

Cystic Fibrosis Australia Coronavirus Workplace Policy 16 March 2020

Cystic Fibrosis Australia (CFA) continues to monitor the local, national and worldwide spread of the coronavirus and the illness it causes, COVID-19.

Management has developed the following workplace policy. It is likely this information will change as the situation evolves and more becomes known. CFA will share 'updates' as and when required.

Please contact Nettie Burke, CEO nettieb@cfa.org.au or 0404034294 if you have any questions.

CFA's priorities in setting these workplace policies are to:

- Maintain a safe and healthy workplace, including minimising the transmission of a contagious disease
- Sustain research, advocacy, clinical improvement programs and operational continuity
- Encourage an ethos of fairness, open communications and concern for the wellbeing of our staff and community.

Immediate Actions

1. All staff are urged to take basic preventative measures to avoid exposure to or infection such as
 - Wash your hands often with soap and water for at least 20 seconds or use alcohol-based hand cleaners
 - Cough/sneeze into a tissue and dispose of it immediately. If you don't have a tissue, cough/sneeze into the crook of your elbow
 - Avoid touching your eyes, nose, and mouth, which accelerates the spread of infections
 - Avoid close contact with others who are sick
 - If you are sick, avoid all contact with others. **DO NOT GO TO WORK.**
 - Do not commute with other CFA staff members
 - Do not share accommodation with other CFA staff members
 - Do not share glasses, cutlery, water bottles, lipstick/makeup, etc.
 - Face to face contact with people with cystic fibrosis, their carers or clinical teams should be avoided wherever practical
 - Wipe down work surfaces and bathrooms before and after use. Products have been supplied.
2. Those who can work remotely should do so. CFA new policy will not allow more than two staff members to work in the office each day for the next four weeks.

A roster will be developed. If in the office each staff member will be required to work from different rooms.

Cystic Fibrosis Australia's Workplace Policies (effective 16/13/20)

CFA continues to place the highest priority on the health, safety and wellbeing of its staff and community, while protecting the continuity of programs and essential functions.

- CFA is suspending all international travel immediately and suspending all but essential inter- and intrastate travel for the next four weeks.
- Meetings of more than five people are cancelled for the next four weeks.
- Virtual or Zoom meetings should be used wherever possible.
- Employees may use paid personal leave, annual leave or long service leave for self-isolation or quarantine, even if they are not sick, when it is required or recommended by public health authorities.
- Employees may use paid use paid personal leave to care for immediate family and household members who are ill due to COVID-19.
- Employees cannot bring children or family members to work with them, even if the family members are well.
- Employees may not exceed the annual limits on the use of paid personal leave (10 days) to care for dependents who are ill. Annual leave or long service leave can also be used
- CFA requests all staff who can work remotely to prepare to do so now. CFA will inform the community immediately if this decision.
- Those who will continue to work at CFA's office should maintain physical distance from others of at least four metres. If a staff member has an underlying health condition or concern, they can request a change of job description by contacting Nettie Burke.
- CFA has set up a COVID 19 Hotline 0414 358 028. If you have any questions please call and we will try and point you in the right direction.