

Subject: Re: COVID-19

Hello Peter,

Further to your email on the 17th March and your questions regarding how UCQ is supporting employees and managing employee absence due to the COVID19 pandemic.

First and foremost, the health and safety of our clients, patients, residents, customers and staff is the number one priority of UCQ.

If a UCQ employee is required to enter quarantine or to self-isolate because they have been affected, or potentially affected by coronavirus, there are a number of options available to them. These include working from home, annual leave, sick leave, carers leave, and other leave types or work arrangements.

Of course, the appropriate action depends on assessing each employee's particular situation having regard to a number of factors such as the employee's role, where they work, length of absence, available leave balances.

Should an employee be impacted by the Government's requirements they are being asked, in first instance, to speak with their manager for the up-to-date advice for their work area. That way, they will know what the current UCQ advice is and what action is being taken for their specific situation and their specific work area e.g. If they work in a Hospital or Aged Care home etc.

We consider that the current options we have in place are appropriate, and meet both our safety and wellbeing and industrial obligations to our employees.

As this is an evolving situation, we will continue to monitor any new Federal or State Government directives, assess our position accordingly, and will adapt as required to ensure our staff are supported. In this respect, we are providing regular updates to all our employees regarding our response to COVID19.

Should an individual employee be experiencing personal hardship, then, as always, we would suggest the employee contact their direct manager and discuss whether any additional support may be provided on a discretionary basis, having regard to their particular circumstances.

Thank you for your query, and I hope the above response is of assistance.

Kind Regards

Ewa