



# IMPACT TO OPERATIONS POLICY

## (COVID-19)

POLICY DETAILS			
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Related College Documents			

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## SCOPE

- 1.1. This policy applies to the Lona College Community; including Staff, Students, Contractors, Volunteers, Parents and Friends Association.
- 1.2. This Policy is applied when an emergency causes disruption to normal operation at the College main campus and/or the Outdoor Education Centre

## 2. POLICY STATEMENT

- 2.1. The College recognises the importance of its role in the maintenance of societal functions, and the impacts on our community (including staff and parents of our students) should the College cease to operate.
- 2.2. The College is committed to ensuring the continuity of operations, especially teaching and other core services, through emergency situations that arise outside the control of the College.
- 2.3. This will require the College to adjust its operations protocol and move to a “Modified Operations” status. Moving to modified operations means there is an official temporary suspension or delay of some or all designated College operations
- 2.4. “Emergency situations” include, but are not limited to, events due to severe weather, major utility failure, health pandemic or other unusual circumstances which may endanger students and/or employees, or otherwise cause the continuation of normal operations to be unsuitable

### Decision to move to Modified Operations

- 2.5. The decision to move to “Modified Operations” status shall be made by the Rector/Principal.
- 2.6. The Rector/Principal will be informed and guided by advice from individuals with appropriate background and experience given each unique set of circumstances that may arise, as well as by the College Board, Queensland Catholic Education Commission (QCEC) and Government Recommendations.
- 2.7. The College will make a reasonable determination based on risk impacts to the College outside of, or in addition to, any external recommendation from industry or Government.
- 2.8. The College main campus and Outdoor Education Centre will not move to modified operations on their own.
- 2.9. Deans and other College leaders must receive authorisation from the Rector/Principal or authorized designee before moving to modified operations under the terms of this Policy.

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- 2.10. Subject to the College's reasonable determination, Table 2.9.1. details the levels of "Modified Operations" that may be applied.

### 2.10.1. Summary of Various Operation Statuses

Level	Status	Operational continuity	Employee Impact
1	Normal Operations	All Operations function normally.	All employees expected to report to work as usual.
2	Modified Operations	Affected operations function on adjusted protocols.	Most employees expected to report to work with some changes to working conditions, including location of work. Some staff may not be directed to work.
3	Cessation of Operations	Teaching and other Core services function on adjusted protocols.  Cessation of all Non-Core Services.	All teachers directed to work from home or secured isolation.  Only critical employees with essential functions as designated by the Rector/Principal and/or as defined in the Emergency Management Plan should report to work at their work location.

### Emergency Management Plans

- 2.11. The College will ensure that each type of emergency will have its own documented Management Plan detailing the scope of operations to be modified.
- 2.12. An Emergency Management Plan must identify operations to continue and employees with essential functions that must be directed to work.
- 2.13. At a minimum, this plan must detail the essential functions, employees performing essential functions that must be directed to work, emergency contact information for employees, emergency communication plans and any other information required for the College to function during an emergency or modified operations period.
- 2.14. It is the Rector/Principal's responsibility to communicate to all employees whether they will be directed to work.



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## Notification of Modified Operations

- 2.15. If a decision is made to move to modified operations, the College's Marketing and Communications team will work with the Rector/Principal to notify the students, families and the wider community.
- 2.16. In the absence of a specific announcement to the contrary, all classes, operations, and other functions continue as normally scheduled.

## Employees Directed to Work

- 2.17. Employees directed to work as assessed under the College's Emergency Management Plan must work during the period of modified operations.
- 2.18. The Rector/Principal may also direct additional employees to work to meet the needs/requirements of the College.
- 2.19. Directions to work may be made before, at the start of, or during modified operations.
- 2.20. Depending on the nature of their work, employees directed to work may be required to work at their designated work location or may be allowed to work from home. This work must be deemed as useful, gainful work by the College.
- 2.21. Working remotely in lieu of on-site must be approved by the Rector/Principal (refer to Working from Home Policy).
- 2.22. Employees are responsible for monitoring communication for return to work notifications and any information concerning changes to their directions to work status.
- 2.23. Some employees may be directed not to work during a period of modified operations.
- 2.24. The following tables are guidelines as to how staff *may* be compensated during impacted operations.

### 2.24.1. Compensation Guidelines During Modified Operations for Staff direct to work

Employee	Situation	Working onsite	Working from home
Employee directed to work who is able, willing and ready to work	Partial cessation of related operations as directed by the College	Approved working onsite - Normal pay per EBA applied	Normal pay per EBA applied
	Full cessation of related operations as directed by the College	Special pay per EBA rate for an initial period	Case by case basis
	Partial Cessation of related operations as directed by the Government	Approved working onsite - Normal pay per EBA applied	Normal pay per EBA applied
	Full Cessation of related operations as directed by the Government	Special pay per EBA rate for an initial period	Case by case basis



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### 2.24.2. Compensation Guidelines During Modified Operations for Staff directed to work but cannot

Reason	Directed by	Payroll Outcomes	
Employee is sick	Self-directed isolation with no confirmed case of a COVID-19 or during testing	Per normal leave policy, personal carers leave applied with option to take other paid leave such as approved and recorded time-in-lieu (TOIL), annual/ long service per accruals, leave without pay	
	College directs isolation with no confirmed case of a COVID-19 or during testing	Per normal leave policy, personal carers leave applied with option to take other paid leave such as approved and recorded time-in-lieu (TOIL), annual/ long service per accruals, leave without pay	
	Doctor directs isolation with no confirmed case of a COVID-19 or during testing	Per normal leave policy, personal carers leave applied with option to take other paid leave such as approved and recorded time-in-lieu (TOIL), annual/ long service per accruals, leave without pay	
	Government/College directs self-isolation with an active and confirmed case of a COVID-19	Personal Carers leave, then Special Pandemic Leave pay per EBA rate	
Employee's family member is sick or vulnerable	Self directs isolation with no confirmed case of a COVID-19 or during testing	Option to explore Working From Home / Flexible Working Arrangements  Per normal leave policy, personal carers leave applied with option to take other paid leave such as approved and recorded time-in-lieu (TOIL), annual/ long service per accruals, leave without pay	
	College directs isolation but no confirmed case of a COVID-19 or during testing	Option to explore Working From Home / Flexible Working Arrangements  Per normal leave policy, personal carers leave applied with option to take other paid leave such as approved and recorded time-in-lieu (TOIL), annual/ long service per accruals, leave without pay	
	Doctor directs family member to self - isolate with no confirmed case of a COVID-19 or during testing	Option to explore Working From Home / Flexible Working Arrangements  Per normal leave policy, personal carers leave applied with option to take other paid leave such as approved and recorded time-in-lieu (TOIL), annual/ long service per accruals, leave without pay	
	Government directs self-isolation with an active and confirmed case of a Covid-19	Personal Carers leave, then Special Pandemic Leave pay per EBA rate	
Employee required to self-isolate	Reasonably knowing the location/country of travel is rated as "reconsider your need to travel" or higher (orange or red) on Smart Traveller	Annual/ long service/ approved and recorded time-in-lieu (TOIL) per accruals or leave without pay with eligibility to <i>apply</i> for special pay	
	Did not reasonably know the location/country of travel is rated as "reconsider your need to travel" or higher (orange or red) on Smart Traveller	Annual/ long service/ approved and recorded time-in-lieu (TOIL) per accruals or leave without pay with eligibility to <i>apply</i> for special pay	
Employee not directed to work during impacted operations	Cessation of related operations as directed by the College and/or Government	Employees on permanent or fixed-term contracts: Other leave such as annual/long service/ approved and recorded time-in-lieu (TOIL) with eligibility to apply for special leave (pro-rated) if COVID-19 related	Casual employees: Special pay will be considered on a case by case basis for any casual employees who have been working with the College for more than twelve (12) months, or who have settled into an established consistent weekly routine of work and may experience financial hardship
Employee elects to stay home as a precaution	Employee self-direction	Where an employee refuses to attend work for fear of contracting COVID-19, such refusal is deemed unreasonable, the CEO/Rector may consider disciplinary action and/or suspension as appropriate	



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## 3. POLICY MANAGEMENT

### Compliance, monitoring, & review

- 3.1. The Rector is the Primary Policy Officer, delegating implementation and management of this policy to the Principal, and College Leadership Team.
- 3.2. The policy officer and the identified delegates will monitor any trends, issues, cases, and breaches of policy to determine if the policy is current, effectively communicated, implemented, and followed.
- 3.3. Sources of data include complaints, formal applications for work arrangements, and other case files & reports from the Human Resources Manager.
- 3.4. Prior to the commencement of any Emergency Management plan, a review of the policy will be undertaken by the College Leadership Team.

### Reporting

- 3.5. The policy officer and identified delegates must provide the Board of Directors with a briefing on the Emergency Management Plan prior its commission, and when practical, immediately following the retirement of the plan.
- 3.6. The policy officer must provide a monthly progress report in relation to the effectiveness of the Emergency Management Plan.

### Records Management

- 3.7. The policy Officer and delegates must maintain all records relevant to administering this policy in a recognised College recordkeeping system

## 4. DEFINITIONS

**Adjusted Protocols:** Changes to the established Standard Operating Procedure

**Modified Operations:** An operational status in which the College is required to operate on adjusted protocols for a period of time

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## 5. FEEDBACK

5.1. Provide feedback about this document by emailing [Compliance@iona.qld.edu.au](mailto:Compliance@iona.qld.edu.au)

## 6. VERSION HISTORY

Date	Approval and Amendment History	Details
13/03/2020	Initial Draft	
20/03/2020	Final Draft	