

Evolving Together

A MESSAGE FROM
LEANNE COVER
Chief Executive Officer



Friday 13 March 2020

Coronavirus information for CIT Staff and Students

Coronavirus (COVID-19) is a respiratory illness caused by a new virus. Symptoms range from a mild cough to pneumonia. Some people recover easily, others may get sick very quickly. There is evidence that it spreads from person to person. Good hygiene can prevent infection. **Source:** [Australian Government Department of Health](#).

The ACT Government is taking a precautionary approach to managing the risk of spread of the virus. CIT is operating in line with recommendations from ACT Health Directorate and the Australian Government Department of Health. You should also stay informed by accessing information from the ACT Health Directorate: [ACT Health Directorate: Latest information about novel coronavirus \(COVID-19\) in the ACT](#). Refer to these posters from ACT Health for things everyone can do now: [Preventing the Spread of Germs](#) and [Practicing Good Hand Hygiene](#).

Your personal responsibilities

We can all contribute to reducing the risk of the spread of infections, including novel coronavirus.

Prevent the spread of germs

Good hygiene practices will reduce your risk of getting sick and spreading disease. These ACT Health links: [Prevent the Spread of Germs](#) and [Practicing Good Hand Hygiene](#) clearly show what steps you can take in hygiene care.

Have you recently travelled overseas?

If you have recently returned from overseas you should follow the [advice for travellers](#) on the Australian Government Department of Health website. There are currently various travel restrictions in place for people who have visited certain countries and requirements to isolate themselves as outlined on that website.

Have you been in contact with a confirmed case of COVID-19?

If you have been in close contact with a confirmed case of coronavirus, you must isolate yourself for 14 days from the date of last contact with the confirmed case.

Visit the [ACT Health website](#) for further information and instruction.

If you are a **CIT staff member** who is self-isolating, please advise your manager. You should register the details with HumanResources@cit.edu.au. Details required include:

- Name
- Normal place of work
- Reason for self-isolation
- Date self-isolation commenced and due to cease
- Whether the employee is working from home or is accessing a form of leave

If you are a **CIT student member** who is self-isolating, please advise your teacher. The following details need to be provided and your teacher is required to register these details with HumanResources@cit.edu.au. Details required include:

- Name
- Normal place of work
- Reason for self-isolation
- Date self-isolation commenced and due to cease

Do you think you might have COVID-19?

If you think you might have COVID-19, visit the [ACT Health website](#) for further information and instruction. ACT Health advise you should call your GP and notify them that you are concerned you may have COVID-19 before you visit your GP.

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Additional information for CIT Staff

Staff entitlements and leave arrangements

Any ACTPS employee who is required to observe the exclusion period, and who is not unwell, will continue to be paid - you do not need to access annual or personal leave for the exclusion period. While the ACTPS does not manage entitlements of contractors, we will work with employers to assess whether contractors who are required to observe the exclusion period can work from home in any capacity.

Managers should make reasonable adjustments to the requirements of the staff member's position, having regard to operational requirements and the suitability of the work.

Employees engaged under the terms of the Enterprise Agreements can also access various entitlements including:

- Personal leave
- Carers' leave
- Other leave provisions available as per the Enterprise Agreements
- Flexible work arrangements

Further information available in the fact sheet: [Emergency Response - ACTPS advice relating to staff entitlements and access to leave during novel coronavirus \(Covid-19\) outbreak](#).

For advice or assistance in managing these entitlements contact HumanResources@cit.edu.au.

Managers of staff who are self-isolating should register the details with HumanResources@cit.edu.au. Details required include:

- Name
- Normal place of work
- Reason for self-isolation
- Date self-isolation commenced and due to cease
- Whether the employee is working from home or is accessing a form of leave

Business Continuity

CIT's Business Continuity Plan enable us to continue to deliver or adapt our critical services in times of disruption or emergency. Our Business Continuity Plan is available on the Staff Intranet Site (SIS). Senior staff should ensure they have a copy available to them if for any reason they may not be able to access SIS.

All staff are encouraged to take simple steps to being ready to work from home if required, such as:

- If you have a work laptop (and charger) take it home each day; and
- Set up [multi-factor authentication](#) and test access to your ACT Government email <http://outlook.com/owa/dpa.act.gov>

Head of Service Messages

The Head of the ACT Public Service, Kathy Leigh has a message page you should regularly visit for up to date information: [Head of Services messages](#) page.

Leanne
Chief Executive Officer