Cold, Flu and COVID-19 Policy

This policy applies to Victorian Public Services (VPS) employees of the Department of Education and Training (DET) working in corporate and regional locations and in portfolio entities. It also applies to employees of the Victorian Skills Authority (VSA).

**Policy**

If an employee has a cold, influenza (flu) and COVID-19 symptoms (including a runny nose, sore throat, cough, fever or chills), or is likely to be infectious (for example, if they are asymptomatic but return a positive COVID-19 test result), they should not attend the workplace.

If an employee is unwell, they should take sick leave. If an employee has no symptoms, but are likely to be infectious, they may be able to work from home rather than take sick leave, but they should discuss this with their manager.

Employees with cold, flu and COVID-19 symptoms should isolate and get tested for COVID-19. A person with COVID-19 should isolate for at least 5 days and until symptoms resolve. Those who do not have COVID-19 but have symptoms should also isolate until their symptoms resolve. Employees should avoid attending the workplace while they have symptoms.

To limit the risk of cold, flu and COVID-19 spreading in the workplace, some work areas may encourage a longer absence from the workplace, including in circumstances when an employee has very mild or no symptoms, but is able to work temporarily from home.

**Further note**

Some workplaces external to DET are sensitive settings and may have additional policies in place meet the requirements of those settings. Examples include healthcare premises, including education services in hospitals, and education services in youth justice facilities. If attending one of these sites, VPS staff should follow the site’s cold, flu and COVIDSafe Plans.

This policy does not apply to Teaching Service staff, who should follow the cold, flu and [COVID-19 Guidance for Victorian Government schools](https://www2.education.vic.gov.au/pal/covid-19-school-operations/advice).