



# COVID-19 FAQs

**1. Should I be talking to my employees about what is going on and how we are looking to work through the COVID-19 pandemic?**

Yes, you should.

Employees are entitled to know.

Management has a duty to inform employees of any changes to their employment conditions.

**2. I have an employee who has been overseas and has just arrived back and is self-isolating for 14 days in accordance with the isolation protocols. Do I have to pay them?**

No, you do not.

Under the COVID-19 Act, you are not required to pay an employee who is self-isolating.

However, you may choose to pay them as a discretionary payment.

You may also choose to allow the employee to use their annual leave or long service leave if they have an available accrued entitlement to cover all or part of the period.

If you do not pay them, you must ensure that the employee is not in breach of their employment contract.

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- choose to pay them as a discretionary payment; or
- agree to allow the employee to use their annual leave or long service leave if they have an available accrued entitlement to cover all or part of the period; or
- consider whether you would agree to grant the employee some annual leave in advance (if the relevant Modern Award provides for annual leave in advance); or
- consider whether you would agree to grant the employee long service leave in advance (if the relevant State or Territory long service leave legislation provides for long service leave in advance).

**3. My employee has called in sick do I pay them?**

Yes, you do.

Employees are entitled to be paid for their sick leave.

## Introduction

### What is a contract?

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11. What if an employee needs to look after someone that is ill? Including a child or family member who is ill or requires support due to COVID-19?

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12. What if an employee needs to look after their child(ren) due to school closures but has no personal/carer's leave left?

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#### 14. If things get bad can I shut my business down and not pay my employees for a time?

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## Can my employee refuse to work if they think they are being exposed to COVID-19?A

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## What more creative things might I do to get through this with my employees?

Split rosters to reduce who is in the office at any one time.

Working from home.

Moving to virtual meetings with customers or clients.

Incentivising annual leave; take three weeks and we will give you a fourth .

Reducing exposure to public transport by providing parking or car pooling.

Providing some support to employees who have to attend the workplace which reduces general community exposure such as providing or buying-in lunch for them.

Exploring whether part-time work options may suit anyone for a period.

Possibly changing operating hours to reflect changes in demand which in some cases may involve an Individual Flexibility Agreement.

Temporary variations to contracted hours of work by agreement with individual employees.

More targeted recognition and reward programs for those frontline workers carrying the business through COVID-19.

Reaching agreement to vary an EA to defer pay increases or to vary other terms (requires approval by the Fair Work Commission).

Making an application under section 120 to reduce/defer any redundancy payments.



11/11/2020