COVID-19
Support Toolkit for Managers
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1. Return to campus

Following the communications from the Office of the Vice-Chancellor and President on 29 May 2020, this document has been updated in line with the return to campus roadmap to enable staff, students and visitors to return to campus safely and effectively.

From 13 July 2020, all staff should have resumed working on-campus / sites. Continuing to work from home requires supervisor approval and should largely be limited to staff:

- From acknowledged vulnerable groups
- Who have real challenges in coming to work in a safe manner or in full compliance with public health rules
- Following a government directive to self-isolate.

Staff who work in spaces that prevent physical distancing should discuss options with their supervisor. Options may include a rostering-type solution that involves staff who share a physical workspace to work a mix of work hours on site and at home.

Staff are to ensure that their local asset registers are up to date with respect to the location of UQ property.

1.1 Changes to IT support arrangements

Upon returning to campus, staff should ensure they have returned all university IT equipment that was taken home and have everything they need to reassemble their workspace. It is recommended staff perform the following tasks to help prevent potential issues when back on-campus:

- Update Zoom to the latest version: Any changes made to network or computer settings should be reverted back to UQ defaults
- Connect to the VPN for at least an hour to allow any background setting changes to apply to your computer.

2. COVID-19 Essential Resources

Use the links below to ensure you are always accessing the latest Government and UQ information.

<table>
<thead>
<tr>
<th>For advice and information on</th>
<th>Web links</th>
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<tbody>
<tr>
<td>COVID-19 INFORMATION</td>
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<tr>
<td>Queensland Government</td>
<td>Queensland COVID-19 information</td>
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<tr>
<td>including Queensland Health</td>
<td>COVID-19 – check your symptoms</td>
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| including current announcements | Queensland Government 
| contact tracing and current alerts | |
| Symptoms and where to get tested | |
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| What to do if you are diagnosed with COVID-19 | |
| Border restrictions | |
| Roadmap to easing restrictions | |
| Unite and recover for Queensland jobs | |
| Australian Government         | Australian Government COVID information |
| including Australian Government Department of Health and other government agencies | Australian Government Department of Health |
| including announcements | |
| Roadmap | |
| Health and prevention | |
| Supporting the community | |
| Information for businesses | |
3. COVID-19 actions for managers

During the transition period back to campus you may still have some staff members working from home or you may have approved requests from your staff for Flexible Work Arrangements including telecommuting. It is important to maintain regular contact during this period for those working remotely.

3.1 At least daily

- Check-in on your team members daily. Even if it is a short message to say hello. It is important to maintain contact during these times.

- Communicate with your team as new information becomes available. USMG, FEMS, DDOs, Executive Officers, and marketing/communication representatives receive a regular digest of important information. These leaders are required to review all the information provided and determine what is relevant to their organisational area, action and communicate appropriately in a coordinated manner. If you don’t receive the updates – please speak to the relevant Senior Leader mentioned above.

- Check the latest information from the sources referenced in this document so you are aware of any announcements that could impact your team.

3.2 At least weekly

- Review any working from home arrangements for your team to check-in on the wellbeing of your people, and issues that may be arising which limit productivity (e.g. technical, caring responsibilities) and make adjustments where appropriate

- Review flexible working arrangements introduced as a result of COVID-19 and make adjustments where appropriate

- Speak with your team members whose workloads have reduced as a result of COVID-19 and provide guidance where required

- Speak with your own supervisor to flag any issues, wins, or changes you are planning or have actioned in the past week
• Virtually meet with your team and provide whole of team updates. Try and maintain forms of team engagement as much as possible (e.g. have a 30 mins team social chat weekly on video conference)

• Ensure you know the schedule of your team members and check-in regularly

3.3 Regularly

• Assess the workloads of your team and make adjustments (with agreement from team members) where appropriate

• Review UQ’s COVID-19 page for new resources, FAQs and other information

4. Supporting staff

4.1 Leading a remote team

While you have team members balancing caring responsibilities and existing workloads, or they are adapting to working from home, you may choose to discuss flexible work options with them. Remember that changing work hours, days or work pattern may impact an individual’s salary, superannuation, and leave entitlements.

UQ Library has curated this collection of LinkedIn learning videos to help with managing a team while working remotely. Instructions on accessing LinkedIn Learning can be found here.

Other resources you may find helpful:

• How Dual-Career Couples Can Work Through the Coronavirus Crisis – Harvard Business Review
• COVID-19 Teaching Guidance – Institute for Teaching and Learning Innovation
• Six Daily Questions to Ask Yourself in Quarantine - Greater Good Science Centre at UC Berkley
• How can teams stay inclusive when operating remotely? – Human Resources Director Australia
• How to create a productive working from home culture - Human Resources Director Australia
• How to manage the hidden risks in remote work – MIT

Plan how you will monitor workloads and activity

Managing workloads and activity is a joint responsibility between Supervisors and team members. Adjusting to your whole team working from home requires a new way of approaching how you supervise and manage workloads across the team. Early on you should:

1. Plan a new operating rhythm as a team (the when and how of work)
2. Set clear expectations and boundaries (the what and why of work)
3. Define performance outcomes and plans (begin looking forward, build a new normal)
4. Build open lines of virtual communication (how will you connect and maintain a sense of team?)

For supervisors, it is recommended that you have at least daily short check-ins on phone or video with your direct reports and establish regular (eg daily or weekly) reporting frameworks on work in progress and completed. It can sometimes be more difficult for supervisors to know what work team members are undertaking when working from home, so it is important you agree relevant ways to achieve this remotely. Supervisors need to maintain a sense of virtual presence and the best way to achieve this is to use video conferencing with video enabled or other ‘media rich’ communications.

Make the best use of technology

UQ ITS have developed a Working Remotely pack to support supervisors with an overview of IT requirements and information for working off campus.

Remember to ensure if you and your team are working from home due to COVID-19, details need to be registered and maintained in MyAurion.
4.2 Staff with caring responsibilities who are working remotely

While some staff members will continue to work remotely, it is important that supervisors stay in touch with their colleagues on a regular basis to ensure they still feel like a team and part of the UQ community. Managers should work with their staff member/s to complete an assessment of how much work they think will be able to undertake while balancing caring and learning responsibilities. You should discuss options for adjusting any upcoming deadlines, alternate tasks, changing work hours, work days, or work pattern, or advising staff they can apply for Carer's Leave.

The principle is that staff should be working the total of their normal hours of work or if they are unable to do so (even with a change to their work pattern), they will need to reduce hours accordingly or apply for leave as per the options below:

Option 1: apply for Carer’s Leave
If staff are unable to work any work hours due to caring for children or others as a result of Covid-19 closures, they can apply for Carer’s Leave through MyAurion. If they can still work part days but not all of their work hours as a result of caring responsibilities, Carer’s Leave may be taken at a fractional rate alongside a work from home arrangement. Staff can check their Carer’s Leave balance in MyAurion. If staff have exhausted all Carer’s Leave, they will need to apply for Recreation Leave or other relevant forms of paid or unpaid leave.

Option 2: change work hours, days or work pattern
Continuing and fixed-term professional staff can request a change to work hours, days or work pattern through my.UQ. Staff must discuss their request with their supervisor. Supervisors will need to consider the request and the impact on the organisational unit’s operations.

Many professional staff at UQ must work within a standard spread of hours. If a staff member initiates a change to their hours or days beyond the spread of hours applicable to their role under The University of Queensland Enterprise Agreement 2018-2021, the new arrangement will be considered ordinary time and paid at ordinary rates, penalty rates are not applicable.

Please note: Changing hours, days or work pattern may impact salary, superannuation and leave entitlements. For more information:

- talk to your HR Client Services team
- read the Hours of Work and Flexible Work Arrangements Policies [5.55]

Instructions to complete a Change of Hours or Days request can be found here.

Option 3: apply for Recreation Leave or Leave Without Pay
If staff have exhausted Carer’s Leave or prefer to not work during the time they have children at home, they can apply for Recreation Leave. Staff can check their leave balance and apply normally through MyAurion. If staff have exhausted Recreation Leave, they can apply for Leave Without Pay. The procedure is available here and staff can apply for Leave Without Pay through MyAurion.

For any questions about schooling or term dates, staff should refer to the latest information provided their child’s school, the information available on the Queensland Department of Education website and FAQs.

Other resources you may find helpful:

- Kids on a conference call? Tips for parents working from home – Human Resources Director Australia
5. Overtime hours and/or increases to work hours

During this time, staff should not be approved for undertaking overtime or for an increase in work hours. Managers should look to distribute workload across team members.

Approval for overtime, TOIL, voluntary banked time (VBT), flexitime and requests to increase work hours will temporarily require approval at a minimum of HR Authorisation Level 5.

Where operationally possible, managers should also begin a review of existing TOIL, VBT and flex balances and if necessary, direct staff to reduce these balances while ensuring critical operations can continue.

6. Directing staff to take excess leave due to COVID-19

This approach assumes that Managers/supervisors have identified a list of ‘critical to operations’ work for their areas, and will consider critical work, the academic calendar and research milestones when scheduling leave to be taken.

Who can be directed to take excess leave?

For those staff with excess Recreation Leave, clause 50.6.e (ii) of the Enterprise Agreement describes the University’s authority to direct staff to take excess Recreation Leave as follows:
- Accrual of 60 days or more, up to 30 days leave
- Accrual of 50 to 60 days, up to 25 days leave
- Accrual of 40 to 50 days, up to 20 days leave

For those staff with excess Long Service Leave, clause 50.13.g (i) of the Enterprise Agreement describes the University’s authority to direct a staff member with more than 15 weeks accrued Long Service Leave to take up to four weeks of Long Service Leave.

The below table provides an overview of the process managers should undertake with support from HR Client Services.

<table>
<thead>
<tr>
<th>Who</th>
<th>Action</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 HR Client Services</td>
<td>Review Excess Leave report in Reportal, and provide details to Level 3 or 4 UQ Leaders for distribution to supervisors and planning approach within their relevant area. The Level 3 or 4 Leader may determine that it is impractical for some staff on the list to proceed on leave at this time due to the critical nature of their current activities. For the remainder, the report will be distributed to supervisor.</td>
<td>Reports will be provided by HR Client Services</td>
</tr>
<tr>
<td>2 HR Auth. Level 3 or 4</td>
<td>Distribute reports to direct supervisors.</td>
<td>HR Client Services can support distribution where required</td>
</tr>
</tbody>
</table>
| 3 Direct Supervisor of staff member | 3a. Have a discussion with your staff members to encourage them to consider taking periods of leave and also signal that you will be asking those team members who have excess leave (Rec or LSL) to promptly take that excess leave.  
3b. Meet individually with staff members who have excess leave and instruct them to take the leave. If this is agreed, instruct the staff member to book their leave for your approval within one week, go to step 6. If not agreed, go to step 4. | |
| 4 Direct Supervisor of staff member | If in point 3 the staff member has indicated that they are unwilling to take their excess leave, prepare and send letter/email to staff using template provided. | Template letter will be provided by HR Client Services |

Meet again privately with the staff member who has excess leave.
6.1 Overarching principles for answering queries from staff regarding excess leave

Be sympathetic to concerns regarding long term impacts of income loss, concerns about COVID-19 and uncertainty about the future.

- Reassure the staff member that you and UQ values them as an employee, and we are all taking steps that aim to minimise impacts of COVID-19.
- Where appropriate, remind individuals that staff and their immediate family members can access confidential counselling and wellbeing support through the Employee Assistance Program (EAP) on 1300 360 364.
- UQ has also developed a range of resources to support staff during this time, you can find out more by visiting the COVID-19 mental health resources page.

Manager queries

| I have one or more staff who have excess recreation/long service leave balances – what should I do? | Follow directions in table on previous page |
| My staff member wants to ‘cash out’ their excess recreation or long service leave in accordance with the EA | Yes, effective 7 October 2020, the cash-out option was reinstated, and staff can submit a request for approval of leave with cash-out via MyAurion. Staff considering applying for cash-out leave should refer to the relevant UQ leave policy. |

Staff member queries

| I have excess recreation leave/long service leave I would like to use now. | Excess recreation/long service leave can be approved (Note: If the staff member’s role has been identified as critical to operations, is undertaking critical tasks during the academic calendar or has research milestones to meet, consider if there is another staff member who could under take this role for the leave period, or agree to taking the leave at a later date.) |
| I have been asked to take excess recreation/long service leave when other team members haven’t. How is that fair? Why did that happen? | Staff with excess recreation/long service leave balances are required to take this excess leave. Some staff may not have been asked to take leave as they do not have excess leave balances |
| Can I cash out my excess leave? | Yes, effective 7 October 2020, the cash-out option was reinstated, and staff can submit a request for approval of leave with cash-out via MyAurion. Staff considering applying for cash-out leave should refer to the relevant UQ leave policy. |
7. Manager responses to FAQs

7.1.1 I am concerned about contracting COVID-19 on my way to and from work, and when on campus. What can UQ do to support me?

- Refer your staff member to the comprehensive resources available to staff at UQ by visiting the COVID-19 mental health resources page.
- Aim to understand their concerns in more detail.
- Currently there are very low rates of community transmission in Queensland, therefore the risk of contracting COVID-19 in the community is low. This situation can change and we will monitor the advice from the Queensland Chief Health Officer daily.
- A risk assessment of the role and environment should be undertaken with the assistance of local health and safety personnel. These may identify suitable control measures such as workplace adjustments, technology solutions, behaviour changes etc to assist your staff member to be on campus.
- Staff can complete the health direct COVID-19 Symptom checker to see if they need to seek medical help or get tested.
- Managers should encourage their staff to practice healthy hygiene habits which is the best way to mitigate health risks.
  - Stay home if they are feeling unwell or awaiting test results for COVID-19.
  - Practice physical distancing
  - Frequently cleaning hands by using alcohol-based hand rub or soap and water
  - Avoid sharing objects like phones, keyboards and pens, and clean these objects often. When coughing and sneezing, cover the mouth and nose with a flexed elbow or a tissue – throw the tissue away immediately and wash hands
  - Touch their face less
  - Avoid close contact with anyone who is unwell, especially a fever or cough
  - If they have a fever, cough or difficulty breathing, seek medical care early. Call ahead and share any previous travel history with their health care provider
- UQ has also developed a range of resources to support staff during this time, find out more by visiting the COVID-19 mental health resources page.
- Managers are responsible for putting in place appropriate contingencies to ensure business continuity for as long as possible. While many employees may be experiencing heightened anxiety at present, decisions to allow working from home or alternate work arrangements should be considered case by case to ensure critical University operations can continue.
- Managers may approve requests that are outside any Business Continuity Planning measures on a case by case basis. Any working from home (WFH) arrangement agreed now should be reviewed at least weekly.
- If a staff member is immunocompromised or pregnant, they should seek advice from their treating medical practitioner and have a conversation with their supervisor to discuss this advice.
- If the role is deemed essential to be performed at UQ but a staff member wishes to stay at home as a precaution against COVID-19, they may apply for recreational leave or other relevant forms of paid or unpaid leave.
- Staff members should record approved arrangements in MyAurion.
- Speak with your local HR Relationship Manager/Business Partner if needed if alternative work arrangements should / are able to be considered.

7.1.2 I have been directed to self-isolate. What do I need to do?

- Confirm if they have received written direction to self-isolate from:
  a. Queensland Health (written quarantine order) – because they are a confirmed case or because they are a close contact of a confirmed case.
  b. medical professional – because they are a confirmed case or because they are a close contact of a confirmed case; or
  c. government travel advice.

If a confirmed case –
- Confirm if they have been on campus in the last 14 days – if yes, be aware that some other members of your team may receive a contact tracing notification from Queensland Health.
- Follow the direction from the Public Health Unit.
If a close contact of a confirmed case -

- You need to stay in your home for the 14 day period, you must not leave your house except to attend medical appointments.
- If you have no symptoms, you should follow the healthcare advice provided, continue to monitor your health and if you become unwell, call ahead to your GP / doctor / UQ Health advising them of the symptoms / other relevant information before attending a clinic in person.
- Are you already working from home?
  a. Are they well enough to continue working from home and set-up to do so (guidelines)?
- If you are unable to work from home (or too unwell) you should apply for the appropriate leave arrangements.
- Confirm how the staff member would like to keep in touch.
- Remember to monitor our FAQ page that will be updated with the latest advice.
- In some circumstances, we may require medical clearance to return to work if the person was unwell while self-isolating.

7.1.3 I have cold or flu symptoms. What should I do?

- Do not come to work, students are not to attend campus.
- Call your GP and explain the symptoms – they will advise if you need to be tested.
- You will need to remain isolated until your results are available. You must not return to campus until completely asymptomatic and have returned a negative test result.
- If the staff member is still working on campus, they should go home immediately and seek the appropriate medical advice.
- If they are well enough, they should continue working from home and set-up to do so (guidelines).
- If they are unable to work from home (or too unwell) they should apply for the appropriate leave arrangements.
- The staff member can apply for sick leave through MyAurion as per normal personal leave provisions per below.
- Follow up with employee and agree on check in plan for absence period.
- If they are confirmed with COVID-19, please notify askhr@uq.edu.au which will support contact tracing.
- In some circumstances, we may require a medical clearance to confirm the individual is able to return to work.

7.1.4 What should I do if I have been in close contact with a confirmed case?

- You only need to isolate if you have been directed to by QLD Health.
- If you have no symptoms and have not been told to self-isolate by QLD Health, you may come to work but you must monitor your health carefully. At the first sign on any symptoms you must remain at home.

7.1.5 Do I need to update my working location in MyAurion?

- YES, we need to know who is on campus and who is not in case of a safety incident. Staff who have a combination of working from home arrangements and working from campus arrangements will also need to update their working location in MyAurion.
- All WFH arrangements should be self-recorded in MyAurion by the staff member.
- The instructions for registering approved COVID-19 working from home arrangements in MyAurion are available here.
- If a staff member is continuing to split their work arrangements by working from home for part of the week and on campus the other part, the arrangements will need to be recorded in the comments field (details can include daily, hourly or weekly arrangements).

7.1.6 I have caring responsibilities and don't want to come back to campus just yet. What
are my options?
- Staff should speak to their Supervisors regarding what flexible work arrangements are available. If however you are unable to work due to your caring responsibilities you will be required to take carer’s leave or other forms of accrued leave such as recreation and long service leave.
- Please refer to 4.2 Staff with caring responsibilities who are working remotely.

7.1.7 A student has come onto campus showing flu-like symptoms. What do I do?
- It is reasonable to check on the welfare of a student and ensure that they are aware of the latest health advice. If a student presents as unwell and has cold and flu-like symptoms, their supervisor should ask them to contact UQ Health Care or their preferred medical practitioner, making sure to call ahead to explain their symptoms prior to attending in person.
- Importantly, if anyone feels unwell and has the onset of any cold or flu-like symptoms, they should stay at home and not attend campus. This is important to facilitate a quick recovery for them, and it is also important for their colleagues and friends whose health should be protected.

7.1.8 One of my colleagues is showing flu-like symptoms and I don’t feel comfortable working in the same environment. What do I do?
- Staff should speak to their supervisors in the first instance who will have a conversation with them about their symptoms. Based on the outcome of the conversation, they may be asked to leave work and seek medical advice or the symptoms may not be virus related in which case no action is required.
- Refer to 7.1.3

8. Manager FAQs

8.1.1 I have a staff member being tested for COVID-19, what should I do?
1. Support them during this challenging time. You are representing the University as a leader and staff must feel the support of the University at this time. Remind employee of our confidential EAP service should they require further support.
2. Refer your staff member to the comprehensive resources available to staff at UQ by visiting the COVID-19 mental health resources page.
3. To minimise unnecessary stress and maintain employee confidentiality, supervisors should not broadly communicate to others that an employee is being tested / has been in contact with a confirmed case; HOWEVER, supervisors should use their judgement in advising team members who work closely with the staff member who may be being tested/or has been in contact with a confirmed case, (e.g. they may have to take on additional duties).
4. It is critical that all staff (including those vulnerable to COVID-19) stay home if they are feeling unwell or awaiting test results for COVID-19. No person should come to campus if they are unwell with respiratory symptoms even if their test is negative.
5. While results are pending, if the staff member is well and willing to work, discuss with them if their role is able to be done from home on a short-term basis until test results are known (guidelines).
6. If a negative test result is confirmed, and the staff member is well enough, they can resume work duties (from home if role permits). If they are unwell, they can access their sick leave. They may return to campus when they do not present with any symptoms.
7. If a positive test result is confirmed, please notify askhr@uq.edu.au. Queensland Health will contact UQ Health, Safety & Wellness directly who will begin appropriate protocols for contact tracing and advise on appropriate communication approach.
8. If a positive test result is confirmed, advise staff member that they will need to obtain a medical clearance to return to work once they have recovered and show no signs of symptoms.
9. If you have other team members, presenting symptoms please ask them to go home, seek medical advice and have them keep you informed.

8.1.2 I have a staff member whose partner/member of the household is being tested for
COVID-19, can they work on campus whilst awaiting results?
UQ continues to follow the advice of the Queensland Government which does not currently specify that the staff member needs to self-isolate if a family/household member is being tested for COVID-19. The manager will need to apply discretion as to whether the employee can work from home until the test result is received or discuss other options based on the employee’s preference.

Staff may need to access carer’s or other forms of accrued leave such as recreation and long service leave if work cannot be done from home due to caring responsibilities. The principle is that staff should be working the total of their normal hours of work or if they are unable to do so (even with a change to their work pattern), they will need to reduce hours accordingly or apply for leave as per response at 4.2

If a negative test result of the partner/member of the household is confirmed, the staff member should resume work duties on campus/site and closely monitor their own health.

8.1.3 A member of my team has been in contact with a confirmed case, what should I do?
Same response as 8.1.1

8.1.4 A member of my team has tested positive for COVID-19, what should I do?
• Same response as 8.1.1, skipping step 4.

8.1.5 A student who has interacted face to face with my staff member in the past 14 days is being tested for COVID-19, what should I do?
1. Notify Student Services (+ 61 (07) 3365 1704) or toll free (within Australia): 1800 512391)
2. Remind student they can reach out to Student Services if they should require further support
3. To minimise unnecessary stress and maintain student confidentiality, supervisors should not broadly communicate to others that a student is being tested / has been in contact with a confirmed case; HOWEVER, supervisors should use their judgement in advising team members who have interacted with the student (e.g. they may miss tutorials)
4. If a negative test result is confirmed, the student can resume their studies as long as they do not have cold and flu-like symptoms.
5. If a positive test result is confirmed, current practice is that Queensland Health will contact UQ Health, Safety & Wellness directly who will begin appropriate protocols and advise on appropriate communication approach.
6. If you have students or team members presenting symptoms please ask them to seek medical advice, leave campus and have them keep you informed.

8.1.6 Can my team members work different hours or on weekends as a result of COVID-19?
Many professional staff at UQ must work within a standard spread of hours. That means, in order to work outside these hours, they will need to request a change to work hours, days or work pattern through my.UQ.

If a staff member initiates a change to their hours or days beyond the spread of hours applicable to their role under The University of Queensland Enterprise Agreement 2018-2021, the new arrangement will be considered ordinary time and paid at ordinary rates, penalty rates are not applicable. Academic staff and professional staff at or above HEW Level 8 have no standard spread of hours, therefore Supervisors may approve these arrangements on a case by case basis.

For more information:
• talk to your local HR Client Services team
• read the Hours of Work and Flexible Work Arrangements Policies [5.55].

Remember to ensure if you and your team are working from home due to COVID-19, details need to be registered and maintained in MyAurion.

8.1.7 A member of my team does not feel safe to return to campus just yet and would prefer to keep working from home.

Support them during this time and listen to their concerns. Provide fact based evidence about the current environment. Staff members are encouraged to share any concerns with their supervisor and these concerns will be carefully considered and wherever practicable they will be accommodated. If the staff member is in a CTO role and is required they will be directed to attend campus. If a staff member refuses without a valid reason, advice should be sought from your HR Relationship Manager or HR Business Partner who will be able to provide discuss options and processes.

UQ has also developed a range of resources to support staff and managers which can be found by visiting the COVID-19 mental health resources page.

8.1.8 A member of my team or their immediate family member living in the same household has a medical condition that makes them more vulnerable. They would prefer to continue working from home.

We understand certain medical conditions may make some individuals more vulnerable. If they are concerned, they can discuss a flexible working arrangement with their supervisor, although all decisions should be based on advice from their medical practitioner with respect to their specific condition and role.

8.1.9 Referring to 8.1.8, does my staff member require evidence that they are in a vulnerable group and therefore need to continue working from home?

Not initially. Managers should demonstrate trust and accept the staff member's declared position, subject to a weekly review. However, if there is a request by the staff member for an extended period of WFH based on a medical condition, a supporting medical report may be required.

8.1.10 My staff member is sick, can I ask them to work from home or are they expected to be on personal leave?

If a staff member is stating they are sick – they should be on sick leave. If they state that their illness is mild but they do not want to spread any germs by coming onto campus, a short-term WFH arrangement may be agreeable to both parties.

8.1.11 We have a small number of staff overseas who can travel but would need to quarantine on arrival and would prefer to continue working remotely in the current location

Staff who are overseas at present, other than on planned vacation, should be in regular communication with a senior colleague and leader such as a Head of School. Approval to work overseas and approval for international travel back to Australia should be approved by a Level 3 Manager under the HR Authorisation schedule. The Level 3 approver should seek advice from their HR Relationship Manager prior to approval.
9. COVID-19 Special Leave Arrangements

The details of approved special leave relating to COVID-19 can be found here.

Information about the process for the payment of casual team members eligible for paid special leave has been prepared by Human Resources and is available here. If you have further questions about these processes, contact details are included within the document.

10. Returning from overseas travel — quarantine arrangements

By way of update, from 1 July 2020 people arriving in Queensland from overseas will be charged fees for quarantining in government arranged accommodation, covering hotel room & meals. This replaces the current arrangement where no fees are charged, noting that individuals with confirmed travel arrangements in place before midnight on 17 June 2020 are exempt.

The government will continue to arrange the accommodation on arrival at the airport, so self-quarantining at home or other accommodation is not available.

More information is available here.

Parties responsible for quarantine fees are as follows:

<table>
<thead>
<tr>
<th>Funded by UQ</th>
<th>Self-funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>a staff member returning as scheduled (agreed timing) from a work deployment</td>
<td>a staff member returning from personal travel</td>
</tr>
<tr>
<td>a new hire arriving on a date agreed by UQ</td>
<td></td>
</tr>
</tbody>
</table>

If you have further questions, please don’t hesitate and contact the Global Mobility team for UQ Staff globalmobility@uq.edu.au.
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