School Council

Coronavirus (COVID-19) HR FAQs

The following questions and answers are provided to assist in managing school council employee issues related to COVID-19. The situation is evolving, and advice will be updated as required.

# What arrangements apply to a school council employee that is directed to quarantine to due to exposure to COVID-19 outside of their authorised duties?

Where a school council employee is fit for duty and would otherwise attend the workplace but is required to quarantine due to close contact with a confirmed case of COVID-19 under the pandemic orders, that employee should work remotely where reasonable, practicable and appropriate (or attend for duty if conditions are met under the exemption for education workers under the pandemic orders).

In circumstances where remote work is an option, a school council employee may access leave available to them.

A school council employee who is in quarantine may become unwell, or it may become necessary for them to care for a member of their immediate family or a household member. If this happens the employee may access personal or carer’s leave.

# What arrangements apply should a school council employee contract COVID-19?

If a school council employee contracts COVID-19 during the course of their duties, they may be granted up to three months’ leave with full pay in line with the [infectious diseases leave](https://www2.education.vic.gov.au/pal/infectious-diseases-leave-teaching-service/policy-and-guidelines) policy.

If a school council employee contracts COVID-19 in other circumstances, they may access personal leave.

# What arrangements apply to a school council employee that is directed to quarantine due to exposure to COVID-19 in the course of their authorised duties?

While education contacts are not currently considered close contacts, and therefore a school council employee would not need to quarantine due to exposure at the workplace, in circumstances where a school council employee is required to quarantine due to exposure in the workplace, they should be provided remote work where reasonable, practicable and appropriate. Where remote work is not reasonable, practicable and appropriate, the employee may be granted leave with full pay subject to meeting the requirements of the [infectious diseases leave](https://www2.education.vic.gov.au/pal/infectious-diseases-leave-teaching-service/policy-and-guidelines) policy for the duration of their quarantine period.

# What arrangements apply to school council employees who choose not to attend for duty at the workplace?

School council employees who choose not to attend the workplace should apply for some form of leave available to them.

# What arrangements apply to school council employees who are living with someone whose circumstances make them more vulnerable to contracting COVID-19?

This information can be found in the [school operations guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/support_and_service_(schools)%252Fcoronavirus_and_learning_from_home%252Fschool_operations%252Fschool_operations_guide).

# What arrangements apply to school council employees who are at greater risk of serious illness from COVID-19?

This information can be found in the [school operations guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/support_and_service_(schools)%252Fcoronavirus_and_learning_from_home%252Fschool_operations%252Fschool_operations_guide).

See **question 11** in relation to school council employees who are pregnant.

# What arrangements are in place for a school council employee to attend a COVID-19 vaccination appointment?

This information can be found in the [school operations guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/support_and_service_(schools)%252Fcoronavirus_and_learning_from_home%252Fschool_operations%252Fschool_operations_guide).

# Is a school council employee required to receive the COVID-19 vaccination?

Vaccination requirements for school council employees can be found here: <https://www2.education.vic.gov.au/pal/covid-19-vaccinations-teaching-service-school-council-employees/policy-and-guidelines>

# Where can I get further information regarding COVID-19 vaccinations?

School council employees should speak to a doctor or pharmacist if they have questions about a vaccine.

Further information is available at:

* + the [Victorian Government COVID-19 vaccine](https://www.coronavirus.vic.gov.au/vaccine?utm_source=email+marketing+Mailigen&utm_campaign=direct+send+-+emergency++-+schools&utm_medium=email) website
  + the [Commonwealth COVID-19 vaccine](https://list.comms.educationupdates.vic.gov.au/track/click?u=770f4d1425f14b0d9936ca688e358872&id=344467db3f5d7e8e&e=3c53a9da1cd9381b) website.

# What happens if a school council employee’s caring responsibilities prevent them from performing duties?

Where a school council employee’s caring responsibilities prevent them from performing duties at school, consideration should be given to permitting that employee to continue working remotely.

Where working remotely is not an option, or if a school council employee is not in a position to perform their duties because they are required to care for an affected family or household member, they may access carer’s leave or some other form of leave as appropriate.

# What arrangements apply to school council employees who are pregnant?

Where a school council employee is pregnant and, in the opinion of a registered medical practitioner, illness or risks arising out of the pregnancy or hazards connected with the work assigned to the employee make it inadvisable for the employee to perform their duties onsite, the employee is to be provided with suitable duties that can be performed remotely for such period as is certified necessary by a registered medical practitioner.

If the provision of suitable duties that can be performed remotely is not practicable the school council employee may elect, or the school council may require the employee, to be absent on leave (without deduction from any other leave credits) for such period as is certified necessary by a registered medical practitioner. Where this occurs schools should advise the Policy and Employee Relations Branch at [employee.relations@education.vic.gov.au](mailto:employee.relations@education.vic.gov.au) who will arrange for the leave to be processed centrally.

# Can the school council engage a casual employee in a different role such as assisting with the supervision of students who are onsite?

Yes, subject to the agreement of the employee and the employee having the skills required to undertake the role.

# Where can I get further information regarding my rights and responsibilities at work during the impact of COVID-19?

Further information regarding your rights and responsibilities at work during the impact of coronavirus (COVID-19) is available at <https://coronavirus.fairwork.gov.au/>

# Where can I get further assistance if I am feeling increased stress or anxiety as a result of COVID-19?

If you or your family need support, personalised over-the-phone or video counselling is available 24/7 through the Employee Assistance Program (EAP). This service is available to all employees and their immediate families (aged 18 years and over). This now includes school council employees and casual relief teachers. Call [1300 361 008](tel:1300361008) to make a booking or book using the live chat function on the [Lifeworks’ Australia website](https://www.lifeworks.com/au/). For more information on video-counselling through EAP, please refer to [Video Counselling Frequently Asked Questions](https://www.education.vic.gov.au/hrweb/Documents/OHS/VideoCounsellingEAPFAQs.docx)

Other resources:

* The Victorian Government has a range of resources to help you look after your mental health: <https://www.dhhs.vic.gov.au/mental-health-resources-coronavirus-covid-19>.
* Vic Health has a range resources focused on maintaining good health: <https://www.vichealth.vic.gov.au/media-and-resources/publications/coronavirus-information>.
* Orygen has helpful information on self-care during coronavirus (COVID-19): <https://www.orygen.org.au/About/Responding-to-the-COVID-19-outbreak/For-young-people-and-families/Self-care-during-the-COVID-19-outbreak>.