

COVID-19 Health Directions – How these apply in the workplace

Title

Body

Due to the growing COVID-19 situation in NSW and emerging cases in Qld and NT, a number of new health directions are now in place. Below is an outline of what the requirements are when you are in the workplace. For information relating to your responsibilities when out in the community, please refer to the [ACT](#) or [NSW](#) COVID websites. Please note, some links below will take you to a single page that addresses issues relating to face masks and stay at home orders, please scroll through to view the information you require. Information provided in relation to masks was obtained from the ACT Government website. PFU will continue to monitor information from the ACT and NSW Governments and should any information change, further updates will be provided

Stay at home orders

Sydney based staff

Staff located within NSW must follow the stay at home directions as outlined by the [NSW Government Public Health Orders and Restrictions](#). No Sydney based staff should be working from the AIHW office at this time, if you believe you need to attend the office you must first contact Michael Frost, [s.47F of the FOI Act](#) or Andrew Kettle to discuss. If approval is provided to attend the office, you must wear a mask at all times. If you are an ACT resident and were in Greater Sydney, the Blue Mountains, Central Coast or Wollongong on or after 21 June 2021, you must follow the [directions of the ACT Government](#), which includes staying at home until Friday 9 July 2021, the directions outline reasons you can leave your home.

Canberra based staff

If you are an ACT resident and left [Darwin, Palmerston or Litchfield local government areas](#) of the Northern Territory after 4pm on Sunday 27 June 2021, you must following the public health directions, which includes staying at home until 1.30pm Tuesday 29 June 2021. The directions outline reasons you can leave your home.

If you meet this criteria please contact your Unit or Group Head to discuss, noting the directions relate to the person, i.e. if you specifically were in any of these locations

Masks

In short, in the ACT masks are required when you meet with people that you do not normally work or live with. Where you have external meetings or interviews scheduled, please consider using Teams or teleconference facilities to hold these meetings/interviews.

Below is an outline of when you are required to wear a mask, noting the ACT Government has advised you should wear a single-use or reusable cloth mask. Scarves, bandannas, and face shields are not adequate substitutes for masks. If you are within the workplace and do not have a mask to meet the below criteria please see Facilities who will provide

you with a mask. However, there is an expectation that all staff ensure they have their own mask with them to meet the community requirements.

- Meeting with someone who is not an AIHW staff person in our offices or theirs,
- Visiting people who you usually don't work with in any other Canberra based office
- Reception staff must wear a mask at all times
- If you work at T11 or T26, you must wear a mask when you are in any area of the building that is outside the AIHW office, e.g. foyer, basement carpark. This is a requirement as it is a shared office building.
- When you attend training that is facilitated by an external person, courses that are scheduled for the next week or two will be rescheduled and affected staff will be contacted

For more detail about the community requirements of wearing a mask, please review the [ACT Government update](#). If you would like to learn more about how to wear a mask properly, please via the Department of Health [masks website](#).

Bringing children into the workplace

Until further notice, children will not be permitted in any AIHW office, this includes the parenting room, please make arrangements to work from home if you would normally bring your child into the workplace.

If you are unwell or still recovering from being sick, you must stay at home, without exception.

Whilst reminders about the [Employee Assistance Program](#) (EAP) may feel repetitive, the service and the support the EAP can provide to you or a family member is important. To schedule a private and confidential appointment please call 1800 818 728.

s.22 of the FOI Act

Expires

25

Number of Likes

Created at 28/06/2021 2:47 PM by s.47F of the FOI Act

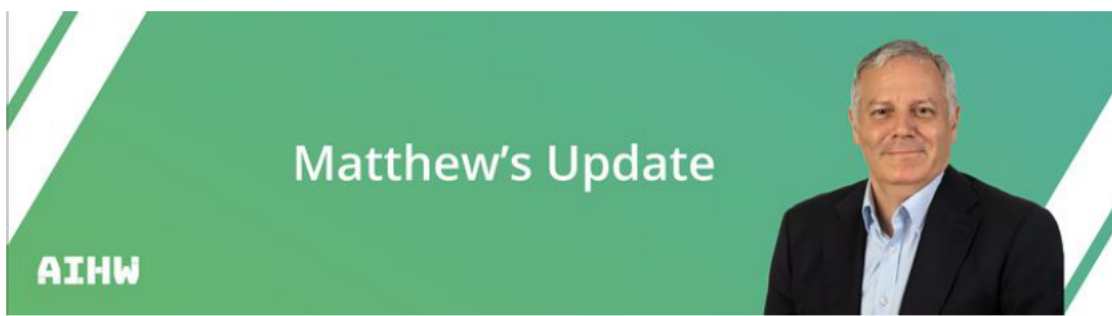
Last modified at 28/06/2021 2:47 PM by s.47F of the FOI Act

Title	Face masks
Body	<p>A friendly reminder, yesterday PFU posted a Tellagraph that outlines the requirements as to when a face mask must be worn.</p> <p>Whilst the government has provided the community and businesses a 48 hour grace period from midnight Sunday 27 June 2021, it is an expectation that all staff have a face mask that can be used whilst they are in the community and at work, for when required. Whilst we can provide disposable masks, please ensure to purchase and have your own mask available to you at all times.</p> <p>A reminder, according to ACT Health, you must use either single-use masks or reusable cloth masks. Scarves, bandannas, and face shields are not adequate substitutes for masks</p>
Expires	18
Number of Likes	

Created at 29/06/2021 2:58 PM by [REDACTED]
Last modified at 29/06/2021 2:58 PM by [REDACTED]

From: Matthew James [REDACTED] s.47F of the FOI Act
Sent: Friday, 2 July 2021 2:59 PM
To: \All Staff <AllStaff-Fernhill@aihw.gov.au>
Subject: Matthew's Update [SEC=OFFICIAL]

OFFICIAL



Hi everyone,

[REDACTED] s.22 of the FOI Act

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COVID-19

With Sydney staff working from home and colleagues in many other parts of the country also experiencing lockdowns, please remember that support from the [Employee Assistance Program \(EAP\)](#) is available for you and your family. To schedule a private and confidential appointment please call 1800 818 728

It's been good to see Canberra-based staff taking seriously their obligations to wear masks when visiting the cafes and shops on Thynne Street. The latest ACT Government advice says that people working in an office environment can remove masks, unless they are in a customer service role where they regularly interact with the public. That means there is no need for staff based in one AIHW office to wear masks when inside another AIHW office. However, masks do need to be worn in areas shared with other tenants such as the lifts and lobbies of T11 and T26. For information on the latest public health directions, please refer to the [ACT](#) or [NSW COVID](#) websites. We will advise you if any of the requirements change.

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AIHW Birthday -- THIS THURSDAY!

Title

Body



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Please ensure you **bring a mask** - you are required to wear a mask inside any of the UC buildings (including toilets). It is also recommended that you wear a mask at the ovals. All attendees will be required to check in using the CBR check-in app upon arriving at the oval.

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9/07/2021

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23

Number of Likes

Created at 5/07/2021 5:15 PM by [Redacted] s.47F of the FOI Act
Last modified at 6/07/2021 10:27 AM by [Redacted] s.47F of the FOI Act

HAPPY BIRTHDAY AIHW!

Title

Body



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COVID-19 rules apply. You **MUST** have a **mask** to attend, masks must be worn if inside any buildings at UC and you will need to **check-in** via the Check-in CBR app on arrival.

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32

**Number of
Likes**

Created at 7/07/2021 5:20 PM by s.47F of the FOI Act

Last modified at 7/07/2021 5:20 PM by s.47F of the FOI Act

Face masks no longer mandatory as of Friday 9 July, 11:59pm

Title

Body

The [ACT Government](#) has announced that face masks will no longer be mandatory in the ACT from 11:59pm on Friday 9 July 2021. However, the government suggested masks are worn in certain areas of the public, such as public transport. This means you will no longer be required to wear a mask when meeting with external people who moving through areas of T11 or T26. However, should you feel more comfortable wearing a mask, you may do so. The ACT Government has also reminded the community that travel to areas of NSW, such as Greater Sydney should not occur at this time. Thank you to everyone who adapted so quickly to the use of masks in the workplace. Whilst this is a change within the ACT, our thoughts are with staff in NSW who are predominantly working from home and have had the current lockdown extended by a further week. If you are based in the ACT or other locations outside of NSW and in usual contact with staff in Sydney or only speak occasionally, please reach out to our Sydney colleagues, even just to say hello.

Expires

14

Number of Likes

Created at 8/07/2021 9:26 AM by [s.47F of the FOI Act](#)
Last modified at 8/07/2021 9:26 AM by [s.47F of the FOI Act](#)

From: Heferen, Rob [Redacted] s.47F of the FOI Act
Sent: Friday, 13 August 2021 3:18 PM
To: \All Staff <AllStaff-Fernhill@aihw.gov.au>
Subject: Update from CEO [SEC=OFFICIAL]

OFFICIAL

Hi everyone

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Attending the office

We are aware that some employees were not in the office yesterday and need to collect equipment and other items they require in order to work from home. Attending in person for this purpose is authorised, however please minimise as much as practicable the time spent in the building, and the locations you visit. I also ask that you do this sooner rather than later, and remember to wear a mask and adhere to physical distancing requirements.

My message yesterday regarding working in the office remains current; that is, if you cannot work from home, please speak with your Unit Head or Group Head so we are very clear about who will be needed at work to carry on their essential duties. Your Group Head will then seek my agreement to ensure we comply with the ACT Government direction.

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Where people in the Sydney Office need to go into the office, current arrangements should continue, including seeking approval from Michael. IT support remains available and can be accessed in the usual way.

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Take care.

Rob

Rob Heferen

CEO
Australian Institute of Health and Welfare

s.47F of the FOI Act @aihw | [aihw](#)



From: Heferen, Rob [REDACTED] s.47F of the FOI Act
Sent: Monday, 16 August 2021 3:02 PM
To: \All Staff <AllStaff-Fernhill@aihw.gov.au>
Subject: CEO update [SEC=OFFICIAL]

OFFICIAL

Colleagues,

I hope you were able to enjoy your weekend despite being in lockdown. Thank you again for your continued co-operation in maintaining the safety of our community.

For those of us in the ACT, no doubt you've become aware of the news that the lockdown period has now been extended until at least 2nd September. At the time of sending this email, I'm not aware of the specific circumstances for regional NSW, and hopefully this either has been made clear, or will be made clear in the near future. The extended lockdown for the ACT makes what was already a very difficult and stressful time even more difficult. This will inevitably be exacerbated for those with caring (and other) responsibilities at home. Juggling a range of responsibilities is challenging enough at the best of times, and made so much harder with the added uncertainties and stress that the current restrictions bring. This is also the case for our NSW colleagues who have, of course, already experienced a lengthy lockdown. In these times it is even more important that we take the time to reach out to colleagues, ensure we up our communication with each other, and keep faith with our flexible and supportive culture.

Given there are new ACT cases and exposure sites, including CISAC Belconnen and two nearby schools, I would like to provide more information regarding families of close contacts and casual contacts. I refer you to the following information which is taken from the [ACT Government website](#). Additional links are provided should you require further details. The rules are logical but quite detailed, and definitely worth understanding thoroughly.

Importantly, if you are identified as a close or casual contact by ACT Health or are experiencing even the mildest of symptoms you should get tested for COVID-19.

Close contact means that you have been to any of the [identified close contact exposure locations](#) at the dates and times specified, and you must:

- complete the [ACT Contact Declaration Form](#)
- immediately [quarantine](#)
- get [tested for COVID-19](#) as advised by ACT Health
- remain in quarantine until advised further by ACT Health, even if you get a negative test result

Casual contact means that you have been to any of the identified casual contact exposure locations at the dates and times specified, and you must:

- complete the [ACT Contact Declaration Form](#)
- immediately [quarantine](#)
- get [tested for COVID-19](#) as advised by ACT Health:

- **If you were at the casual contact location less than 4 days ago**, you will need two tests. You need to get a test as soon as you find out you are a casual contact. You will need to get another test on day 5 after you were at the casual contact location. You need to remain in quarantine for the whole time, until you receive a negative test result from the second test.
- **If you were at the casual contact location 4 or more days ago**, you only need to get one test. You should get tested as soon as possible. You will need to remain in quarantine until you receive a negative test result.
- Get tested again for COVID-19 if you experience any symptoms, no matter how mild.

Secondary Contacts

If you are a **secondary contact** who is a household member of a close contact you must quarantine until both you and the close contact are released from quarantine by ACT Health. You should maintain separation from the close contact during the quarantine period.

If you are a secondary contact who is not a household member of a close contact you must quarantine until the close contact receives a negative result as long as you have had no further contact with the close contact since they got tested. ACT Health will notify you when you can come out of quarantine.

Secondary contacts are not required to get a COVID-19 test if you have no symptoms. If you develop symptoms get tested for COVID-19, no matter how mild your symptoms are.

For those who live outside the ACT, please see a list of exposure locations outside the ACT and actions you are required to take on the [Entering the ACT page](#).

At this stage we are not aware of any ACT staff being close contacts, which means no one who was in the office last week needs to quarantine unless they are a secondary contact or there is some other reason to do so.

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Take care,

Rob.

Changes to Canberra based meeting/training room capacity

Title

Body

As part of ACT Health advice, AIHW have reduced the number of people that can occupy training and meeting rooms to one person per 4 sqm (square metres). Please note, updates will be made to the Sydney office when there is a clearer indication of staff being able to return to the office. The following changes have occurred as a result of reducing to one person per four sqm across all Canberra based offices:

- The [meeting room page](#) on Bruce has been updated to reflect the total number of occupants for each meeting/training room.
- Signage has been updated.
- The ICT Service Desk will update the maximum number of meeting room seating capacity in outlook

In addition to the above, the amount of persons in T1 lifts will decrease from 4 to 3 people. Floor markings in red tape have been updated to indicate where you should stand to maintain distance travelling between floors. Finally, a reminder of the CEO's message on 12 August 2021, that you must obtain approval from your Group Head prior to attending any AIHW office location. Your Group Head will obtain authorisation from the CEO. Where you do attend an AIHW office, please maintain the appropriate physical distance from each other and ensure masks are worn at all times.

Expires

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Number of Likes

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