

**27 March 2020**

Mr. Michael Thomas,  
Director Industrial Services,  
Together, ASU  
Via email: [Michael.thomas@together.org.au](mailto:Michael.thomas@together.org.au)

Dear Michael,

Re: COVID-19

As you would be aware, the Federal and State Governments' directions in relation to the evolving COVID-19 crisis continue to be updated with significant changes as does the advice available from jurisdictional Public Health Units.

Wednesday night, National Cabinet agreed to extend the deadline for the suspension of semi urgent Category 2 and 3 elective surgeries at private hospitals to **11.59pm on Wednesday, 1 April 2020**.

Ramsay continues to work closely with the Commonwealth and the States regarding support we can provide during this outbreak. To be at the highest level of preparedness when the demands on hospitals is greatest, the entire private hospital sector, including Ramsay, need Commonwealth and/or State financial support urgently.

Whilst waiting for the surge in activity as a result of the COVID-19 pandemic, which is expected to occur in the coming months, there will be a considerable downturn in activity in all private hospitals, including Ramsay hospitals. Ramsay will be doing everything it can to keep our workforce gainfully employed during this pre-COVID period, the COVID period and the ramp up in private activity as COVID wanes. However, I stress this can only happen if we obtain the Commonwealth and/or State financial support urgently. To ensure the continuity of our teams and services we are working with our employees across all sites and assessing their flexibility (including individual circumstances) to readjust our staffing levels. Some measures that are being explored with our employees include:

- Suspending all recruitment activity, except in certain specialty areas (e.g. ICU)
- Rostering to minimum guaranteed work hours
- Deploying employees within other areas of the Hospital
- Deploying employees to nearby Ramsay facilities subject to mutual agreement
- Reviewing leave records and identifying employees with excessive leave accruals and holding discussions regarding the taking of some of this leave
- Inviting employees to submit leave requests which can be taken at full or half pay
- Approving leave without pay if requested

There may also be other considerations which are appropriate in line with the changing situation we are facing. Where measures being considered trigger the consultation requirements under the relevant Enterprise Agreement, you will be notified by the relevant State HR Manager.

We are continually updating our employees about the changing situation and given the rapidly changing and critical nature of the situation, I ask that you allow for all communications to remain between Ramsay and its employees to minimise any possibility of confusion or miscommunication. Accordingly, please redirect any of your Ramsay members who may seeking clarification on staffing back to their line manager in the first instance.

If you have specific member issues you would like to discuss, please contact the relevant State HR/IR Manager (as listed below).

I also attach the most recent communication sent to our employees dated 25 March 2020.

Thank you for your ongoing cooperation and your willingness to work together during this unprecedented and challenging time.

Yours sincerely,



Adurty Rao  
National Human Resources Manager

<b>Position</b>	<b>Name</b>	<b>Email</b>
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Encl:

- All Staff Communication\_25 March 2020

