



IMPORTANT NOTES

- **Medical advice** – where a member receives a specific instruction from a medical practitioner or Public Health Unit, that advice is to be followed.
- **Exclusion of members** from NSW RFS workplaces is to occur in suspected, confirmed, close contact, and return from overseas cases.
- **Exclusion of members** from NSW RFS workplaces is not to occur in casual contact cases, unless the member develops symptoms.
- **Contact of a close contact** – If a member has been in contact with a person identified as a close contact of another person with confirmed COVID-19 infection or an overseas traveller, that member does not need to be excluded from the workplace unless they develop symptoms.
- **Site and appliance cleaning** – refer to *COVID-19 Fact Sheet – NSW RFS Site and Appliance Cleaning for cleaning requirements and process.*
- **NSW RFS staff member provisions**
 - If a staff member is sick, current sick leave entitlements and conditions apply, including the requirement for a medical certificate for an absence of more than 2 consecutive working days. If sick leave is exhausted, the Commissioner may grant special sick leave on a case by case basis.
 - Where a staff member is not sick but is directed not to attend the workplace due to isolation requirements, consider option to work from home during the quarantine period. Where this is not viable, staff members are to be paid as normal and placed on paid special leave for up to 20 days. No medical certificate is required for this circumstance, but other evidence may be requested.
 - Up to 20 days paid special leave will be provided, before other leave entitlements need to be accessed by staff members who are unable to work because they are caring for sick family members, caring for family members due to closure of schools and caring facilities, or unable to attend work due to transport disruptions. No medical certificate is required for these circumstances, but other evidence may be requested.
 - Where a NSW RFS workplace is closed, flexible working arrangements should be considered either at another office location, or at home where appropriate. Where work is unable to be provided, staff members are to be paid as normal and placed on paid special leave. No medical certificate is required for this circumstance.
 - Flexible work arrangements including working from an alternate or alternative location (office or home) may occur following endorsement by the Director and approval by the Executive Director.