Organisation's (WHO) is assessing ongoing research on the ways COVID-19 is spread and will continue to share updated findings.

Travel

What should I do if I have been to mainland China, Iran, South Korea or Italy?

There are travel restrictions for travellers from mainland China, Iran and Republic of Korea.

- If you have left, or transited through mainland **China** in the last 14 days, you must isolate yourself for 14 days from the date of leaving mainland China.
- If you have left, or transited through **Iran** on or after 1 March, you must isolate yourself until 14 days after leaving Iran.
- If you have left, or transited through the **Republic of Korea** on or after 5 March, you must isolate yourself until 14 days after leaving the Republic of Korea.

People arriving in Australia from Italy must present for health screening at the border as directed. Unless instructed to do so, people arriving from Italy do not need to self-quarantine.

If you have been in close contact with a confirmed case of COVID-19, you must self-quarantine for 14 days after the date of last contact with the confirmed case.

More information can be found on the Home Isolation fact sheet and at www.health.gov.au/covid19-travellers.

I have a holiday or work trip planned, what should I do?

Travel advisories are under constant and close review in consultation with the Chief Medical Officer and the network of overseas embassies and consulates.

In most countries, advice to Australians is to 'exercise normal safety precautions'. For the coronavirus, this means taking sensible measures to minimise your risk of exposure such as practising good hand hygiene. It does not mean reconsidering or cancelling your travel plans to these countries.

Travel information is constantly changing. For up to date information please go to https://smartraveller.gov.au . Advice from Department of Foreign Affairs and Trade (DFAT) travel advice levels related to COVID-19 current at 6 March 2020:

- **China:** 'do not travel';
- **Iran:** 'do not travel';
- **The Republic of Korea:** 'reconsider the need to travel'. It is also advised that travellers 'do not travel' to Daegu in South Korea;
- **Japan, Mongolia and Italy:** 'exercise a high degree of caution'. It is also advised that travellers 'reconsider the need to travel' to 10 towns in Lombardy and one in Veneto.

If I am returning to Australia from mainland China, Iran, the Republic of Korea, or Italy how do the travel restrictions apply to me?

Australian citizens, permanent residents, or select exempt family members who are returning to Australia after having been in (including transit) mainland China or Iran (in the past 14 days) or the Republic of Korea since the 5 March 2020 will be subject to advanced border control measures and must self-quarantine.

If you are arriving in Australia from Italy, you must present for health screening at the border as directed. Unless you are instructed to, you do not need to self-quarantine at home.

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WORKERS WHO HAVE TRAVELLED TO ANY OF THE 3 NOMINATED DESIGNATIONS

If your workers have travelled to <u>Iran</u>, <u>mainland China</u>, <u>or South Korea</u> within the last 14 days, please ask them <u>not to return to work</u> and to get in touch with their Manager/HR to arrange alternative working arrangements until they have been cleared to return to work.

If your workers have travelled to <u>any other overseas destinations</u> within the last 14 days, please get them to contact their Manager/HR prior to returning to work to discuss whether alternative working arrangements need to be made.

Alternative working arrangements may be working from home, taking paid leave or being directed to stay at home on full pay.

AVOID TRAVEL

Workers travelling internationally should seek to cancel travel arrangements to avoid the risk of being refused entry back into Australia. Any travelling on interstate or intrastate planes should also be avoided.

MAINTAIN GOOD HYGIENE PRACTICES

Good hygiene practices include:

• No shaking hands, no hugging, no embracing. You may need a sign to alert your customers that you have a no hand shaking, hugging or embracing policy in place.

• Washing your hands thoroughly with soap and water on a regular basis and/or by using an alcohol-based hand rub that will kill viruses on your hands.

• Avoid touching eyes, nose and mouth. Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

• If touching customers vehicles, wear gloves to avoid catching the virus from hand to mouth.

• Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. Droplets spread virus. By following good respiratory hygiene you protect the people around you from viruses such as cold, flu and COVID-19.

• Stay home if you feel unwell. If you are experiencing COVID – 19 symptoms such a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority. National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections

FAQ

Question:

A worker has travelled to China, can I direct him to stay home?

Answer:

Yes – the Australian Government considers travellers from mainland China to be high risk. The worker should isolate themselves for 14 days from the date they arrive in Australia. The worker should stay at home for 14 days and use his holidays/annual leave pay for his absence. After 14 days, he should be certified by his doctor as fit to return to work. Should the worker during his absence has a positive test for COVID-19 then his absence on leave is automatically reversed to personal leave. If the worker has no pay left for personal or annual leave, he is on unpaid leave and should contact Centrelink.

Question:

A full time worker has returned from Bali. Can I direct him to stay home for the 14 day period?

Answer:

You may ask the worker to either work from home or ask him to use another 2 weeks of his holidays if he agrees and if he does not agree, then direct him to stay home and be paid full pay. When he is ready to resume work, the GP should provide a certificate to the worker giving medical clearance.

Question:

Why do I have to pay an employee's wages if they have returned from Bali however, they must take leave if they have travelled to China?

Answer:

The Department of Health has urged people arriving from China undergoing testing to remain at home and self-isolate. There is no requirement from travellers returning to Bali to self-isolate, however, business may recommend the worker does so.

Question:

Why do I have to pay the worker to stay at home?

Answer:

If a worker has travelled overseas but not to one of the nominated exclusion countries, then Employment law states that payment will be made by the employer to a full time or part time worker if directed by the Employer to stay home. The payment of two weeks wages is a minimal amount considering an infected person could literally close your business down. This is assuming the worker has not agreed to taking two weeks holidays to self-isolate.

CONTINUED BELOW – PLEASE READ

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Question:

Where do I find the latest Government health updates?

Answer:

Please go to the Australian Government website at https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov

Question:

Our drivers and service repair workers repeatedly touch customers car doors, steering wheels and gear shifts. Do we need to provide gloves?

Answer:

By providing gloves to your workers, you reduce the less likely of COVID – 19 being transmitted from hand to the face.

FURTHER INFORMATION – Please contact Ron Ballucci at the MTA WA.

THE DRAFT MEMO TO YOUR WORKERS BELOW CAN BE DOWNLOADED BY CLICKING HERE

DRAFT MEMO TO WORKERS AT XXXXXX (YOUR BUSINESS)

Dear Workers

In response to the current risks associated with Coronavirus (COVID – 19) a new policy is in place today for the health and safety of our workers and for the future viability of this business. Whilst we prefer staff to avoid any travel, should any worker be travelling overseas, I request them to register with XXXX/HR so that HR can make the necessary arrangements to deal with your arrival back at the business.

If you are travelling to/from the designated countries such as China, Iran, Italy or South Korea, then you will automatically be absent from the workplace for an additional two weeks. This may be taken from your current annual leave accrual or be unpaid.

If you are travelling to other countries, your return to work may be delayed by two weeks. Please discuss with xxxx/HR to discuss any alternative working arrangements if available or by taking an additional two weeks holiday – paid or unpaid.

Regardless, before you return to work, you will need your GP to confirm that you have not tested positive to the Coronavirus virus (COVID – 19) if you have travelled to the 4 known countries. All other travel, you will need a medical clearance from your GP.

CONTINUED BELOW – PLEASE READ

DRAFT MEMO CONTINUED

Our jobs are dependent upon our workers all doing the right things to enable this business to continue operating. If Coronavirus is brought into the business by a worker, then all of us will ultimately have no jobs as the business will not be operating.

It is highly critical to ensure all workers maintain the highest level of hand sanitation in this workplace.

We ask our workers to do the following hygiene practices:

• No shaking hands, no hugging, no embracing. You may need a sign to alert your customers that you have a no hand shaking, hugging or embracing policy in place.

• Washing your hands thoroughly with soap and water on a regular basis and/or by using an alcohol-based hand rub that will kill viruses on your hands.

• Avoid touching eyes, nose and mouth. Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

• If touching customers vehicles, wear gloves to avoid catching the virus from hand to mouth.

• Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. Droplets spread virus. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

Stay home if you feel unwell and/or experiencing COVID -19 symptoms The WA Government recently announced that everyone who has travelled overseas ands is presenting flu-like symptoms undertakes a test for coronavirus.

• if you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority. National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.

Should you require further information., please contact XXXXX.

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Prevention

Basic protective measures against coronavirus

Wash hands frequently

Wash your hands with soap and water or use an alcohol-based hand sanitiser to kill viruses that may be on your hands.

Respiratory hygiene

Cover your mouth and nose when you cough or sneeze. Dispose of the used tissue immediately.

Avoid touching eyes, nose & mouth

Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

Maintain social distancing

Keep at least one metre between yourself and anyone who is coughing or sneezing. If you are too close, you can breathe in airborne droplets, including the virus if the person has the disease.

CORONAVIRUS
Protect Yourself and Others from COVID-19

- after coughing or sneezing • when caring for the sick
- before, during and after you prepare food
- before eating • after toilet use • when hands are visibly dirty
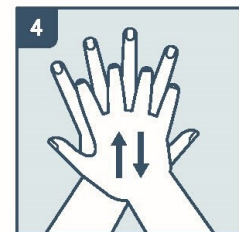- after handling animals or animal waste
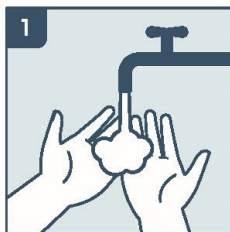
1 Wet hands with water
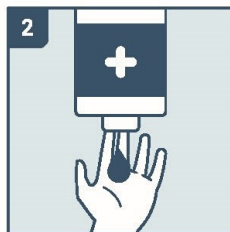
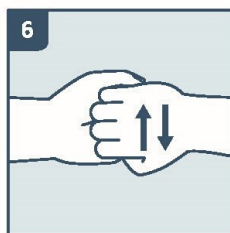**2** apply enough soap to cover all hand surfaces.
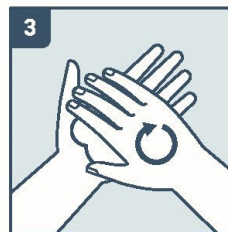
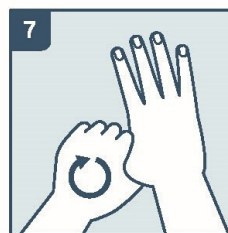**3** Rub hands palm to palm

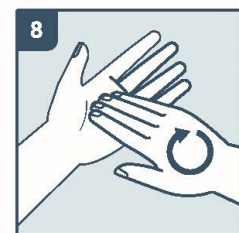**4** right palm over left dorsum with interlaced fingers and vice versa

5 palm to palm with fingers interlaced

6 backs of fingers to opposing palms with fingers interlocked
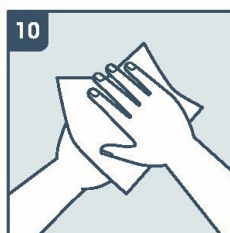
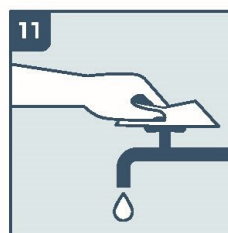**7** rotational rubbing of left thumb clasped in right palm and vice versa

8 rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.
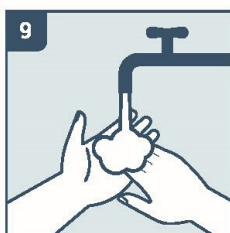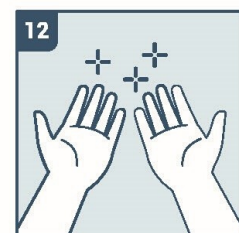
9 Rinse hands with water

10 dry thoroughly with single use towel

11 use towel to turn off faucet

12 ...and your hands are safe.