

# Protocol and Staff Commitment: Travel and entering into the South West HHS region during COVID-19 pandemic

## Purpose

The purpose of this document is to provide South West Hospital and Health Service staff with direction regarding the correct course of action for managing travel into the Health Service region and to confirm a whole of Health Service commitment to ensuring the safety of other and patients.

## Staff commitment

All staff of the South West Hospital and Health Service are required to be open and transparent about personal travel outside of the health service to promote containment of COVID-19 and reduce the risk of community spread of the virus.

This is important to protect our staff and communities, especially those who may be more vulnerable to COVID-19 due to age and/or other health conditions.

South West Hospital and Health Service staff are required to commit to protecting the health and wellbeing of each other and the communities we are privileged to serve by following the actions set out in this protocol.

## Principles

All South West Hospital and Health Service staff agree to:

- be transparent about personal travel arrangements outside of the health service region
- ensure that our actions support and protect the health and wellbeing of our communities
- participate in screening processes and other measures as required
- adopt a supportive attitude to our colleagues and communities.

## Actions

Consistent with the above principles, South West Hospital and Health Service staff agree to:

### Before travelling:

- Assess the need to travel.
- Advise their relevant Line Manager of the personal travel outside of the health service region to allow South West Hospital and Health Service to assess and manage risk on return to the health service.

### During travel:

- Adhere to social distancing and personal hygiene measures at all times during travel, in line with current health advice, to minimise risk of contracting COVID-19.

**Prior to return to the South West Hospital and Health Service and its facilities:**

- Participate in the following processes as appropriate:
  - screening processes (mandatory for all staff entering the Health Service unless waived by the HSCE)
  - self-quarantine or self-isolation (if required)
  - ongoing monitoring.

Completed screening forms are to be provided to the employee's direct line manager (prior to the commencement of the employee's first shift) and are to be retained by the employee and be provided to Human Resources for storing on the employee's confidential employee file. Completed screening forms are to be sent to [SWHHS\\_HR@health.qld.gov.au](mailto:SWHHS_HR@health.qld.gov.au).

The Health Service will reimburse employees for reasonable expenses incurred for the cost of obtaining a requisite clearance from a registered health practitioner (including Doctor, Nurse, Pharmacist). Staff will be required to submit a [Expense Reimbursement Form](#), quoting the SWHHS COVID-19 internal order 70001114.

**Entry not permitted**

Entry into facilities of the South West Hospital and Health Service will not be permitted if an individual is identified as having the following symptoms:

- a fever of 38 degrees or above;
- a history of fever (including symptoms of a fever such as night sweats or chills); or
- symptoms of acute respiratory infection (including shortness of breath, a cough, sore throat and/or fatigue).

All individuals who are identified as having the aforementioned symptoms are to notify their line manager immediately by phone and must consult with their treating medical practitioner regarding next steps for further testing and treatment. Travel to the South West Hospital and Health Service should not occur unless a clearance is obtained.

Employees who are not cleared to enter the Health Service should contact Human Resources on 07 450 51520 or [SWHHS\\_HR@health.qld.gov.au](mailto:SWHHS_HR@health.qld.gov.au) to discuss what leave entitlements may be available to be accessed during such times.

**Timeframe**

We make this commitment from today for the foreseeable future, while the social distancing policy framework is in place.

**Context**

Australian federal, state and territory governments are urging people to stay home and cease all non-essential travel and activity. While South West Hospital and Health Service has restricted non-essential travel outside the health service for work purposes, some staff travel in and out of the district for personal reasons.

To date, most COVID-19 cases were acquired overseas. However, certain areas in Queensland

and nationally have been identified as having potential local community transmission.

Each of us are essential to South West Hospital and Health Service caring for our communities. It is critical to give our communities confidence we are doing everything we can to protect these communities and to provide consistent care during this difficult time.

## Background information

### What is a staff commitment?

A staff commitment is a collective agreement outlining obligations and responsibilities, which will be applied as a whole of organization commitment. Everyone involved has an opportunity to provide feedback on and shape the terms of the agreement.

### Why we are adopting this approach

South West Hospital and Health Service is adopting this approach with the goal that staff will willingly comply with the agreement and, in return, South West Hospital and Health Service will listen to and provide for the needs of staff and our communities. The process to develop and agree this commitment provides staff the opportunity to have a say in how South West Hospital and Health Service responds to this complex issue and to seek buy-in from the whole organisation.

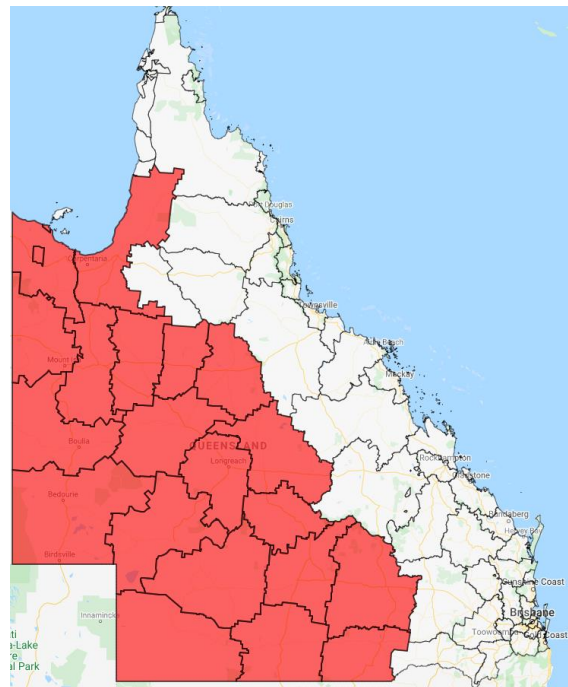
### Does this commitment apply to all staff?

Yes, all staff are required to support this commitment. This includes all South West Hospital and Health Service employees and independent contractors (such as medical personnel), irrespective of your role, tenure or stream.

### What areas are covered by this?

In accordance with the Protocol for Queensland Government agencies with employees entering Western Queensland, the **Western Queensland Local Government Area** is defined as the following local government areas:

- Balonne
- Barcaldine
- Barcoo
- Blackall-Tambo
- Boulia
- Bulloo
- Burke
- Carpentaria
- Cloncurry
- Diamantina
- Doomadgee
- Flinders
- Longreach
- Maranoa
- McKinlay
- Mount Isa
- Murweh
- Paroo
- Quilpie
- Richmond
- Winton.



## Attachment One: Screening Forms

### Part 1 of 3: Employee Details Page

#### COVID-19 Pre-entry screening prior to entry into identified Queensland Local Government Areas

This document provides certification that the individual meets the entry requirements outlined in the Protocol for Queensland Government agencies with employees entering identified Local Government Areas.<sup>1</sup>

This pre-entry form has two parts:

- a) Employee details page
- b) Employee self-declaration
- c) Medical certification which must be signed by a registered health practitioner (including Doctor, Nurse or Pharmacist).

This pre-entry document should be kept with the departmental employee when entering any identified Local Government Area (including when transiting through these Local Government Areas).

A copy of the completed form should be provided to Human Resources for confidential storage.

<b>Destination Local Government Area:</b>	
<b>Employee name:</b>	
<b>Employee ID:</b>	
<b>Date of proposed entry:</b>	
<b>Essential Worker Role:</b>	
<b>Reasons for entry:</b>	
<b>Work location:</b>	
<b>Contact Number:</b>	
<b>Contact Email:</b>	

<sup>1</sup> Identified Local Government Areas includes: Balonne, Barcaldine, Barcoo, Blackall-Tambo, Boulia, Bulloo, Burke, Carpentaria, Cloncurry, Diamantina, Doomadgee, Flinders, Longreach, Maranoa, McKinlay, Mount Isa, Murweh, Paroo, Quilpie, Richmond, Winton.

**PART 2 of 3: Employee Self-Declaration**

HEALTH QUESTIONS		
<b>1. Are you feeling unwell or displaying any flu like symptoms, such as a fever, sore throat, cough, fatigue or difficulty breathing/shortness of breath?</b>		
Yes	No	
<b>2. Have you been in close contact* with a confirmed case of coronavirus (COVID-19)?</b> <i>*face-to-face contact for more than 15 minutes or have shared an enclosed space for more than two hours.</i>		
Yes	No	Unsure
<b>3. Have you, or anyone in your household, been required to self-isolate within the last 14 days?</b>		
Yes	No	Unsure
<b>4. Have you returned from overseas in the last 14 days?</b>		
Yes	No	
<b>5. Have you been in contact with anyone that has returned from overseas within the last 14 days?</b>		
Yes	No	
<b>6. Have you entered and remained in Queensland since 12:01am on Thursday 26 March 2020?</b>		
Yes	No	
a) If No, was your arrival on or after 12:01am on 26 March 2020 exempt from the quarantine requirements under the current Queensland Chief Health Officer's Border Restrictions Directive? <b>Yes</b> or <b>No</b>		
b) If no to a), what is the date the required 14 day quarantine period ended? ___ / ___ / 2020 (For latest list of Queensland Chief Health Officer's Border Restrictions Directives, please visit <a href="https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers">https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers</a> )		

**I declare that:**

- above information is a true and accurate statement; and
- that I have undergone the necessary health assessment in accordance with the requirements of my employing agency or organisation.

**Employee Signature:** \_\_\_\_\_ **Date:**     /     /2020

### Part 3 of 3: Health Practitioner Certification

To ensure compliance with the *Protocol for Queensland Government Agencies with Employees Entering Western Queensland*, which comes into effect at from 17 April 2020, an assessment has been undertaken.

In accordance with the determination, persons providing an essential service to Western Queensland Local Government Areas are required to ensure they do not have the following symptoms:

- a fever of 38 degrees or above;
- a history of fever (including symptoms of a fever such as night sweats or chills); or
- symptoms of acute respiratory infection (including shortness of breath, a cough, sore throat and /or fatigue)

If, based on your assessment, the individual does not exhibit any of the symptoms noted above then please provide your certification below as evidence we are meeting the obligations under the determination.

I \_\_\_\_\_ confirm that I have assessed \_\_\_\_\_  
(Health Practitioner Name) (Employee Name)

on \_\_\_\_\_ .  
(Date)

I confirm that the employee does not have the following symptoms:

- A fever of 38 degrees or above;
- A history of fever (including symptoms of a fever such as night sweats or chills); or
- Symptoms of acute respiratory infection (including shortness of breath, a cough, sore throat and /or fatigue)

**Health Practitioner Signature:** \_\_\_\_\_

**Health Profession:** \_\_\_\_\_

**AHPRA Registration Number:** \_\_\_\_\_

**Date:** / /2020