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**From:** Robert Setter  
**Sent:** Monday, 4 May 2020 5:18 PM  
**To:** Beth Woods (DAF); Bob Gee (Communities); Chris Sarra (DATSIP); Clare O'Connor (DCDSS); Damien Walker (DITID); Dave Stewart; David Mackie (DJAG); Deidre Mulkerin (CSYW); John Wakefield (Health); Frankie Carroll (Treasury); Greg Leach (QFES); James Purtill; Jamie Merrick (DES); Comm QPS; Liza Carroll (HPW); Mary-Anne Curtis (DESBT); Neil Scales (TMR); Peter Martin (Corrections Services); Rachel Hunter (DSDMIP); Robert Setter; Toni Power (Coordinator Genera); Tony Cook (QED); Warwick Agnew (DLGRMA)  
**Cc:** @PSC ELT; Wade Fuller; Adam Stevenson (QFES); Arthur O'Brien; Barbara.Phillips@health.qld.gov.au; Brenda Parker (DNRM); Cecelia Christensen (QT); Craig Allen (OIR); Craig Allen (QED); Doug Smith (QPS); Filly Morgan; Geoff Waite; James Koulouris; Jeff Hunt; Kathy Parton (DATSIP); Kurt Marsden (PSBAHR); Matthew Nye (Communities); Megan Barry; Michael McKee; Michael Metcalfe; Peter Cook; Phillip Brooks (DYJ); Rebecca Atkinson (DLGRMA); Rhiannan Howell; robyn.turbit@hpw.qld.gov.au; Sandra Mclean; Sinead McCarthy; steven.kay; Susan Chrisp (DES); Tracy.a.o'bryan@tmr.qld.gov.au  
**Subject:** Weekly COVID-19 impact on agencies Report - 01 May 2020  
**Attachments:** Weekly report of COVID-19 impacts 30042020.pptx

**Members of the Leadership Board**

*Cc Heads of Corporate*

I attach the latest update on impact of COVID-19 on agencies (excluding Queensland Health), consolidated through the Heads of Corporate network.

Data cleansing was largely responsible for the decrease across all measures.

On 01 May, 2020 some **31,329 public servants** were reported to be **working remotely** due to COVID-19; and a further **1,728** were reported as **unable to work** due to COVID-19.

As highlighted at the Leadership Board meeting Friday, agencies should begin planning transition back to work and workplaces, as CHO restrictions are eased. As with Business Continuity Plans these should be completed by each agency and reflect your workforce profile.

I anticipate guidelines will be issued in the near future.

For your awareness and action as appropriate please.



Rob

**Robert SETTER**  
Chief Executive  
Public Service Commission

P 07 303 2810

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Level 27, 1 William Street, Brisbane QLD 4000

# COVID-19 and DFV

## Help stop the spread



Cover cough



Wash hands



Stay home

## Look after yourself



Save lives



Stay connected



Find services

COVID-19 health guidelines may be difficult for families experiencing domestic and family violence.

Click to find available help.



Released under RTI - DPC

# **Weekly report of COVID-19 impacts on the Queensland public service workforce**

Report type: **Employee headcount – percentages and numbers**

Report date: **5pm, 30 April 2020**

Released under RTI/DPC

# Report basis

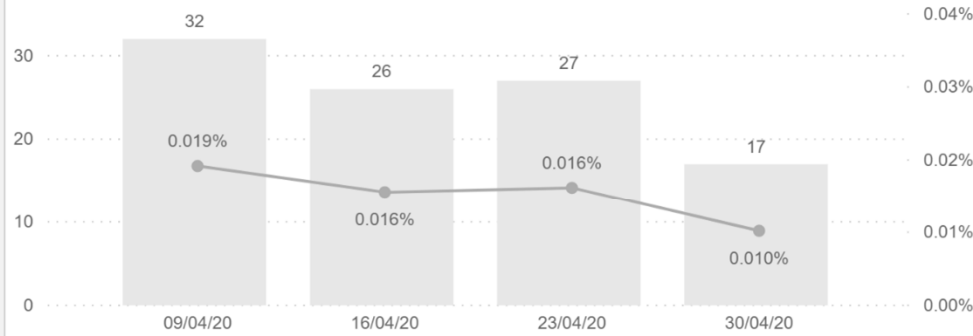
- Agency employee data in this report are based on reported headcount for February 2020.
- Weekly reports compare each Thursday's dataset across a 4-week period.
- Weekly reports can be read in conjunction with the associated Thursday Daily Reports for further agency-level detail.
- Data included in this report is sourced from 35 agencies representing a total of 166,817 employees.
- Department of Health, Hospital & Health Services, and Electoral Commission Queensland are not included in this report.
- Queensland Ambulance Service is included in this report.

# Highlights

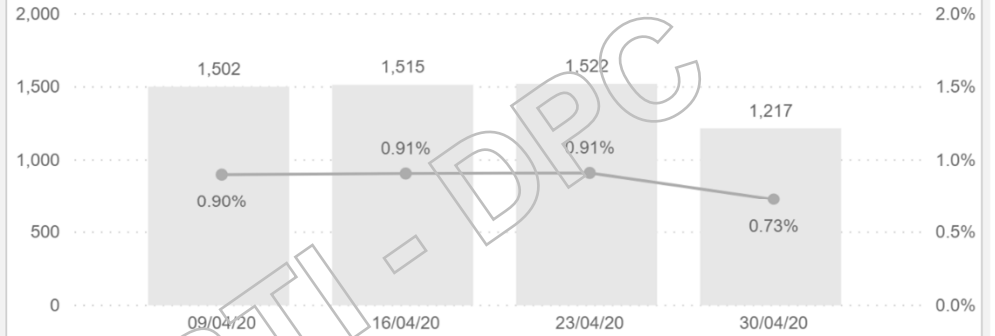
- Drop in active COVID-19 cases from 27 down to 17. Queensland community has 84 active COVID-19 cases as at same time.
- Caring responsibility down from 1,522 to 1,217. Reduction mostly within Education.
- PSC working with agencies this week to ensure data integrity against QHealth definitions of self-quarantine. This has seen a significant reduction in associated categories.
  - Self-quarantine not working: from 2,523 down to 525
  - Self-quarantine working remotely: from 2,597 down to 441
  - Total not working: from 4,072 down to 1,759
- Working remotely numbers are steady at 31,913 or 19.1% of the Queensland public service.
- Education have adjusted their reporting to comply with PSC requests this week and data against self-quarantine working remotely is not available. Figure of '0' should be read as 'N/A'. People in this category for Education have been captured in Q6 Working Remotely.

# COVID-19 Impacts Weekly Trend - All Agencies

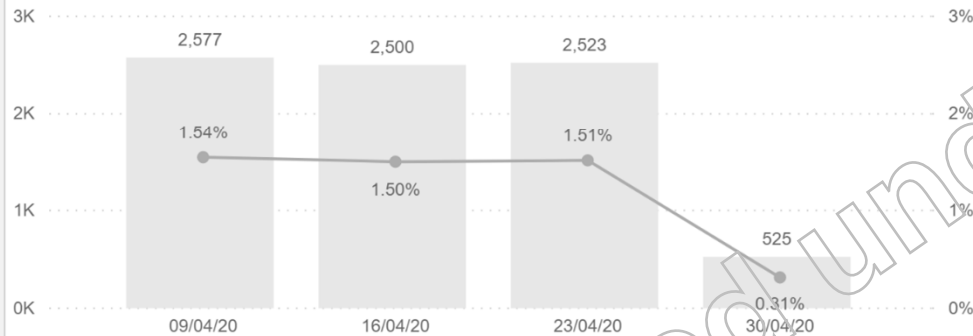
1. Positive COVID-19 cases - All agencies



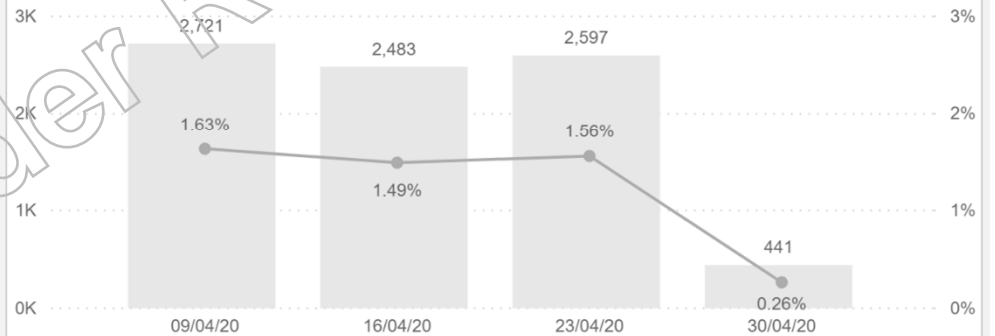
2. Care Resp. Not Working - All agencies



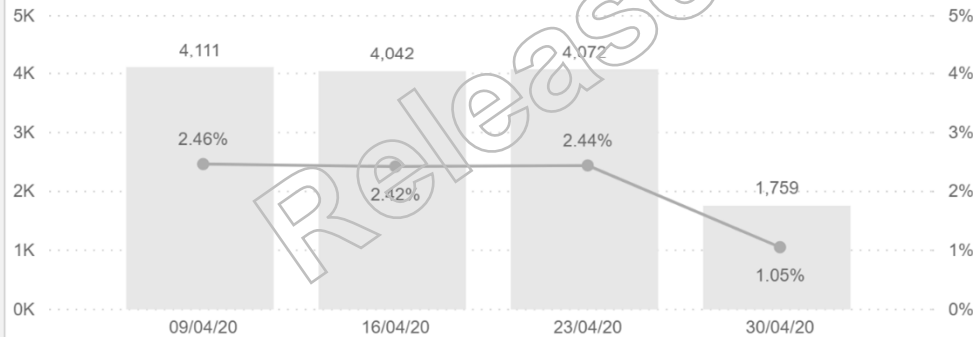
3. Self-Quar. Not Working - All agencies



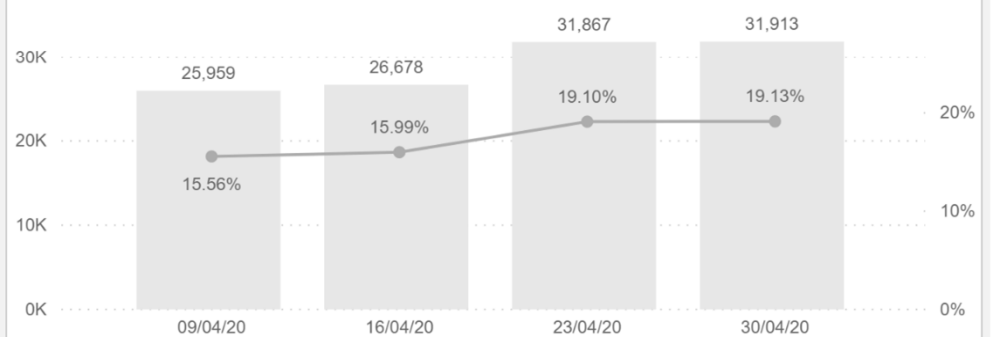
4. Self-Quar. Working Remotely - All agencies



5. Total Employees Not Working - All agencies

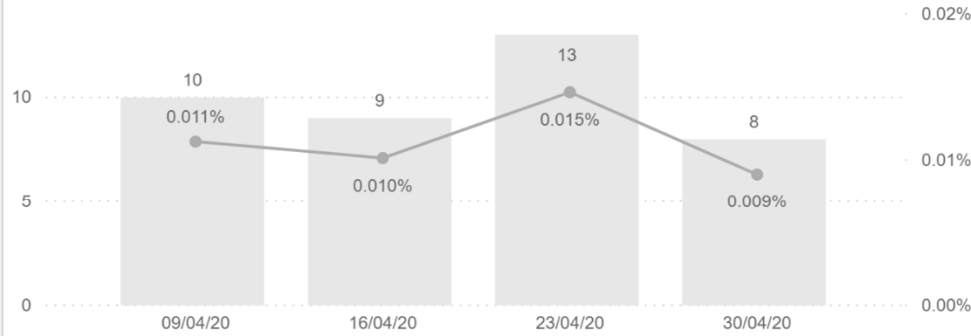


6. Employees Working Remotely (ex. Q4) - All agencies

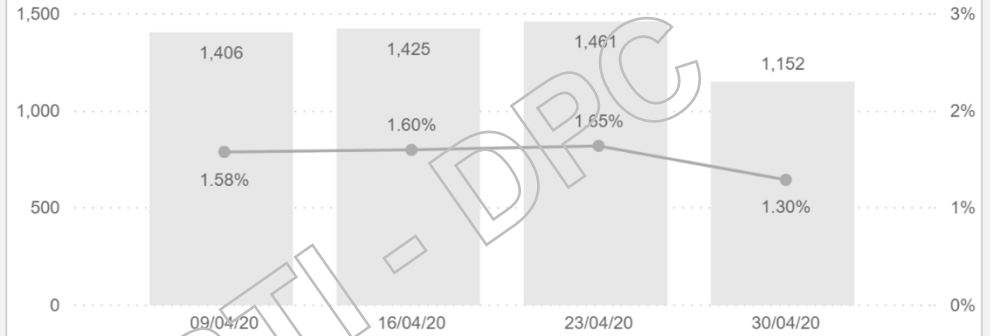


# COVID-19 Impacts Weekly Trend - Education

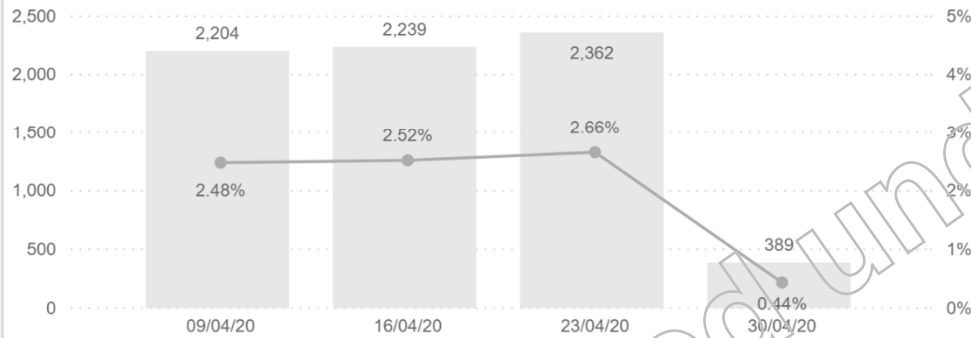
1. Positive COVID-19 cases - Education



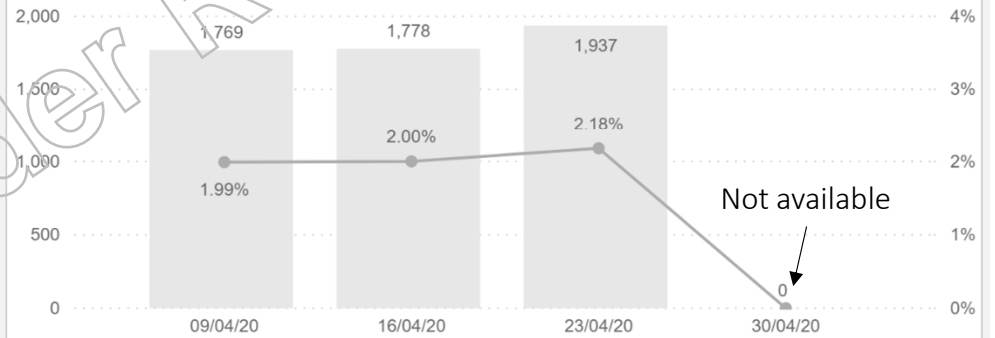
2. Care Resp. Not Working - Education



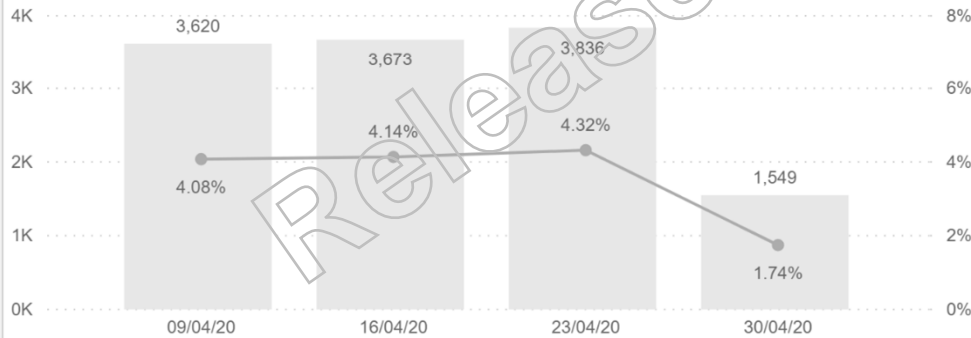
3. Self-Quar. Not Working - Education



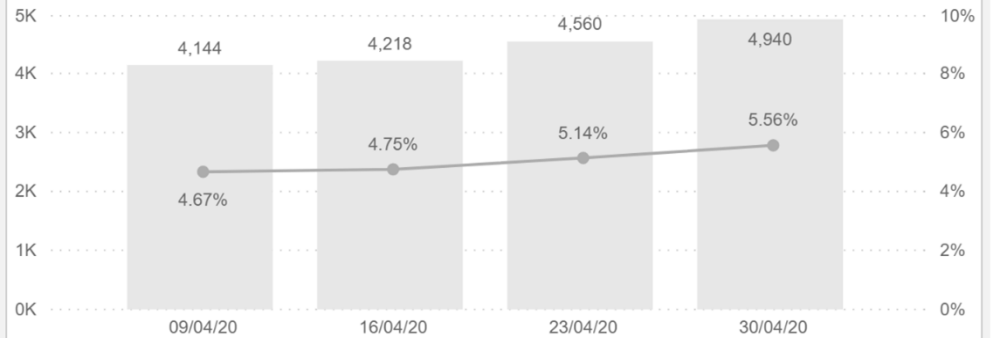
4. Self-Quar. Working Remotely - Education



5. Total Employees Not Working - Education

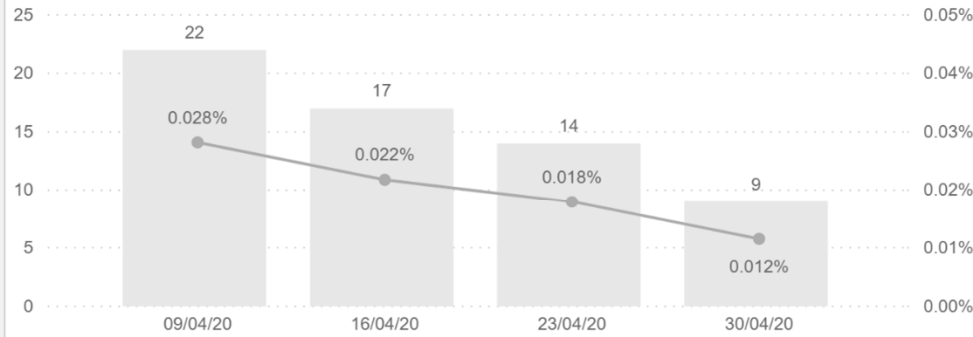


6. Employees Working Remotely (ex. Q4) - Education

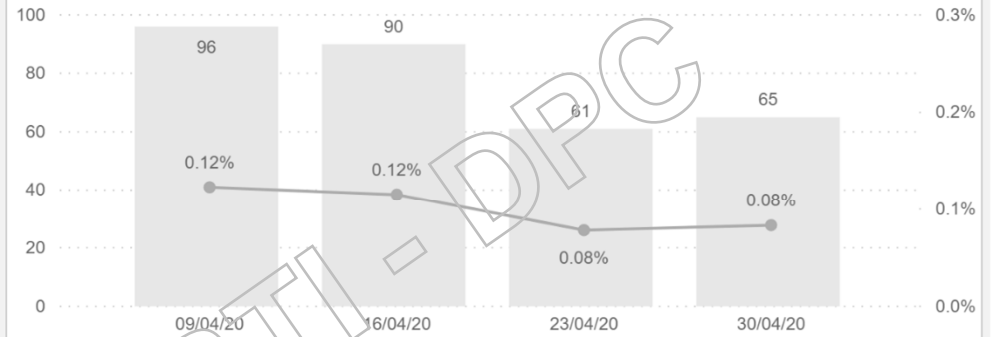


# COVID-19 Impacts Weekly Trend - Non-Education

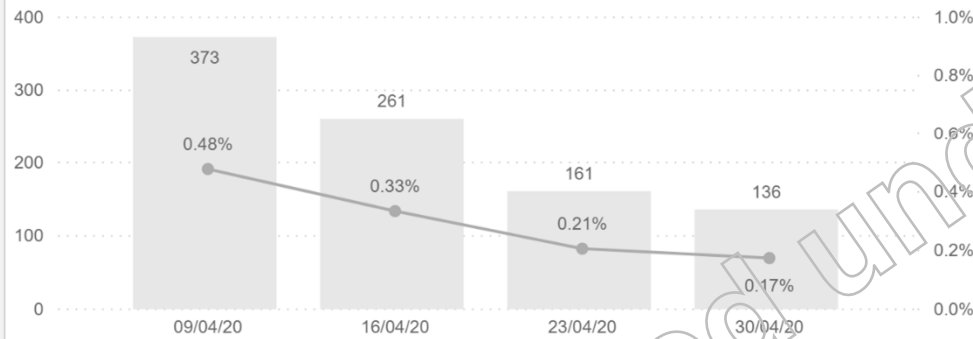
1. Positive COVID-19 cases - Non-Education



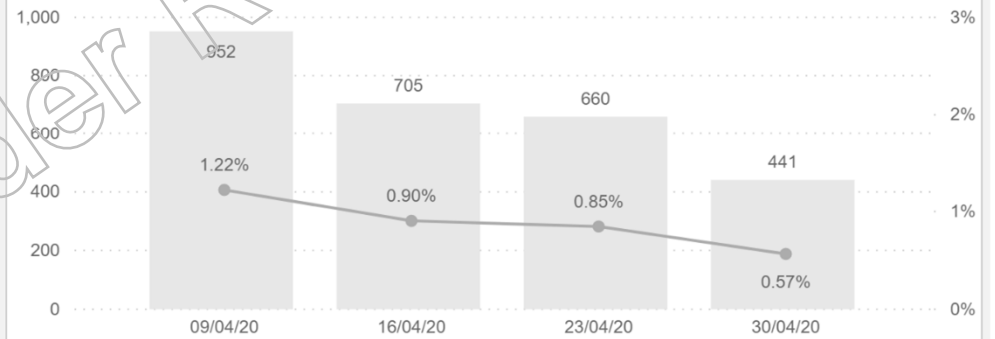
2. Care Resp. Not Working - Non-Education



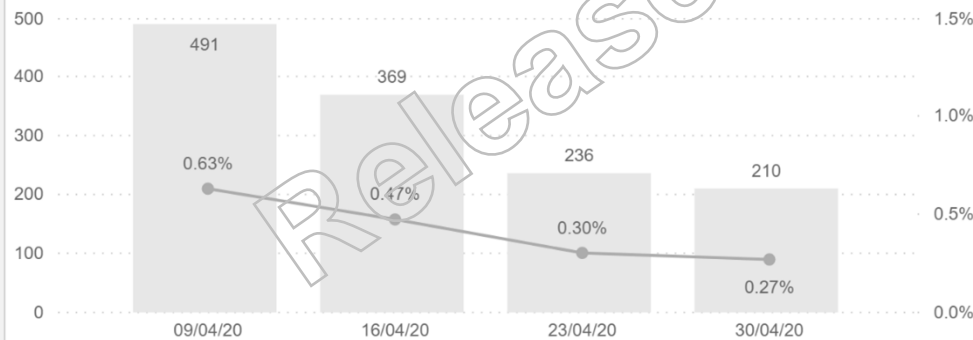
3. Self-Quar. Not Working - Non-Education



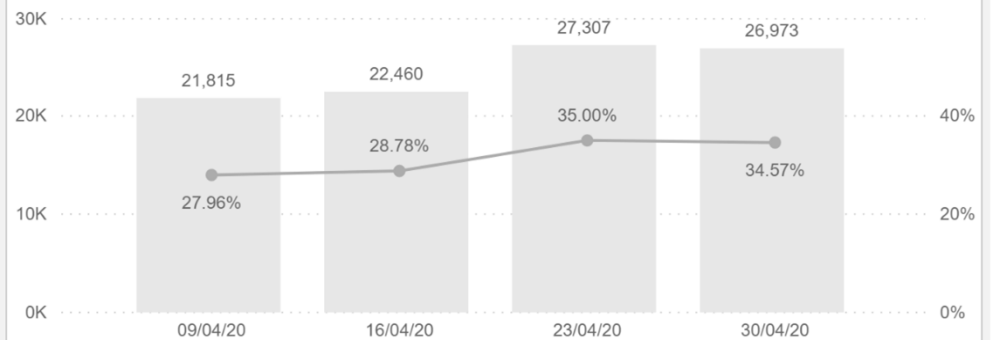
4. Self-Quar. Working Remotely - Non-Education



5. Total Employees Not Working - Non-Education



6. Employees Working Remotely (ex. Q4) - Non-Education





Released under RTI - DPC

Developed by the  
**Public Service Commission**

## PREMIER'S BRIEFING NOTE

Public Service Commission

Tracking No. TF/20/3466

Document No. DOC/20/47249

**To:** THE PREMIER

**Date:** 16 March 2020

**Subject:** Gazettal of Joint Commission Chief Executive and Minister for Industrial Relations Directive 01/20: Employment Arrangements in the Event of a Health Pandemic

Approved / Not Approved / Noted

Premier .....

Date ...../...../.....

Date Action Required by: ...../...../.....

Requested by: .....  
(if appropriate)

### • RECOMMENDATION

It is recommended that the Premier:

- **note** the revised directive 01/20: Employment Arrangements in the Event of a Health Pandemic (**Attachment 1**) will be gazetted, replacing Directive 06/18: Employment Arrangements in the event of a Human Influenza Pandemic.
- **note** the revised directive provides all casuals with the following entitlements at the discretion of the relevant Chief Executive:
  - o Discretionary Paid Special Pandemic Leave (up to a maximum 20 days); and
  - o Discretionary Special Leave under the Ministerial Directive for Special Leave (05/17).
- **note** that long-term casuals are automatically entitled to the Paid Pandemic Leave. Long-term casual is defined in the Directive and is adapted from the definition of a long-term casual in the Industrial Relations Act 2016.
- **note** the revised directive applies to Senior Officers, Senior Executive Service Officers and Chief Executives.

### • KEY ISSUES

- The Public Service Commission (PSC) has worked jointly with the Office of Industrial Relations (OIR) to develop a proposed framework for the public sector workforce response to the novel coronavirus (COVID-19) health pandemic emergency.
- The proposed framework for the public sector workforce response to the COVID-19 health pandemic emergency is built upon Ministerial Directive 5/17: Special Leave, the revised directive specific to a health pandemic emergency, and on existing industrial instruments and legislation.
- The revised directive has been jointly issued by the Commission Chief Executive and the Honourable Grace MP, Minister for Education and Minister for Industrial Relations, to ensure it applies equally to executive and non-executive Public Service employees.
- Applying the directive to Senior Officers is a continuation of the policy contained in the first pandemic directive - Directive 4/09: Employment Arrangements in the Event of a Human Influenza Pandemic.
- Queensland Health and the State Health Emergency Coordination Centre (SHECC) have been consulted and support the proposed employment arrangements in response to COVID-19.
- The revised directive has been subject of consultation with public sector agencies and unions.
- Minister Grace approved the revised directive on 16 March 2020 and a copy of the Ministerial Briefing Note is attached (**Attachment 2**).

Action Officer: David Reed  
Area: Interim Executive Director,  
Advisory and Analytics  
Telephone: 3003 2705

Deputy Commissioner: Megan Barry  
Date:

## PREMIER'S BRIEFING NOTE

Public Service Commission

Tracking No. TF/20/3466


Document No. DOC/20/47249

– Provisions to note in the revised directive include:

- Operates after a declaration of a health emergency under s 319 of the Public Health Act 2005 (a declaration was made 31 January 2020).
- Application to employees employed under the *Public Service Act 2008*, including all casual employees.
- Providing employees with up to a maximum 20 days paid special pandemic leave in circumstances where (i) the employee is absent from work through illness with viral infection; (ii) is required to care for a member of their household who has or is suspected to have a viral infection; or (iii) is required to care for children as a consequence of school or child care centre closure; and the employee has exhausted their sick leave accrual.
- Where the paid special pandemic leave is exhausted, employees may access recreation leave and then have early access to long service leave without the seven-year qualifying period for long service leave entitlements having been served.
- Employees will receive their ordinary salary, penalties and work-based allowances, while on special pandemic leave (but not overtime).

### • BACKGROUND

- A public health emergency declaration was made for COVID-19 on 31 January 2020 in accordance with section 319 of the *Public Health Act* and continues in force by virtue of regulation, currently until 19 May 2020.
- The framework for employment arrangements for public service employees during a declared public health emergency is proposed to be provided through a combination of relevant existing industrial instruments and Ministerial Directives 5/17 and a revised Directive 6/18.
- Relevant existing industrial instruments continue to apply (i.e. for access to sick leave and carer's leave, hours of work etc.).
- Directive 6/18 was created in response to a potential human influenza pandemic however the Directive, while approved, was not enacted i.e. a declaration for a health pandemic emergency for human influenza H1N1 under section 319 of the Public Health Act was never issued.

  
Robert Setter  
Commission Chief Executive

Dave Stewart  
Director-General

Action Officer: David Reed  
Area: Interim Executive Director,  
Advisory and Analytics  
Telephone: 3003 2705

Deputy Commissioner: Megan Barry  
Date:

**Comments** (*Premier / DG / PSC*)

Released under RTI - DPC

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**From:** DCLO Admin  
**Sent:** Tuesday, 24 March 2020 1:32 PM  
**To:** premcorro@ministerial.qld.gov.au  
**Cc:** DCLO Admin; Tina Culpo; Glenys Jenkin  
**Subject:** \*\*PBN FOR APPROVAL\*\* TF/20/3466 PREMIER'S BRIEFING NOTE Gazettal of Joint Commission CE Minister for Industrial Relations - Employment Arrangements Pandemic  
**Attachments:** PBN noting revised pandemic directive.DOCX; Attachment 1 - Employment in Pandemic - Joint MIN IR PSC - 16032020 - FINAL.DOCX; Attachment 2 SIGNED MBN Brief - Pandemic Directive.PDF

Good afternoon

Please find attached PBN and attachments for your review and approval. This was originally submitted to your office on 18 March 2020. Resubmitted electronically as requested.

Kind regards



**Queensland**  
Government

**Leonie McGorry**

Customer Liaison Officer  
Departmental and Customer Liaison Office  
**Office of the Director-General**  
Department of the Premier and Cabinet

P 07 3003 9446 M [REDACTED] E [leonie.mcgorry@premiers.qld.gov.au](mailto:leonie.mcgorry@premiers.qld.gov.au)  
Level 40, 1 William Street, Brisbane QLD 4000 PO Box 15185, City East, QLD 4002

Please consider the environment before printing this email.

**PREMIER'S BRIEFING NOTE**  
*Public Service Commission*

Tracking No. TF/20/3466  
Document No. DOC/20/47249

**To:** THE PREMIER  
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**Approved / Not Approved / Noted**

Premier .....  
Date ...../...../.....  
Date Action Required by: ...../...../.....  
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**• RECOMMENDATION**

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- Applying the directive to Senior Officers is a continuation of the policy contained in the first pandemic directive - Directive 4/09: Employment Arrangements in the Event of a Human Influenza Pandemic.
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Action Officer: David Reed  
Area: Interim Executive Director,  
Advisory and Analytics  
Telephone: 3003 2705

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Date:

– Provisions to note in the revised directive include:

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• **BACKGROUND**

- A public health emergency declaration was made for COVID-19 on 31 January 2020 in accordance with section 319 of the *Public Health Act* and continues in force by virtue of regulation, currently until 19 May 2020.
- The framework for employment arrangements for public service employees during a declared public health emergency is proposed to be provided through a combination of relevant existing industrial instruments and Ministerial Directives 5/17 and a revised Directive 6/18.
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- Directive 6/18 was created in response to a potential human influenza pandemic however the Directive, while approved, was not enacted i.e. a declaration for a health pandemic emergency for human influenza H1N1 under section 319 of the Public Health Act was never issued.

Robert Setter  
**Commission Chief Executive**

Dave Stewart  
**Director-General**

**Comments** (*Premier / DG / PSC*)

Released under RTI - DPC



## DIRECTIVE 01/20

Supersedes: 06/18

Minister for Industrial Relations and Commission Chief Executive

Directive:

### Employment Arrangements in the Event of a Health Pandemic

**This text box does not form part of the directive**

Under the *Human Rights Act 2019* decision makers have an obligation to act and make decisions in a way that is compatible with human rights, and when making a decision under this directive, to give proper consideration to human rights.

**1. Purpose:**

To prescribe the specific employment conditions to apply in case of disruption caused by the occurrence of a health pandemic as defined at Section 8 of this directive.

**2. Effective date:** 16 March 2020

**3. Legislative authority:**

Section 53 and 54(1) of the *Public Service Act 2008*.

Sections 51 and 52 of the *Public Service Act 2008* apply if there is a conflict with an Act, subordinate legislation or an industrial instrument.

**4. Application:**

This directive applies to public service employees as defined in section 9 of the *Public Service Act 2008*, including long-term casuals (as defined) and including chief executives, senior executives and senior officers. However, only sections 13.2 and 14.2 about Special Pandemic Leave and Special Leave apply to casuals.

**5. Previous references:**

Directives 4/09, 12/16 and 06/18.

**6. Related information:**

- Directives relating to sick leave; recreation leave; long service leave; special leave; hours and overtime; critical incident entitlements and conditions; and relevant industrial instruments.

#### DIRECTIVE

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**7. Objective of this Directive**

- 7.1 This directive aims to support the effective management of the Queensland public sector workforce during a health pandemic which will likely have significant impact on the public sector workforce, workplaces and delivery of services.
- 7.2 This directive has been specifically designed to balance the requirements of Government to continue to deliver essential services, with the well-being and legitimate personal, family and community responsibilities of their employees during a health pandemic.

7.3 In addition to access to Special Pandemic Leave under this directive and existing industrial entitlements, employees may also access Special Leave in accordance with the Ministerial directive about Special Leave where, because of a health pandemic, employees are not able to work e.g. self-isolation on health advice.

## 8. Definitions

**A health pandemic** for the purpose of this directive means a critical health issue, as identified by a declaration of a public health emergency made under Section 319 of the *Public Health Act 2005* with respect to an actual or potential health pandemic.

**Regular remuneration** for the purposes of this directive means ordinary salary including work related allowances and includes payments based on a projected roster where applicable but excluding overtime.

**Long-term casual** for the purposes of this directive means a casual employee, engaged by a particular employer, on a regular and systematic basis, for 1 or more periods of employment, during the 1 year immediately before the employee seeks to access an entitlement under this directive.

## 9. When provisions under this Directive apply

The provisions of this directive are activated when there is a health pandemic as defined in this directive.

## 10. Implications of a health pandemic

10.1 A health pandemic is a critical health issue which will likely have significant impact on the public sector workforce, workplaces and delivery of services. It will directly affect many people's health and well-being, and potentially all the roles performed in the ordinary course of employment.

10.2 A health pandemic will arise rapidly, spread quickly and likely come in waves of eight to twelve weeks. It will cause significant disruption to normal business conditions. Likely impacts on workplaces include:

- increased illness and death;
- increased absence due to illness;
- increased absence to provide care and support to family members who are ill;
- increased absence due to social distancing/quarantine measures;
- increased absence due to the closure of schools, childcare or public transport facilities;
- possible disruption to supply of goods and materials; and
- possible disruption to essential service delivery.

10.3 In Queensland, the response to a health pandemic will be managed through:

- The State Health Emergency Coordination Centre (SHECC) with:
  - (i) Queensland Health having lead agency responsibility; and
  - (ii) The State Disaster Coordination Centre having responsibility for consequence management involving local and district disaster management groups.
- Advice on changes to the national alert level through the Chief Health Officer to the Premier via the Director General, Department of the Premier and Cabinet.

## **11. Assumptions underpinning the Directive**

11.1 This directive is underpinned by the following assumptions regarding agency preparedness:

- Agencies have local plans that include action plans for staff deployment during a health pandemic and specific instructions to staff about workplace health and safety precautions required during a health pandemic.
- Agencies have business continuity plans in place for maintaining essential services and critical human resource services such as payroll and employee support.
- Existing conditions of employment will be applied to employment arrangements during a health pandemic wherever possible including specific hours of work arrangements.

11.2 The following assumptions are critical to assessing impact on workplaces.

- A health pandemic will last for a period of up to twelve months with cases occurring in waves across the community. Two or more waves of infection are expected, and these may be separated by three to nine-month periods. The duration of each wave of illness may be about 8 weeks with the second wave possibly having a more serious impact than the first.
- A significant percentage of the workforce will be absent for approximately 8 weeks of the pandemic wave because closure of school or childcare facilities oblige working parents to stay home and look after children. This percentage would vary according to the particular workforce.
- A significant percentage of those remaining at work will become ill at some time during the 8 weeks of a health pandemic wave.
- Every person who becomes ill during a health pandemic wave will have at least 7 shifts/work periods off work.
- There is a 100% additional absence rate. That is, for every person in the remaining workforce who gets ill, another is absent from work because they need to look after a family or household member, or because public transport is not available for them to travel to work.

## **12. Policy**

12.1 Government will make every effort to ensure that the employment conditions of its employees are not adversely affected during a health pandemic. Existing conditions of employment as provided for under relevant industrial instruments will continue to apply to employment arrangements during a health pandemic, including specific hours of work arrangements.

12.2 Agencies need to balance the requirement to continue their essential services with the well-being and legitimate personal, family and community responsibilities of their employees.

12.3 Industrial health and safety arrangements need to support the key health pandemic response aims of containing the spread of the virus and minimising economic and social disruption. Agencies will follow the advice of Queensland Health.

12.4 Where workplace arrangements need to be varied to accommodate business continuity planning for a health pandemic, these arrangements will be, wherever possible;

- made in advance and in consultation with employees, employee representatives and/or relevant unions where required;
- within the relevant legislative framework; and
- applied fairly and equitably at the workplace.

## **13. Conditions and entitlements**

13.1 Upon application, an employee will be entitled to a maximum 20 days paid "Special Pandemic Leave" for use when the employee is unable to attend work and unable to perform work under flexible working arrangements because they:

- have an actual viral infection and have exhausted their sick leave accruals; and/or
- are required to care for immediate family or household member/s who have an actual or suspected viral infection and have exhausted their sick leave accruals; and/or
- are required to care for children as a result of school or childcare centres closures and have exhausted their sick leave accruals.

13.2 A chief executive at their discretion may grant up to a maximum 20 days paid Special Pandemic Leave to a casual employee.

13.3 Special Pandemic Leave will be paid as regular remuneration.

13.4 Sick leave means the entitlement to paid sick leave, inclusive of carers' leave, in accordance with the *Industrial Relations Act 2016*.

13.5 Once Special Pandemic Leave is exhausted, employees will be expected to access their existing recreation leave then their long service leave entitlements. Where an employee seeks to access accrued long service leave in accordance with this directive, the minimum continuous service period of seven years and minimum period of leave to be taken at any one time prescribed in the Ministerial Directive on Long Service Leave shall not apply.

13.6 Employees will be paid their regular remuneration if they are willing and able to attend work but are directed by the employer not to attend work, subject to sections 14.6, 14.7 and 14.8 (below).

13.7 Employees who:

- are directed to attend their usual place of work will be required to attend as directed unless their employer has determined that the workplace poses risk to that employee;
- refuse a lawful direction to attend work for reasons other than those provided in this directive or another reasonable explanation may be disciplined and/or suspended as appropriate;
- advise they are exhibiting symptoms of a viral infection should be directed to remain away from the workplace for the recommended self-isolation time determined by health authorities or until they are cleared to return to work;
- exhibit symptoms of a viral infection while at work should be directed to leave the workplace;
- have had the virus or who have been exposed to the virus should be advised not to return to work until after the minimum prescribed time, as determined by health authorities, has elapsed;
- are absent from work as a result of the health pandemic may not be required to submit a medical certificate. In the alternative, they may be required to provide a copy of a record to confirm they have undergone a relevant assessment or such other document or advice that satisfies agency requirements.

#### **14. Interaction with Ministerial Directive about Special Leave and Other Conditions**

14.1 Where an employee is not able to work because of a health pandemic and relevant leave arrangements are not provided for in this directive or in a relevant industrial instrument, the Ministerial Directive about special leave may apply.

Example – where a health pandemic requires an employee to self-isolate in accordance with health advice and the employee is not sick, and they are not able to undertake flexible work arrangements, the employee may apply for special leave which is granted at the discretion of chief executives in accordance with the Ministerial Directive about special leave.

14.2 In a health pandemic, a chief executive may exercise their discretion to grant special leave to a casual employee as if the Ministerial Directive relating to Special Leave applies to casual employees.

14.3 Absence due to unavailability of public transport to attend the workplace

Where employees are unable to attend work because they are reliant on public transport and services are suspended or cancelled the Ministerial Directive about special leave will apply.

#### 14.4 Undertaking volunteer roles in the community

Where employees are absent from work because they are fulfilling volunteer roles in the community related to the health pandemic (e.g. assisting in a hospital or an aged care facility), and that absence is authorised by the employer, such absence is deemed to be included under the leave type “attendance at emergencies” prescribed at Schedule Two or “Declared emergency situation or state disaster” as prescribed in Schedule One of the Ministerial Directive on Special Leave.

#### 14.5 Requirement for supporting documentation

Supporting documentation will be required for all periods of absence on paid Special Pandemic Leave. Where employees access paid Special Pandemic Leave as a result of illness, or need to care for ill family or household members, they may not be required to provide a medical certificate; they may instead provide a copy of a record to confirm they (or their family member) have undergone a relevant assessment or such other documentation or advice which satisfies agency requirements.

#### 14.6 Employees not required at work

Where employees are directed by the agency not to attend their workplace and are unable to undertake flexible work arrangements or work at a reasonable alternative location, such employees are to be paid regular remuneration without debit to any leave account.

#### 14.7 Closedown of a workplace

- (a) Where an agency closes down a workplace due to health and safety issues and/or unavailability of sufficient staff, any employees who normally attend work at that workplace shall either be directed to attend work at a reasonable alternative workplace, undertake flexible work arrangements or be directed not to attend any workplace due to not being required.
- (b) Where directed by the agency not to attend work such employees are to be paid regular remuneration without debit to any leave account.

#### 14.8 Refusal by employee to attend work

Where an employee refuses to attend work for fear of contracting the virus and such refusal is deemed as not reasonable, the chief executive may consider disciplinary action and/or suspension as appropriate.

## SCHEDULE A – HEALTH PANDEMIC SCENARIOS

This Schedule describes some possible industrial relations scenarios that could occur during a health pandemic and the available responses under legislative and administrative frameworks existing at the time of publication of this directive. In due course, other directives referred to may be superseded by replacement directives.

No	Scenario	Current Arrangements	Variation for Health Pandemic	Legislative or other Reference
1	Personal illness – full time or part time	<p>Directive relating to Sick Leave</p> <p>Up to 10 days for each completed year of service or part thereof.</p> <p>Additional sick leave available for meritorious service, war service and if illness is contracted because of performing official duties.</p> <p>Employees who use up all their sick leave and paid Special Pandemic Leave may access any available recreation leave balances and then long service leave (LSL) if they have an entitlement.</p>	<p>Access to paid Special Pandemic Leave (SPL) for full time and part time employees – 20 days maximum once sick leave accruals are exhausted.</p> <p>Where paid SPL exhausted, employees may access recreation and then early access to long service leave.</p> <p>Access to LSL with no 7 year qualifying period required.</p>	<p>Directive relating to Sick Leave</p> <p>Directive relating to Long Service Leave</p> <p>Directive relating to Recreation Leave</p>
2	<p>A casual employee is unable to attend work because of:</p> <ul style="list-style-type: none"> <li>• actual illness; and/or</li> <li>• requirement to care for family or household member/s with actual or suspected illness; and/or</li> <li>• need to care for children as a result of the closure of school or childcare centres; and/or</li> <li>• are unable to attend work because they are reliant on public transport and services are suspended or cancelled.</li> </ul>	<p>Directive relating to Sick Leave</p> <p>The Sick Leave directive <b>does not apply</b> to employees engaged on a casual basis under sections 147 (2) (b) or 148 (2) (b) of the <i>Public Service Act 2008</i>.</p>	<p><u>Long Term Casuals</u></p> <p>Access to paid SPL – 20 days for <u>long term casuals</u> as defined by the <i>Industrial Relations Act 2016</i> and employed under sections 147(2)(b) and 148(2)(b) of the <i>Public Service Act 2008</i>.</p> <p>That is, a casual employee engaged by a particular employer, on a regular and systematic basis, for several periods of employment during a period of at least 1 year immediately before the employee seeks to access paid special pandemic leave.</p> <p><u>All Casuals</u></p> <p>A chief executive at their discretion may grant up to a maximum 20 days paid SPL to a casual employee who is not a long-term casual.</p>	<p><i>Public Service Act 2008</i> 147(2)(b) (Employment of General Employees)</p> <p><i>Public Service Act 2008</i> 148(2)(b) (Employment of Temporary Employees)</p> <p>Directive relating to Sick Leave</p>
3	Requirement to self-isolate in accordance with Health advice and the employee (including a casual) is not sick and is not able to work flexibly.	<p>Flexible work arrangements</p> <p>Directive relating to Special Leave</p> <p>Chief executive may grant special leave to the employee, excluding casuals.</p>	<p><u>All Casuals</u></p> <p>In a Health Pandemic, a chief executive may exercise their discretion to grant special leave to all casual employees as if the Ministerial Directive relating to Special Leave applies to them.</p>	<p><i>Public Service Act 2008</i> 147(2)(b) (Employment of General Employees)</p> <p><i>Public Service Act 2008</i> 148(2)(b) (Employment of Temporary Employees)</p> <p>Directive relating to Special Leave</p>

No	Scenario	Current Arrangements	Variation for Health Pandemic	Legislative or other Reference
4	Employee caring for sick family or household member/s.	Carers' leave debited against accrued sick leave.	Access paid SPL - 20 days maximum once sick leave accruals are exhausted.	Directive relating to Sick Leave  Directive relating to Long Service Leave  Directive relating to Recreation Leave
5	Employee caring for children due to closure of school and/or childcare centres.	Carers' leave debited against accrued sick leave.  Discretionary emergent/compassionate leave under the directive relating to Special Leave for all employees excluding casuals and general employees.	Access paid SPL - 20 days once sick leave accruals are exhausted.  Other leave types (i.e. recreation and/or long service leave) may be accessed if required once paid SPL exhausted.	Directive relating to Sick Leave  Directive relating to Special Leave  Directive relating to Long Service Leave  Directive relating to Recreation Leave
6	Staff reliant on public transport unable to travel to work because public transport is suspended.	Telecommuting available on request subject to operational convenience.	Departments can enter additional telecommuting arrangements by agreement until public transport becomes available.  Where this is not possible and employees are not able to attend work by their own means, employees can access paid special leave in accordance with a directive relating to Special Leave.	Directive relating to Special Leave  Agency telecommuting arrangements
7	Employee absent due to pandemic related death of one or more close family member/s.	Directive relating to Special Leave – bereavement leave  Two days leave on full pay on each occasion.	No variation required.	Directive relating to Special leave
8	Employee refuses to attend work for fear of contracting the virus.	<i>Public Service Act 2008</i> – s187: officers may be disciplined if absent without leave and without reasonable excuse.	No variation required as CEOs will require attendance at work unless a risk to workplace safety and health is identified or other direction not to attend is made.	<i>Public Service Act 2008</i> – s187 (Grounds for Discipline)
9	Employee refuses to attend work after being directed to do so by the employer.	<i>Public Service Act 2008</i> – s187: officers may be disciplined if absent without leave and without reasonable excuse.	No variation required.	<i>Public Service Act 2008</i> – s187 (Grounds for Discipline)
10	Employee is absent from work while fulfilling volunteer roles in the community (e.g. State Emergency Service, local hospital, aged care facility, etc).	Directive relating to Special Leave.  Leave on full pay as required at departmental convenience.	Chief Executive has the discretion to grant special leave with pay to fulfil additional and relevant volunteer roles in keeping with the intent of the “attendance at emergencies” as prescribed in Schedule 2 or “Declared emergency situation or state disaster” as prescribed in Schedule 1 of the Ministerial Directive on Special Leave.	Directive relating to Special Leave

No	Scenario	Current Arrangements	Variation for Health Pandemic	Legislative or other Reference
11	Employees not required at work.	Where an employee is willing and able to attend work, and is directed by the employer not to attend work, the employee may be directed to attend an alternative work location, undertake flexible work arrangements or if unable to otherwise work will be paid regular remuneration	No variation required.	Regular remuneration as defined in this directive
12	Employee shows symptoms of illness while at work.	Employee can be directed to leave the workplace.  Entitlements will be subject to flexible work arrangements and appropriate leave types.	This rule to be strictly enforced to stem spread of the virus.  Employee may be asked to undertake a medical assessment.	<i>Public Service Act 2008 – s25 (Principles of Public Service Employment)</i>
13	Employee returns to work after a period of illness caused by the pandemic virus.	No special arrangements.	Employees should be advised not to return to work until after the relevant minimum period of time prescribed by health authorities.	<i>Public Service Act 2008 – s25 (Principles of Public Service Employment)</i>
14	Employee returns to work after a period of caring for family members who have contracted the pandemic virus.	No special arrangements.	It may be necessary for employees to confirm medical clearance before they enter the workplace.  <i>Note: further advice will be sought from Qld Health.</i>	
15	Staff present for work but the work location is not available because of reasons such as quarantine.	Staff could be directed to attend work at alternative locations or undertake flexible work arrangements. Paid Special Leave.	No variation required.	Flexible work arrangements  <i>Public Service Act 2008 – s120 (Secondment of Officers) and s133 (Transfer of Officers)</i>
16	Staff not observing health and safety protocols.	Employees can be directed to leave the workplace.  Employer can implement discipline procedures and/or suspension as appropriate.	No variation required	<i>Public Service Act 2008 – s187 (Grounds for Discipline), s25 (Principles of Public Service Employment)</i>
17	Employer decides to close down a workplace because insufficient staff are available.	Where employee is not on approved leave and is ready to attend work and is directed by the agency not to attend work, the employee could be directed to attend work at alternative locations or undertake flexible work arrangements or if unable to otherwise work regular remuneration is payable.	No variation required  Refer Item 10 above	Regular remuneration as defined in this directive
18	Employer staggers working hours to minimise chance of spread of illness by increasing physical distance between staff members.	Generally, this can be done in accordance with existing award/EB hours provisions with consultation and by agreement, including public servants under accrued hours arrangements.	No variation required	Relevant award or agreement



No	Scenario	Current Arrangements	Variation for Health Pandemic	Legislative or other Reference
19	Employee is required to work in other locations or doing different work.	Employees can be directed to attend work at different locations.	<p>Employer needs to ensure</p> <ul style="list-style-type: none"> <li>employees are able to perform the alternative work; and</li> <li>the workplace health and safety status of the alternative workplace.</li> </ul> <p>Agreement is required from non-officers to perform different roles at same or different levels.</p>	<p><i>Public Service Act 2008</i> – s133 (Transfer of Officers)</p> <p>Regular remuneration as defined in this directive</p>
20	Employees working from home.	Flexible work arrangements including telecommuting available on request subject to operational convenience.	Chief Executives may extend telecommuting arrangements, temporarily remove some requirements (e.g. WHS inspections) and encourage certain employees to work from home.	Agency flexible work arrangements
21	Available staff work additional hours during the pandemic to cover for others who are ill or absent from the workplace.	<p>If staff are subject to the directive relating to Critical Incident Entitlements and Conditions for overtime remuneration during a declared pandemic.</p> <p>For those staff not subject to the directive, overtime, TOIL, accrued time would be payable as per the existing award entitlements.</p>	No variation required	<p>Directive relating to Critical Incident Entitlements and Conditions</p> <p>Directive relating to overtime</p> <p>Relevant award or agreement</p>
22	Some staff are required to work in lower level positions because of high levels of absenteeism.	Agreement should be sought from employees to temporarily perform lower level duties. Appointments to lower level should not occur and employee maintains normal substantive salary.	No variation required	<p><i>Public Service Act 2008</i> s133 (Transfer of Officers)</p> <p>Directive relating to Transfer Within and Between Classification Levels and Systems</p>
23	Some staff are required to work in higher level positions because of absenteeism.	Directive relating to Higher Duties applies	No variation required	Directive relating to Higher Duties
24	Staff are required to evidence that absence from work is a result of the declared health pandemic situation – personal illness or carer's responsibilities or unavailability of public transport.	<p>Directive relating to Sick Leave or this directive.</p> <p>An application for sick leave or carer's leave of more than three days is to be supported by a medical certificate or any other evidence of the illness that is acceptable the chief executive.</p>	<p>Supporting documentation will be required. A medical certificate may not be required. Instead, Staff may be required to provide a copy of a record to confirm they have undergone a relevant assessment or such other document which satisfies agency requirements – for self or another with actual or suspected illness.</p> <p>Employees are required to provide evidence of closure of relevant school of childcare centre and unavailability of public transport to travel to work.</p>	<p>This directive.</p> <p>Directive relating to sick leave</p>

No	Scenario	Current Arrangements	Variation for Health Pandemic	Legislative or other Reference
25	Employee seeks special leave because of: <ul style="list-style-type: none"> <li>• real or suspected illness; and/or</li> <li>• requirement to care for family member/s who have an illness related to the virus; and/or</li> <li>• requirement to care for children as a result of the closure of school or day care facilities; and/or</li> <li>• inability to access public transport to travel to work.</li> </ul>	Directive relating to Special Leave  CEOs may grant special leave in a range of circumstances which include but are not limited to: <ul style="list-style-type: none"> <li>• emergency or compassionate grounds</li> <li>• floods, cyclones, bushfires etc</li> <li>• other exceptional circumstances.</li> </ul>	In order to ensure equity across the sector, special leave provisions utilised with reference to a health pandemic will be applied as consistently as possible across the sector under guidance from central agencies.	Directive relating to Special Leave

Released under RTI - DPC

## Briefing Note

The Honourable Grace Grace MP  
Minister for Education and  
Minister for Industrial Relations

**Action required: Approval**

**Action required by: 16 March 2020**

**Critical: to ensure public sector employee entitlements in response to the novel coronavirus (COVID-19) health pandemic are confirmed and promulgated as soon as possible.**

**SUBJECT: APPROVAL OF THE PROPOSED FRAMEWORK FOR THE PUBLIC SECTOR WORKFORCE RESPONSE TO THE NOVEL CORONAVIRUS (COVID-19) PANDEMIC HEALTH EMERGENCY INCLUDING REVISION OF MINISTERIAL DIRECTIVE 6/18.**

### Summary of key objectives

That the Minister:

- **note** the proposed framework for the public sector workforce response to the novel coronavirus (COVID-19) health pandemic emergency is built upon Ministerial Directive 5/17 for Special Leave and a Ministerial Directive/advice specific to the health pandemic emergency, and on existing industrial instruments and legislation;
- **note** Ministerial Directive 5/17 enables Agency chief executives (CEs) to approve paid special leave in circumstances where an employee is not sick or providing carer's duties, but is prevented from attending the workplace and cannot take up a flexible work arrangement;
- **note** a Ministerial Directive/advice specific to the health pandemic emergency will provide an employee with additional paid special pandemic leave (maximum of 20 days) when the employee, including a long-term casual employee, is sick or providing carer's duties and the employee's existing sick leave accrual has been exhausted;
- **advise** during a health pandemic emergency:
  - whether to extend access to special leave (Ministerial Directive 5/17) to all casual employees at the discretion of Agency CEs;
  - whether to extend the provision of paid special pandemic leave to other casual employees at the discretion of Agency CEs, noting that the paid special pandemic leave entitlement applies to long-term casual employees automatically;
  - the Minister's preference for disseminating the employment arrangements, noting that Option 1: the gazettal of a revised Ministerial Directive replacing *Directive 06/18: Employment Arrangements in the Event of a Human Influenza Pandemic* is the recommended option (**Attachment 1**);
- **approve** the proposed revised directive (**Attachment 1**) to provide the employment arrangements specific to a health pandemic emergency noting that the arrangements will:
  - apply to employees, including long-term casual employees, employed under the *Public Service Act 2008* (PS Act). Employee cohorts not automatically covered include – sworn police officers, firefighters, health professionals employed by Queensland Health; and employees in some Statutory Offices and in Government-owned Corporations (details of coverage at **Attachment 2**);

- provide an employee with up to a maximum 20 days' paid special pandemic leave in circumstances where (i) the employee is absent from work through illness with viral infection; (ii) is required to care for a member of their household who has or is suspected to have a viral infection; or (iii) is required to care for children as a consequence of school or childcare centre closure; and the employee has exhausted their sick leave accrual. The revised directive (**Attachment 1**) has been prepared on the assumption it will provide special pandemic leave to casual employees on Agency CE discretion (in addition to long-term casual employees);
  - where the paid special pandemic leave is exhausted, employees are to access (where available) recreation leave and then have early access to long service leave without the seven-year qualifying period for long service leave entitlements having been served; and
  - commence on promulgation (e.g. gazette notice) and upon a declaration of a health pandemic emergency under section 319 of the *Public Health Act 2005* (PH Act).
- **note** that a health pandemic emergency under section 319 of the PH Act is currently in force to 19 May 2020 for COVID-19; and
  - **note** that upon the Minister's approval, advice of the employment arrangements in response to COVID-19 will be promulgated by the Office of Industrial Relations (OIR) as a matter of urgency.

#### Key issues

1. The proposed framework for the public sector workforce response to the COVID-19 health pandemic emergency is built upon Ministerial Directive 5/17 for Special Leave and a Ministerial Directive/advice specific to a health pandemic emergency, and on existing industrial instruments and legislation.
2. Ministerial Directive 5/17 enables Agency CEs to approve paid special leave in circumstances where an employee is not sick or providing carer's duties but is prevented from attending the workplace and cannot take up a flexible work arrangement e.g. where an employee is requested to self-isolate on health advice, or is reliant on and unable to access public transport as a consequence of service suspension.
3. On 30 January 2020, the Public Service Commission (PSC) provided advice to Agency CEs to use their discretion under Ministerial Directive 5/17 and approve requests for paid special leave in such circumstances. Employees who are absent from work through illness or exercising carer's responsibilities continue to utilise sick leave under their industrial instrument or the *Industrial Relations Act 2016* (IR Act).
4. A proposed separate Ministerial Directive/advice specific to a declared health pandemic emergency will provide an employee with access to a maximum of 20 days' paid special pandemic leave when sick or providing carer's duties and the employee's existing sick leave accrual has been exhausted. *Directive 6/18: Employment Arrangements in the Event of a Human Influenza Pandemic* (Directive 6/18) currently provides employment arrangements specific to a human influenza pandemic.
5. The options considered for providing the employment arrangements in response to a declaration of a health pandemic emergency, as in the case of the COVID-19 health pandemic are:
  - **Option 1:** Revise *Directive 6/18: Employment Arrangements in the Event of a Human Influenza Pandemic* (Directive 6/18) so that it would apply to any health pandemic emergency declared in accordance with section 319 of the PH Act, which will include COVID-19 (recommended option). The proposed revised Directive is at **Attachment 1**.
  - **Option 2:** Prepare a new Directive specific to COVID-19 health pandemic emergency (a COVID-19 Pandemic Directive) (not recommended).
  - **Option 3:** Issue a Public Sector Circular about the arrangements for managing the health pandemic emergency declared for COVID-19 (not recommended).

- Option 4: Create and attach an addendum to Directive 6/18 to extend aspects of that Directive to the COVID-19 health pandemic emergency (not recommended).
6. The creation of an addendum attached to the current Directive (Option 4) will have no force unless gazetted in the same way as making or amending a Directive. This is not a preferred option.
  7. Similarly, issuing a circular (Option 3) is not preferred as it is not considered to be a binding instruction and is likely to be strongly resisted by union stakeholders.
  8. Option 2 (a new COVID-19 specific directive) will provide a dedicated instrument to direct the employment arrangements for the health pandemic emergency for COVID-19. While it is a feasible option, it may become confused with the provisions of existing Directive 6/18 or it may give an impression that the COVID-19 special pandemic leave provisions are a new entitlement, rather than a continuation of existing arrangements available through Directive 6/18.
  9. Option 1 (revising Directive 6/18) is preferred. The Existing Directive 6/18 will be superseded on gazettal of the replacement Directive.
  10. Directive 6/18 specifically applies to a human influenza pandemic, rather than a health pandemic emergency more broadly, upon a declaration being made by the Minister for Health under section 319 of the PH Act. If unamended, it is considered open to challenge about whether it applies to COVID-19. Directive 6/18 was last revised in 2018, however, amendments were limited to updating references in relation to the IR Act and PS Act rather than broadening its application beyond a human influenza pandemic.
  11. The proposed revised Directive (**Attachment 1**) continues the existing policy position of Directive 6/18, subject to minor amendments made during consultation with stakeholders. In addition to responding to the health pandemic declaration for COVID-19, the revised Directive will provide an enduring Ministerial Directive that will apply in any future health pandemic emergency declaration made under the PH Act.
  12. The proposed arrangements in the revised Directive have been developed in alignment with the advice distributed by the PSC, Queensland Health (QH), and agency CEs and maintains the existing policy settings established in Directive 6/18. Provisions to note include:
    - Directive 6/18 is amended to extend its application to any health pandemic emergency upon a health pandemic declaration having been made under section 319 of the PH Act by the Minister for Health, including for COVID-19;
    - The employment arrangements apply to public service employees as defined under section 9 of the PS Act, being a public service officer, general employee or temporary employee, including a long term casual employee (as defined in the IR Act). It does not automatically extend to employees of QH (other than corporate office workers), sworn police officers, firefighters, employees of some Statutory Offices and employees in Government-owned Corporations (GoCs). CEs of those bodies may adopt the provisions of the revised Directive by administrative arrangement. **Attachment 2** provides details of the coverage of the proposed revised Directive;
    - Maximum of 20 days' paid 'special pandemic leave' available upon a employee having exhausted their sick leave accrual. This leave may be used in circumstances where the employee is experiencing a viral illness; is caring for a household member experiencing a viral illness; or caring for children where their school or childcare centre has closed as a consequence of the health pandemic emergency. The 20 days' paid special pandemic leave is an existing entitlement under Directive 6/18 and is also extended to a long term casual employee as defined under the IR Act;
    - Employees will receive their ordinary salary, penalties and work-based allowances while on special pandemic leave (but not overtime);

- Where the paid special pandemic leave is exhausted, employees may access recreation leave and then long service leave, noting that the seven-year qualifying period for long service leave is relaxed under the revised Directive;
  - Access to the provisions of the revised Directive will apply upon its gazettal. It is noted that the health pandemic declaration under the PH Act was issued on 31 January 2020 and is currently in force until 19 May 2020. The revised Directive is not retrospective to the date of the issue of the declaration. Publication by Extraordinary Gazette can be arranged within 24 hours of approval.
13. QH and the State Health Emergency Coordination Centre (SHECC) have been consulted and support the proposed employment arrangements in response to COVID-19.
  14. Broader consultation with public sector agencies and unions has been completed. This consultation satisfies the requirements of the PS Act to amend Directive 6/18 or to issue a new Directive.
  15. Overall, union and agency stakeholders support the amendments to Directive 6/18. Unions and public sector agencies well understand the framework of the twin directives (6/18 and 5/17) working in conjunction with agency business continuity plans and existing industrial instruments.
  16. For those entities with employees not automatically covered by the proposed revised Directive, there is scope for their CEs to apply the same or similar arrangements through administrative measures. Discussions are ongoing with the PSC for consideration of subordinate regulation (under the PS Act) to apply the revised Directive to all public service offices, noting the regulation cannot apply the revised Directive to GoCs.

*Extending access to Special leave and Special Pandemic Leave to casual employees*

17. It is proposed that consideration be given for all casual employees to access paid special pandemic leave (noting that paid special pandemic leave is currently available to long-term casual employees under Directive 6/18), and to special leave during the health pandemic emergency. Casual employees do not normally have access to special leave under Directive 5/17.
18. It is further proposed that guidance be available for CEs when called upon to exercise their discretion for approving special leave for a casual employee, or special pandemic leave for a casual employee other than long term casual employee (who has an automatic entitlement under the proposed revised Directive).
19. Providing paid leave to casual employees has been raised by Together Qld (TQ), United Workers Union, and the Queensland Teachers' Union. It is noted that other public sector jurisdictions (e.g., New South Wales and the Commonwealth), and some private sector employers are extending paid leave to casuals impacted by COVID-19.
20. Subject to your approval to extend special leave and special pandemic leave to casual employees, the proposed revised Directive has been drafted such that Agency CEs will have discretion to approve special leave and special pandemic leave to all employees, including casuals, during a health pandemic emergency.
21. Unions also raised claims for overtime payments to be included in paid special pandemic leave. Including payment for anticipated overtime would be a significant shift from the existing policy settings and is not recommended.
22. Unions have also raised access to paid special pandemic leave without a requirement for an employee to use their accrued sick leave. Similar to the payment of overtime (see paragraph 20), providing paid special pandemic leave before sick leave accruals are exhausted is a significant shift from existing policy and is not recommended.

23. Queensland Treasury, at officer level, has been consulted and supports the continuation of the existing Directive settings for the provision of the paid special pandemic leave after sick leave accruals have been exhausted.
24. The Department of the Premier and Cabinet and the PSC, at officer level, have been consulted and support the proposed arrangements including the extension of paid leave to casuals.
25. OIR is developing guidelines to support agencies' implementation of the proposed revised Directive; and is continuing to work with the PSC to develop other supporting material such as Frequently Asked Questions.

### Media implications

26. It is likely the provision of leave arrangements will be the subject of media interest.

### Financial implications

27. It is not possible to confidently predict the cost of the proposed employment arrangements i.e. the additional cost of special pandemic leave or special leave, or the extension of leave benefits to all casuals, on agency budgets.

### Background

28. A public health emergency declaration was made for COVID-19 on 31 January 2020 in accordance with section 319 of the PH Act and continues in force by virtue of regulation, currently until 19 May 2020.
29. The framework for employment arrangements for public service employees during a declared public health emergency is proposed to be provided through a combination of relevant existing industrial instruments and Ministerial Directives 5/17 and a revised Directive 6/18. Other framework options are provided (see paragraph 4).
30. Relevant existing industrial instruments continue to apply (i.e. for access to sick leave and carer's leave, hours of work etc.).
31. Directive 6/18 was created in response to a potential human influenza pandemic, however, the Directive, while approved was not enacted i.e. a declaration for a health pandemic emergency for human influenza H1N1 under section 319 of the PH Act was never issued.

### Recommendation

That the Minister:

- **note** the proposed framework for the public sector workforce response to the novel coronavirus (COVID-19) health pandemic emergency is made upon the operation of the Ministerial Directive 5/17 for Special Leave and a Ministerial Directive/advice specific to the health pandemic emergency, and on existing industrial instruments and legislation;
- **note** Ministerial Directive 5/17 provides Agency chief executives (CEs) can approve paid special leave in circumstances where an employee is not sick or providing carer's duties, but is prevented from attending the workplace and cannot take up a flexible work arrangement;
- **note** a Ministerial Directive/advice specific to the health pandemic emergency will provide an employee with access to additional paid special pandemic leave (maximum of 20 days) when sick or providing carer's duties and the employee's existing sick leave accrual has been exhausted.
- **advise** during a health pandemic emergency:
  - whether to extend the provisions of the Special Leave Directive to all casual employees at the discretion of Agency CE's and through the operation of the Revised Pandemic Directive;
  - whether to extend the provision of paid special pandemic leave casual employees at the discretion of Agency CE's, noting that the paid special pandemic leave entitlement applies automatically to long-term casual employees;

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- the Minister's preference for disseminating the employment arrangements, noting that Option 1: the gazettal of a revised Directive replacing *Directive 06/18: Employment Arrangements in the Event of a Human Influenza Pandemic* is the preferred option (**Attachment 1**);
- **approve** the proposed revised Directive (**Attachment 1**) to provide employment arrangements specific to a health pandemic emergency noting that the revised Directive has been prepared to:
  - apply to employees employed under the *Public Service Act 2008* (noting some exceptions outlined in **Attachment 2**), and to include all casual employees (subject to your advice above);
  - provide an employee with up to a maximum 20 days' paid special pandemic leave in circumstances where (i) the employee is absent from work through illness with viral infection; (ii) is required to care for a member of their household who has or is suspected to have a viral infection; or (iii) is required to care for children as a consequence of school or child care centre closure; and the employee has exhausted their sick leave accrual;
  - where the paid special pandemic leave is exhausted, enable employees to access recreation leave and then have early access to long service leave without the seven-year qualifying period for long service leave entitlements having been served; and
  - commence on promulgation (e.g. gazette notice) and upon a declaration of a health pandemic emergency under section 319 of the *Public Health Act 2005* (PH Act);
- **note** that a health pandemic emergency under section 319 of the PH Act is currently in force to 19 May 2020 for COVID-19; and
- **note** that upon the Minister's approval, advice of the employment arrangements in response to the health pandemic emergency will be promulgated by the Office of Industrial Relations as a matter of urgency.

NOTED

APPROVED / NOT APPROVED  
ENDORSED / NOTED



GRACE GRACE MP  
Minister for Education and  
Minister for Industrial Relations

SHARON DURHAM  
Chief of Staff  
Office of the Hon Grace Grace MP  
Minister for Education and  
Minister for Industrial Relations

16/3/20

Minister's comments

Brief approved noting that the Chief Executive of the PSC will give consideration to a joint directive regarding coverage of SOs SES' chief Executives and employees on fixed contracts. *Henry*

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Office of Industrial Relations  
Phone: 3406 9826

Endorsed by:  
Name: Tony James  
Executive Director Industrial Relations  
Tel: 3406 9873  
Mob: [redacted]  
Date: 13/03/2020

Endorsed by:  
Name: Craig Allen  
Deputy Director-General OIR  
Tel: 3406 9880  
Mob: [redacted]  
Date: 13/03/2020

Endorsed by:  
Name: Tony Cook  
Director-General Department of Education  
Tel: 3034 4752  
Date: 13/3/2020





## Briefing note

**To:** Robert Setter  
**Commission Chief Executive**

**Date:** 16 March 2020

**Subject:** Approval of directive – Employment Arrangements in the Event of a Health Pandemic

### RECOMMENDATION

It is recommended that the Commission Chief Executive:

- **Note** that the Minister for Industrial Relations has approved Directive 01/20: Employment Arrangements in the Event of a Health Pandemic (the revised directive) and has noted the possibility that you may also approve the revised directive as a joint directive (**Attachment 1**)
- **Note** that under the *Public Service Act 2008*, your approval of the revised directive is required to apply entitlements to Senior Officers (SOs), members of the Senior Executive Service (SES) and Chief Executives (CEs)
- **Approve** the revised directive as it applies to SOs, SES and CEs.

### KEY ISSUES

- The Public Service Commission (PSC) has worked jointly with the Office of Industrial Relations (OIR) to develop a proposed framework for the public sector workforce response to the novel coronavirus (COVID-19) health pandemic emergency.
- The proposed framework for the public sector workforce response to the COVID-19 health pandemic emergency is built upon Ministerial Directive 5/17: Special Leave, the revised directive specific to a health pandemic emergency, and on existing industrial instruments and legislation.
- Under the Public Service Act, the Minister for Industrial Relations cannot issue directives for non-executive employees (SOs, SES and CEs) with the responsibility for issuing directives for that cohort resting with you as Commission Chief Executive
- Applying the directive to SOs is a continuation of the policy contained in the first pandemic directive - Directive 4/09: Employment Arrangements in the Event of a Human Influenza Pandemic. SES and CEs were not covered by Directive 4/09.
- After approval, the revised directive will be published urgently in a special gazette and commence operation on the day it is published.
- OIR is preparing guiding material to support the implementation of the revised directive.
- Provisions to note in the revised directive include:
  - Operates after a declaration of a health emergency under s 319 of the *Public Health Act 2005* (a declaration was made 31 January 2020).
  - Application to employees employed under the *Public Service Act 2008* (noting some exceptions outlined in Attachment 2), including all casual employees.
  - Providing employees, including long term casuals, with up to a maximum 20 days paid special pandemic leave in circumstances where (i) the employee is absent from work through illness with viral infection; (ii) is required to care for a member of their household who has or is suspected to have a viral infection; or (iii) is required to care

Action Officer: David Reed  
Telephone: 3003 2703

Megan Barry, Deputy Commissioner  
Telephone: 3003 2829  
/ /2020

for children as a consequence of school or child care centre closure; and the employee has exhausted their sick leave accrual.

- Casuals who are not long term casuals may access the above leave and special leave for isolation purposes at CE discretion.
- Where the paid special pandemic leave is exhausted, employees may access recreation leave and then have early access to long service leave without the seven-year qualifying period for long service leave entitlements having been served.
- Employees will receive their ordinary salary, penalties and work-based allowances while on special pandemic leave (but not overtime).

## CONSULTATION

- The Office of Industrial Relations (OIR) has managed the consultation with unions and agencies and has advised:
  - Queensland Health and the State Health Emergency Coordination Centre (SHECC) have been consulted and support the proposed employment arrangements in response to COVID-19.
  - Broader consultation with public sector agencies and unions has been completed. This consultation satisfies the requirements of the Public Service Act to issue a revised directive replacing Directive 6/18: Employment Arrangements in the Event of a Human Influenza Pandemic.
  - Overall, union and agency stakeholders support the revised directive. Unions and public sector agencies well understand the framework of the twin directives (6/18 and 5/17) working in conjunction with agency business continuity plans and existing industrial instruments.


## FINANCIAL IMPLICATIONS

- It is not possible to accurately estimate the costs arising from applying the directive to SOs, SES and CEs.

## BACKGROUND

- A public health emergency declaration was made for COVID-19 on 31 January 2020 in accordance with section 319 of the Public Health Act and continues in force by virtue of regulation, currently until 19 May 2020.
- The framework for employment arrangements for public service employees during a declared public health emergency is proposed to be provided through a combination of relevant existing industrial instruments and Ministerial Directives 5/17 and the revised directive.
- Relevant existing industrial instruments continue to apply (i.e. for access to sick leave and carer's leave, hours of work etc.).
- Directive 6/18 was created in response to a potential human influenza pandemic however the Directive, while approved, was not enacted i.e. a declaration for a health pandemic emergency for human influenza H1N1 under section 319 of the Public Health Act was never issued.

**Approved** / Not Approved / Noted

  
Robert Setter  
**Commission Chief Executive**  
16 / 03 / 2020

**From:** Megan Barry  
**Sent:** Friday, 15 May 2020 12:15 PM  
**To:** Zoe Winter  
**Subject:** FW: Queensland Public Service COVID-19 Workforce Impact Figures  
**Attachments:** Daily report of COVID-19 impacts 28042020.pptx

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**From:** Megan Barry

**Sent:** Wednesday, 29 April 2020 12:06 PM

**To:** 'Adam Stevenson (QFES)' <Adam.Stevenson@qfes.qld.gov.au>; 'Arthur O'Brien' <Arthur.O'Brien@csyw.qld.gov.au>; 'Barbara.Phillips@health.qld.gov.au' <Barbara.Phillips@health.qld.gov.au>; Brenda Parker (DNRM) <Brenda.Parker@dnrm.qld.gov.au>; 'Cecelia Christensen (QT)' <cecelia.christensen@treasury.qld.gov.au>; 'Craig Allen (OIR)' <Craig.ALLEN@oir.qld.gov.au>; 'Craig Allen (QED)' <Craig.Allen@qed.qld.gov.au>; 'Doug Smith (QPS)' <Smith.DougA@police.qld.gov.au>; Filly Morgan <filly.morgan@premiers.qld.gov.au>; Geoff Waite <geoff.waite@treasury.qld.gov.au>; 'James Koulouris' <James.Koulouris@dcs.qld.gov.au>; Jeff Hunt <Jeff.Hunt@dete.qld.gov.au>; 'Kathy Parton (DATSIP)' <kathy.parton@datsip.qld.gov.au>; 'Kurt Marsden (PSBA)' <kurt.marsden@psba.qld.gov.au>; 'Matthew Nye (Communities)' <matthew.nye@communities.qld.gov.au>; Megan Barry <megan.barry@psc.qld.gov.au>; 'Michael McKee' <Michael.McKee@dsmip.qld.gov.au>; 'Michael Metcalfe (QAS)' <michael.metcalfe@ambulance.qld.gov.au>; 'peter.cook@justice.qld.gov.au' <peter.cook@justice.qld.gov.au>; 'Phillip Brooks (DYJ)' <Phillip.Brooks@youthjustice.qld.gov.au>; 'Rebecca Atkinson (DLGRMA)' <rebecca.atkinson@dlgrma.qld.gov.au>; 'Rhiannan Howell (DESBT)' <rhiannan.howell@desbt.qld.gov.au>; 'robyn.turbit@hpw.qld.gov.au' <robyn.turbit@hpw.qld.gov.au>; Sandra Mclean <Sandra.mclean@ditid.qld.gov.au>; 'Sinead McCarthy' <Sinead.McCarthy@daf.qld.gov.au>; 'Steven Kay (DITID)' <steven.kay@ditid.qld.gov.au>; 'Susan Chrisp (DES)' <susan.chrisp@des.qld.gov.au>; 'Tracy.a.o'bryan@tmr.qld.gov.au' <Tracy.a.o'bryan@tmr.qld.gov.au>; 'Adam Green (CAA)' <adam.green@caa.qld.gov.au>; 'Alarna Lane-Mullins (QBCC)' <Alarna.Lane-Mullins@qbcc.qld.gov.au>; 'Alison Smith (QCAA)' <alison.smith@qcaa.qld.edu.au>; 'Allan Parsons (Health)' <Allan.Parsons@health.qld.gov.au>; 'Amanda Wite' <amanda.white@dlgrma.qld.gov.au>; 'Andrea Tamas (BQ)' <andrea.tamas@bq.qld.gov.au>; 'Andrew Nehill (QRA)' <Andrew.Nehill@qra.qld.gov.au>; 'Anita Hicks (DSDMIP)' <Anita.Hicks@dsmip.qld.gov.au>; 'Asheeka Bhardwaj (SafeFood)' <abhardwaj@safefood.qld.gov.au>; 'Belinda Bayliss' <belinda.bayliss@dsmip.qld.gov.au>; Cassie Broomfield (RTA) <cassie.broomfield@rta.qld.gov.au>; 'Celia.Venables' <celia.venables@dnrme.qld.gov.au>; 'Charysse Pond (Police)' <Pond.CharysseA@police.qld.gov.au>; 'Chief\_HR\_Officer@tmr.qld.gov.au' <Chief\_HR\_Officer@tmr.qld.gov.au>; 'Christine Granger (QCT)' <Christine.Granger@qct.edu.au>; 'CHRO@health.qld.gov.au' <CHRO@health.qld.gov.au>; 'Cynthia Turner (QCWA)' <Cynthia.turner@gcwa.qld.gov.au>; 'Darren Fisher (ECQ)' <darren.fisher@ecq.qld.gov.au>; 'Dave Waters (Health)' <Dave.Waters@health.qld.gov.au>; 'David Baldwin (MHRT)' <david.baldwin@mhrt.qld.gov.au>; 'David Hall (Health)' <David.Hall@health.qld.gov.au>; 'Debbie Paterson (PSBA)' <debbie.paterson@psba.qld.gov.au>; 'Dewet Coetzee (PLA)' <pladmin@primus.com.au>; 'Donna Morgan (OIR)' <donna.morgan@oir.qld.gov.au>; 'Donna Smith' <donna.smith@datsip.qld.gov.au>; 'ED\_Workforce\_Forum@health.qld.gov.au' <ED\_Workforce\_Forum@health.qld.gov.au>; 'Elizabeth Buckby (DPC)' <Elizabeth.Buckby@premiers.qld.gov.au>; 'Erica Urselmann (QAO)' <Erica.Urselmann@qao.qld.gov.au>; 'Genevieve.GILLIES-DAY@youthjustice.qld.gov.au' <Genevieve.GILLIES-DAY@youthjustice.qld.gov.au>; 'Hannah Bloch (Health)' <Hannah.bloch@health.qld.gov.au>; 'Hayley Byrne (GFCQ)' <Hayley.Byrne@qfcq.qld.gov.au>; 'Heather Elliott (DLGRMA)' <Heather.Elliott@dlgrma.qld.gov.au>; 'hr@dlgrma.qld.gov.au' <hr@dlgrma.qld.gov.au>; 'hr\_team@qleave.qld.gov.au' <hr\_team@qleave.qld.gov.au>; 'HumanResources@qra.qld.gov.au' <HumanResources@qra.qld.gov.au>; 'Jessica Hanson (QRA)' <Jessica.Hanson@qra.qld.gov.au>; 'John Bruce (QCAA)' <john.bruce@qcaa.qld.gov.au>; 'Julie.Berry@qra.qld.gov.au' <Julie.Berry@qra.qld.gov.au>; 'karenne.graham@daf.qld.gov.au' <karenne.graham@daf.qld.gov.au>; 'Kelly Camden (Legal Aid)' <kelly.camden@legalaid.qld.gov.au>; 'Lauren Gribbin' <Lauren.Gribbin@oir.qld.gov.au>; 'Lauren Schodel (OIC)' <Lauren.schodel@oic.qld.gov.au>; 'Leanne Matheson (PT)' <Leanne.Matheson@pt.qld.gov.au>; 'Leanne Robertson

(Qld Ombudsman)' <Irobertson@ombudsman.qld.gov.au>; 'Leith Mitchell (QED)' <leith.mitchell@qed.qld.gov.au>; 'Leonie Jones (EWOQ)' <leonie.jones@ewoq.com.au>; 'Lisa Pritchard (OHO)' <Lisa.Pritchard@oho.qld.gov.au>; 'Lois Craig (Health)' <lois.craig@health.qld.gov.au>; 'Lyndon de Clercq (OG)' <lyndon.declercq@govhouse.qld.gov.au>; 'mailbox@legalaid.qld.gov.au' <mailbox@legalaid.qld.gov.au>; 'Mark Weinert (HPW)' <mark.weinert@hpw.qld.gov.au>; 'Mark Whelan (Health)' <mark.whelan@health.qld.gov.au>; 'Maxine McLeod (FRCQ)' <maxine.mcleod@frcq.org.au>; 'mces@oic.qld.gov.au' <mces@oic.qld.gov.au>; 'Melissa Harris-Tutt (QRA)' <melissa.harris-tutt@qra.qld.gov.au>; 'Michael Corne (QMHC)' <michel.corne@qmhc.qld.gov.au>; Michelle Palmer (JAG) <michelle.palmer@justice.qld.gov.au>; 'Natalie Blackwell (QM)' <natalie.blackwell@qm.qld.gov.au>; Natalie Conner (QFCC) <natalie.conner@qfcc.qld.gov.au>; 'Natalie Townsend (RTA)' <Natalie.townsend@rta.qld.gov.au>; Neil Smith <neil.smith@communities.qld.gov.au>; 'Nyree Illingsworth (DJAG)' <Nyree.Illingsworth@justice.qld.gov.au>; 'OQPC' <OQPC.CorporateGovernance@premiers.qld.gov.au>; 'Paige Heather' <paige.heather@ditid.qld.gov.au>; 'Patsy Jones' <Patsy.Jones@corrections.qld.gov.au>; 'Paul Brelsford (QRIDA)' <paul.brelsford@qrída.qld.gov.au>; 'Paul Brown (QRIC)' <Paul.Brown@qric.qld.gov.au>; 'Paula Sellin (QLeave)' <paula.sellin@qleave.qld.gov.au>; 'Peter Patmore (Health)' <peter.patmore@health.qld.gov.au>; 'Ray Clarke' <ray.clarke@ambulance.qld.gov.au>; 'Richard Watson (TIQ)' <Richard.watson@tiq.qld.gov.au>; 'Rod Francisco (Health)' <Rod.Francisco@health.qld.gov.au>; 'Samantha Thompson (QFES)' <Samantha.Thompson@qfes.qld.gov.au>; Sandra Lerch <Sandra.Lerch@psc.qld.gov.au>; 'Sandra Slater (TMR)' <Sandra.M.Slater@tmr.qld.gov.au>; 'Sarah March (IGEM)' <Sarah.March@igem.qld.gov.au>; 'Selena Turner (QTC)' <sturner@qtc.com.au>; 'Shannan Quain' <shannan.quain@csyw.qld.gov.au>; Shannon Cook <shannon.cook@premiers.qld.gov.au>; 'Sharon Dickman' <sharon.dickman@dsiti.qld.gov.au>; 'Stephanie Attard (DJAG)' <stephanie.attard@justice.qld.gov.au>; 'Stephen Smith (QFES)' <StephenA.Smith@qfes.qld.gov.au>; 'Susan Sampson (Treasury)' <susan.sampson@treasury.qld.gov.au>; Suzi Woodrow-Read <suzi.woodrow-read@psc.qld.gov.au>; 'Talia Love-Linay (SLQ)' <Talia.Love-Linay@slq.qld.gov.au>; 'Taresa Rostern (Health)' <WestMoreton-HSD@health.qld.gov.au>; 'Theresa.hodges2@health.qld.gov.au' <Theresa.hodges2@health.qld.gov.au>; 'Tony James (OIR)' <Tony.James@oir.qld.gov.au>; 'Tracey Fellows (PG)' <Tracey.Fellows@publicguardian.qld.gov.au>; 'Vanessa Kissane (Tafe Qld)' <Vanessa.KISSANE@tafeqld.edu.au>; 'Vernell Tomasich' <vernell.tomasich@dsdmp.qld.gov.au>; 'Vivienne Van Der Laak' <vivienne.vanderlaak@des.qld.gov.au>; 'Warren Edwards (ADCQ)' <warren.edwards@edcq.qld.gov.au>  
**Cc:** Wade Fuller <wade.fuller@psc.qld.gov.au>; Robert Setter <Robert.Setter@psc.qld.gov.au>  
**Subject:** Queensland Public Service COVID-19 Workforce Impact Figures

## Heads of Corporate Strategic Workforce Council

Thank you all for your continued support and agency contributions to inform the government and Leadership Board on the workforce impacts of COVID-19. This information has been shared with Leadership Board members on a regular basis and I have attached the latest copy of this report (not for broader distribution).

As the general community COVID-19 curve continues to flatten, we have taken the opportunity to check our public service data against that of the wider community. In doing so, we have identified that some of our current figures appear higher than might be expected given the 2-week incubation period of COVID-19.

In particular, we have reviewed the following questions:

- Q4 – Positive COVID-19 cases
- Q6 – Required on health advice to self-quarantine - not working
- Q7 – Required on health advice to self-quarantine - working remotely

As an example, one metric we are watching with interest is the number of active COVID-19 cases in Queensland vs that in the public service. As at 12pm yesterday the Queensland community had 93 active COVID-19 cases, while our public service employee figure for yesterday was 25. There are many reasons why our figures may not follow trends in the wider community, such as the fact that our people are on the front line and exposed to a higher risk; however, the ratio of public servants to Queensland community and the extended period (beyond 2-weeks) that we have seen this similar figure in our data does raise some questions about our positive COVID-19 figures.

The other questions of interest for us are Q's 6 and 7 around self-quarantine. We have identified that some agencies are including people in these questions who have personally made the decision to distance themselves from others to avoid the possibility of being infected with COVID-19. These reasons often include caring for elderly or vulnerable relatives, and/or personal health issues, and can be with or without medical advice. These people should not be included in these questions.

People to be included in Q's 6 and 7 either have or are personally at risk of having COVID-19. They are either confirmed (Q4) or they have been directly exposed to someone with COVID-19 (Q's 6 and 7) and told by a medical practitioner to self-quarantine for 14 days. Once a person has been cleared from the 14 day isolation/quarantine period imposed by QHealth, they should be removed from an agency's figures for these questions. We do recognise that the period of isolation/quarantine can be longer than 14 days based on health advice.



**Queensland  
Government**

We have sent some advice directly to your agency contacts this morning highlighting these issues, but could I please ask for your help in ensuring that this week we are reviewing how we are reporting the impacts of COVID-19 on our workforce, ensuring that we are providing the most accurate data possible.

We understand the challenges of collecting this data daily within agencies and are sincerely grateful for your continued support and the work that you and your teams are doing to help report the impacts of COVID-19 on our workforce.

As always, very happy to discuss further.

Regards  
Megan

**Megan Barry**  
Deputy Commissioner  
Public Service Commission

P 07 3003 2829 M [redacted]  
E [megan.barry@psc.qld.gov.au](mailto:megan.barry@psc.qld.gov.au) W [psc.qld.gov.au](http://psc.qld.gov.au)  
Level 27, 1 William Street, Brisbane QLD 4000

**Novel Coronavirus**

**What are the symptoms:**

- Fever
- Cough
- Fatigue
- Sore throat
- Shortness of breath

**How to stop it spreading:**

- Wash hands regularly
- Cover coughs and sneezes
- Stay home if unwell

If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)

Released under RTI - DPC

# **Daily report of COVID-19 impacts on the Queensland public service workforce**

Report type: **Employee headcount - combined percentages and numbers**

Report date: **5pm, 28 April 2020**

Released under RTI/DPC

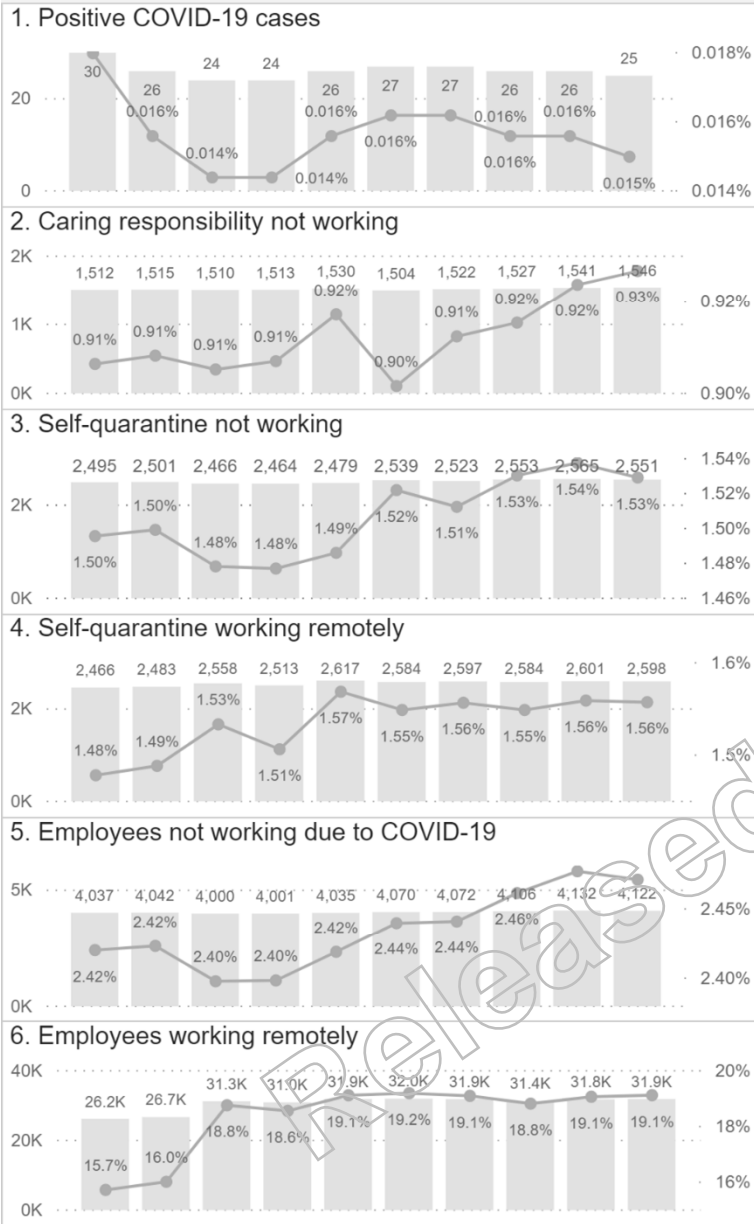
# Report basis

- Agency employee data in this report are based on reported headcount for February 2020.
- Daily reports are updated each weekday at 5pm. Weekend and public holiday workforce data is not collected.
- Data included in this report is sourced from 35 agencies representing a total of 166,817 employees.
- Department of Health, Hospital & Health Services, and Electoral Commission Queensland are not included in this report.
- Queensland Ambulance Service is included in this report.



COVID-19 impacts on the Queensland public service workforce

Tuesday, 28 April 2020



Agencies reporting

35

Total Employees

166,817

1. Positive COVID-19 cases

0.015% 25

Agencies with COVID-19 cases

9

COVID-19 Employee Category

Percentage

Number

2. Employees unable to work due to caring responsibilities related to COVID-19

0.93%

1,546

3. Employees required to self-quarantine on health advice due to COVID-19 - not working

1.53%

2,551

4. Employees required to self-quarantine on health advice due to COVID-19 - working remotely

1.56%

2,598

5. Total employees not working due to COVID-19

2.47%

4,122

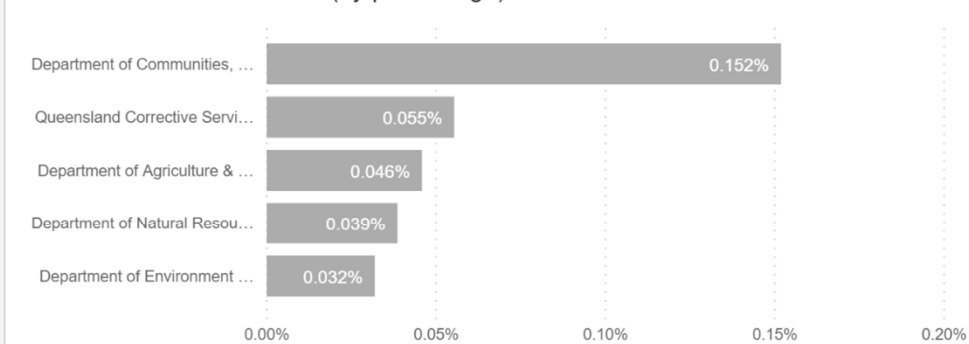
6. Employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice)

19.13%

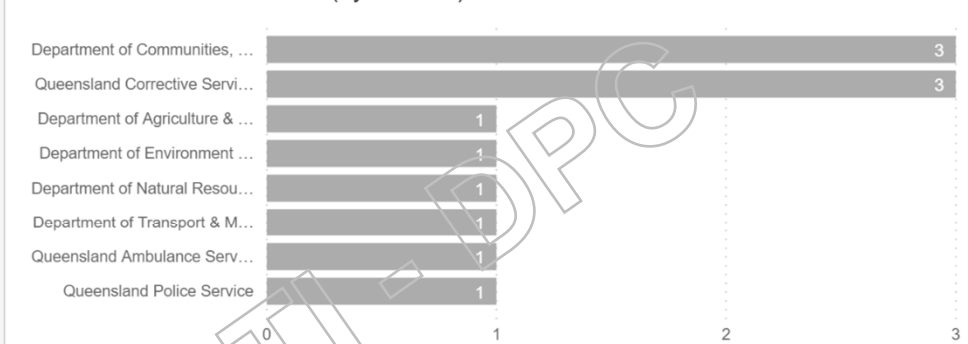
31,907

## Top 5 agencies by COVID-19 category - excluding Education

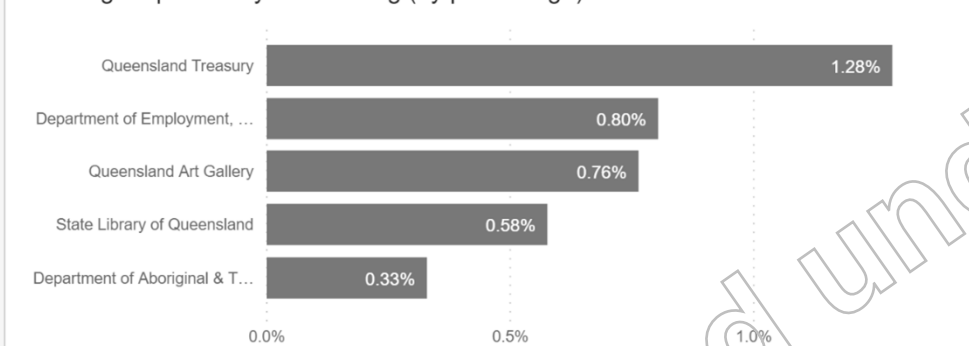
### 1. Positive COVID-19 cases (by percentage)



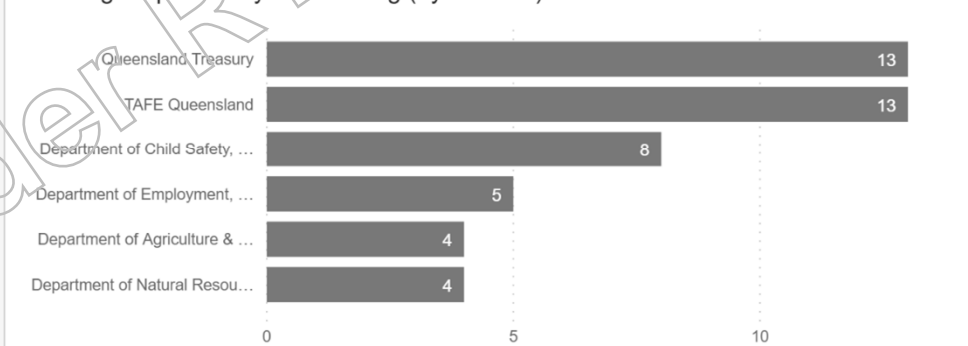
### 1. Positive COVID-19 cases (by number)



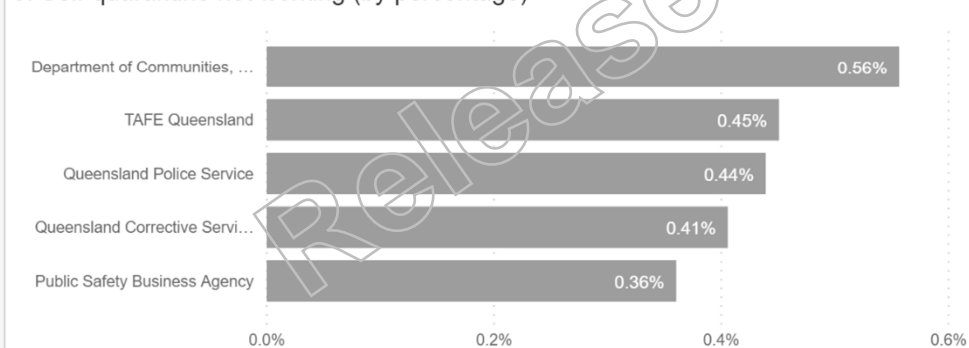
### 2. Caring responsibility not working (by percentage)



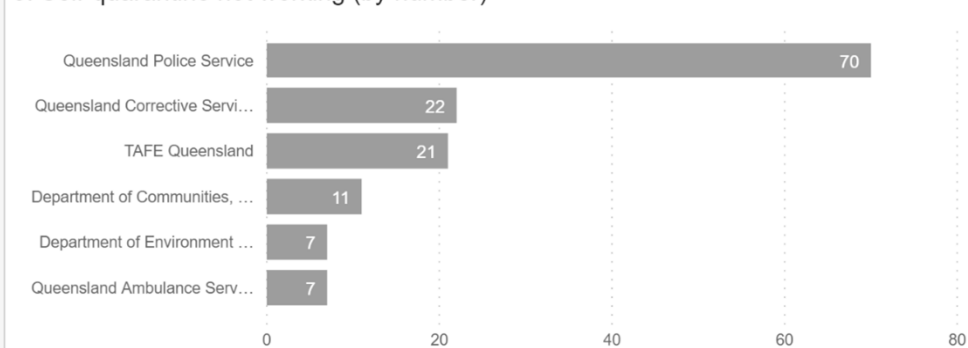
### 2. Caring responsibility not working (by number)



### 3. Self-quarantine not working (by percentage)

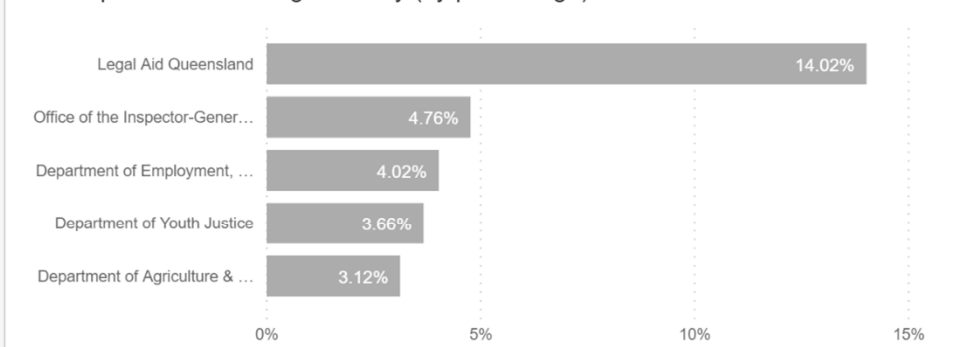


### 3. Self-quarantine not working (by number)

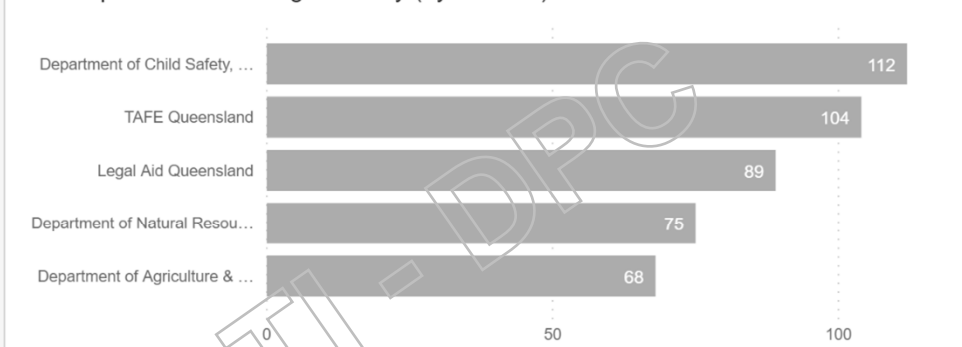


## Top 5 agencies by COVID-19 category - excluding Education

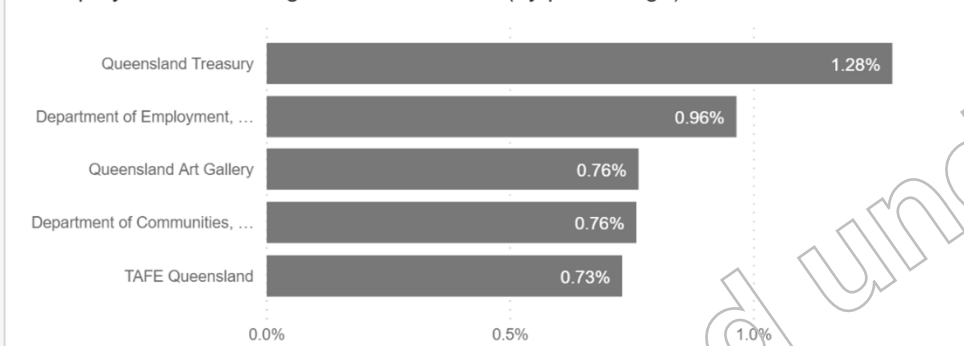
4. Self-quarantine working remotely (by percentage)



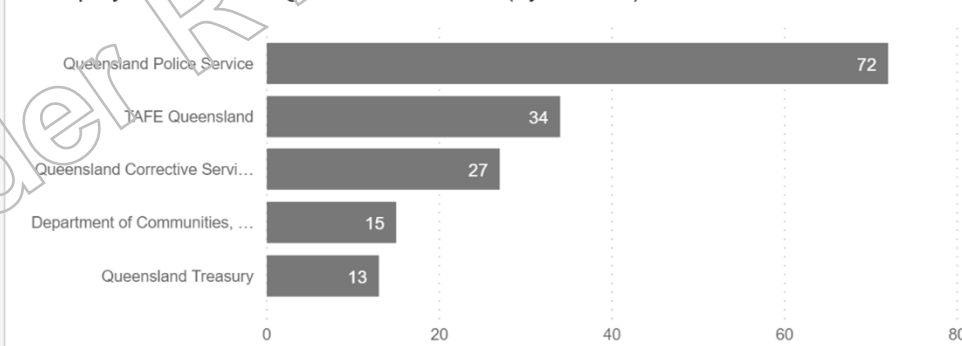
4. Self-quarantine working remotely (by number)



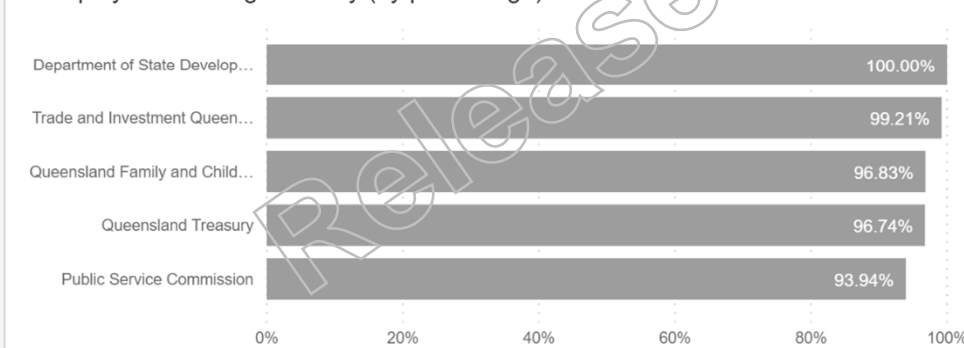
5. Employees not working due to COVID-19 (by percentage)



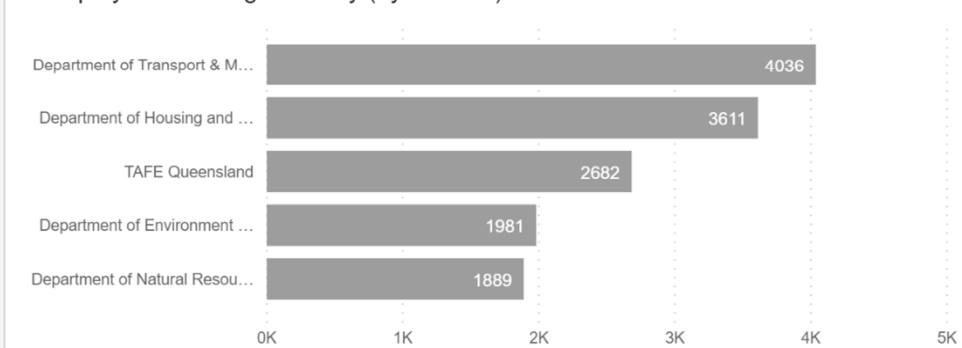
5. Employees not working due to COVID-19 (by number)



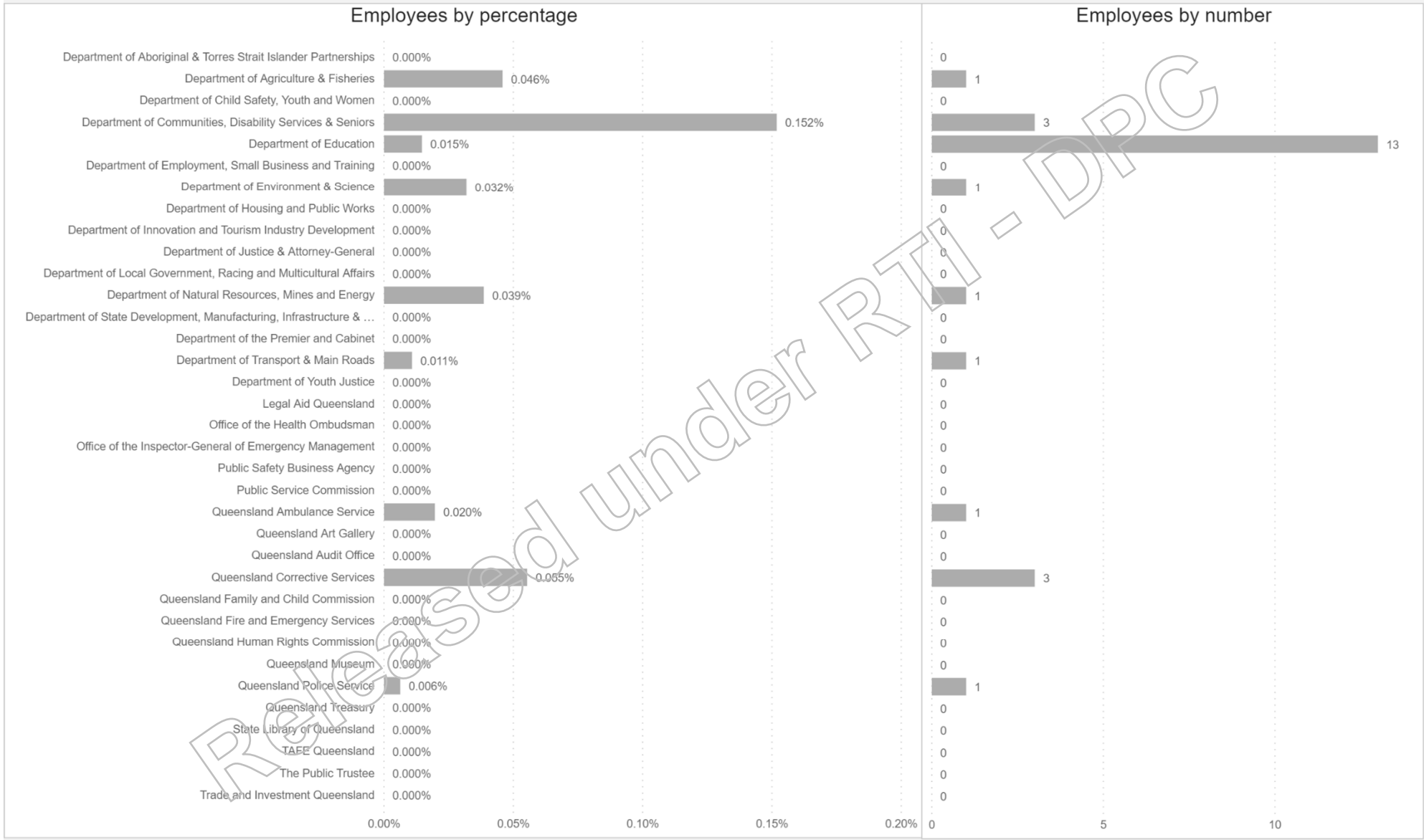
6. Employees working remotely (by percentage)



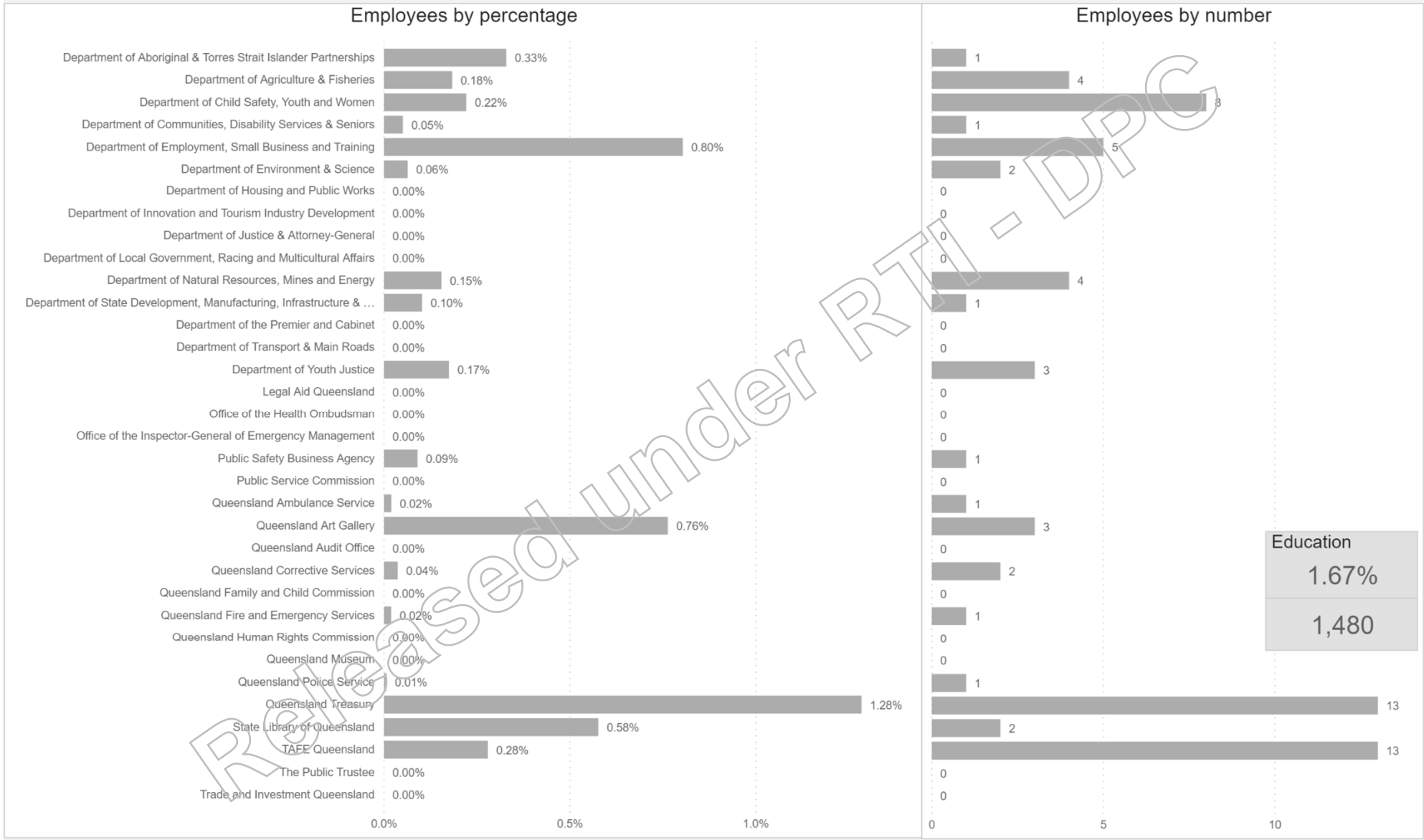
6. Employees working remotely (by number)



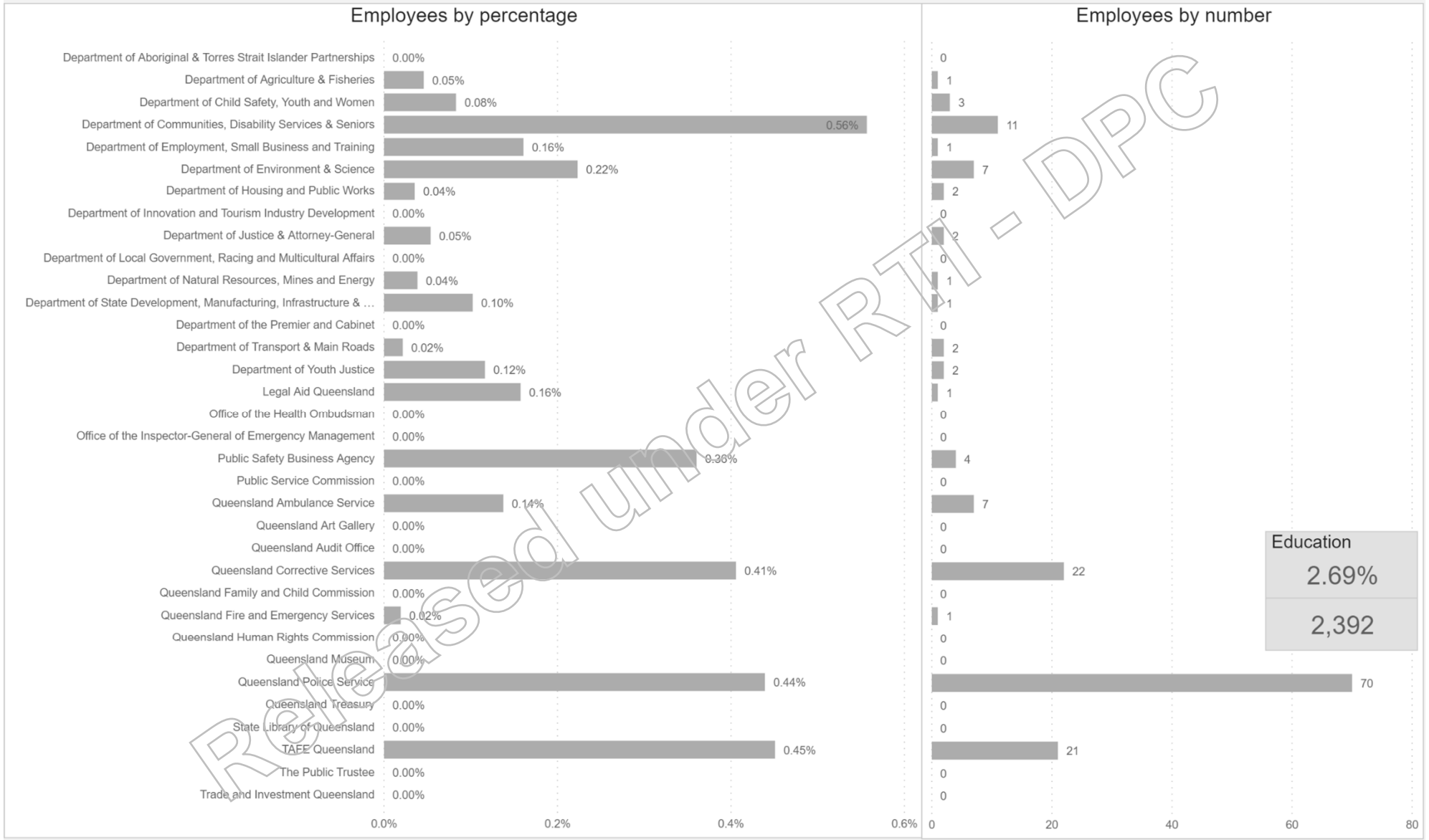
# 1. Employees unable to work due to testing positive to COVID-19



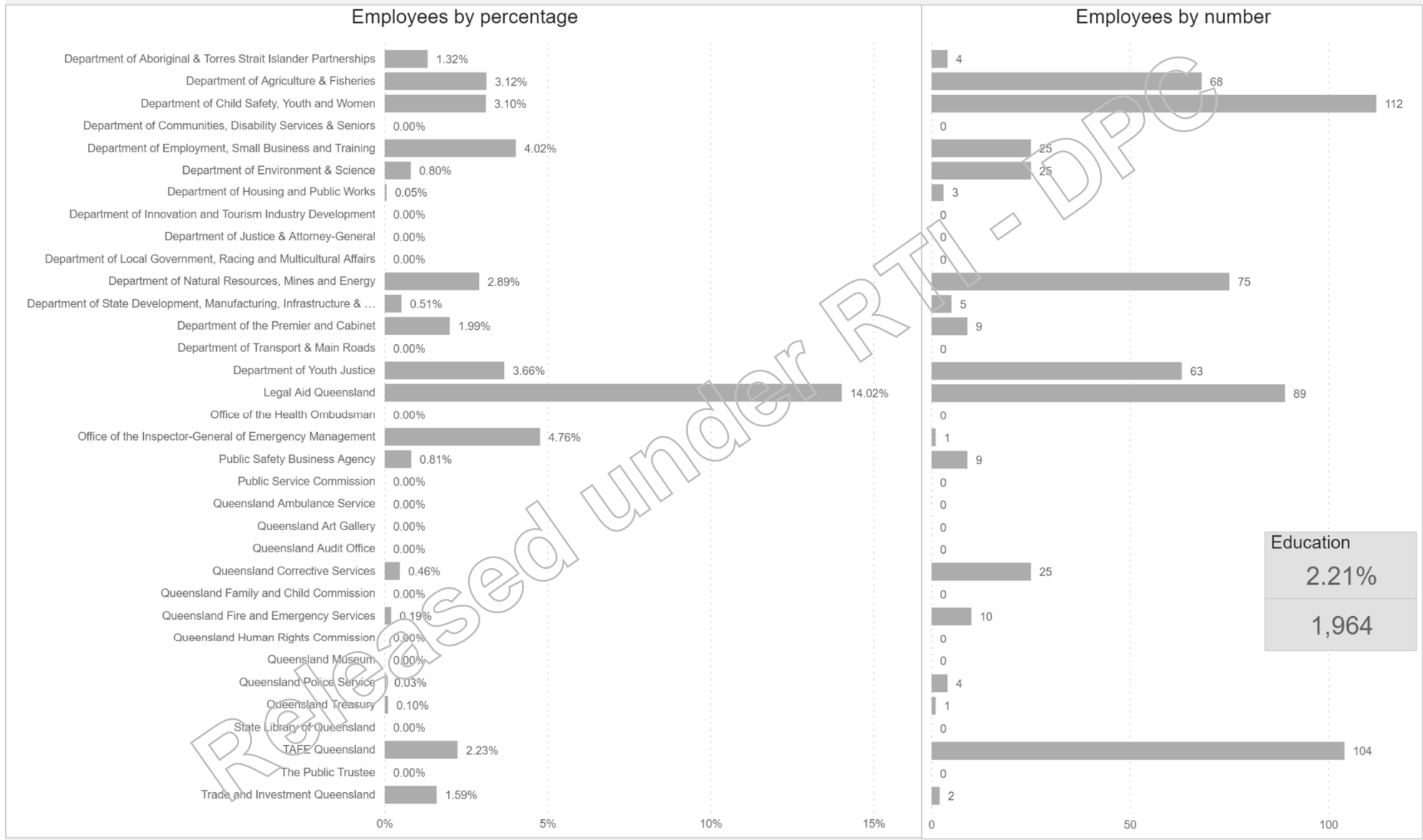
## 2. Employees unable to work due to caring responsibilities related to COVID-19



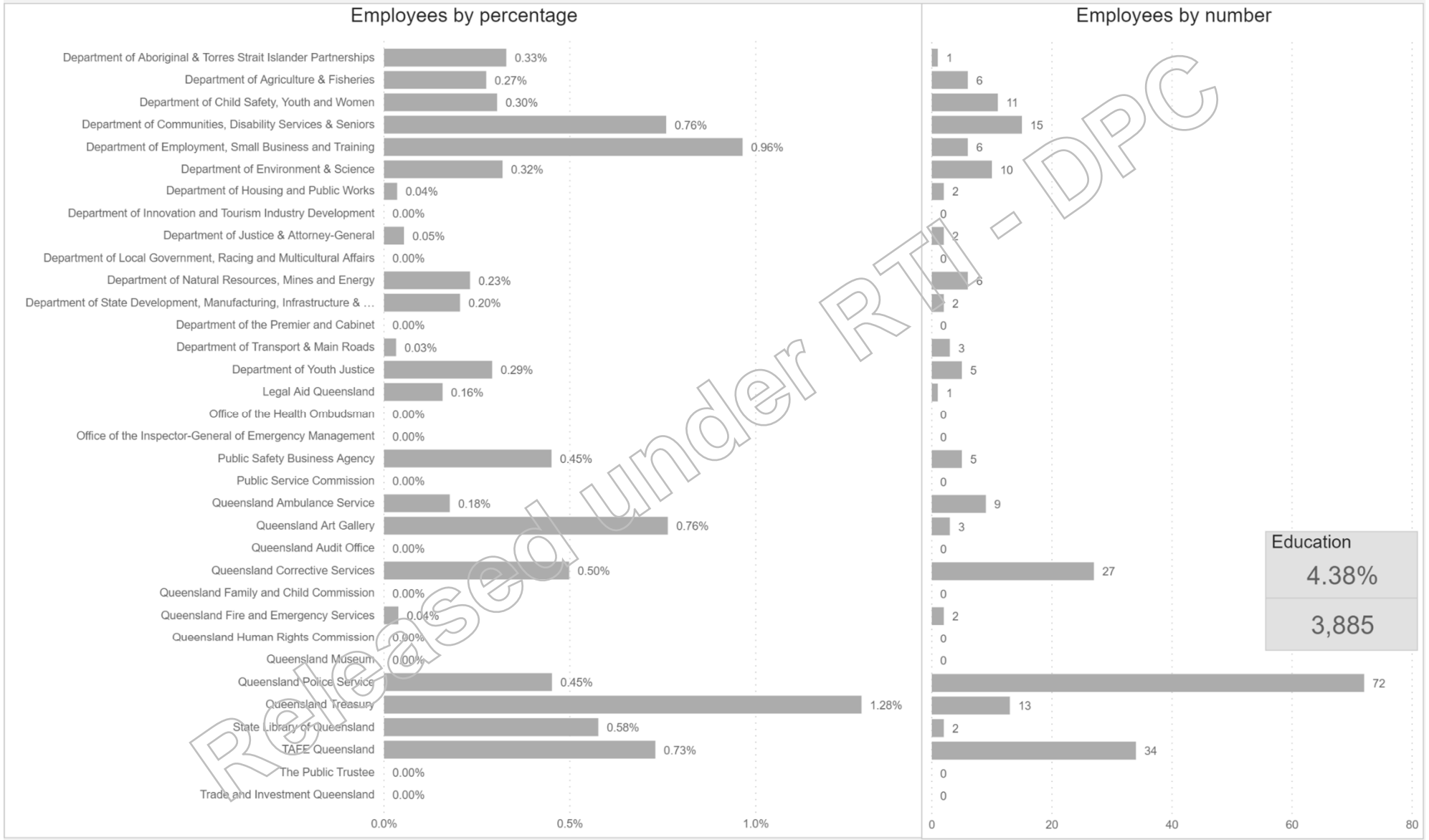
### 3. Employees required to self-quarantine on health advice due to COVID-19 - not working remotely



#### 4. Employees required to self-quarantine on health advice due to COVID-19 - working remotely

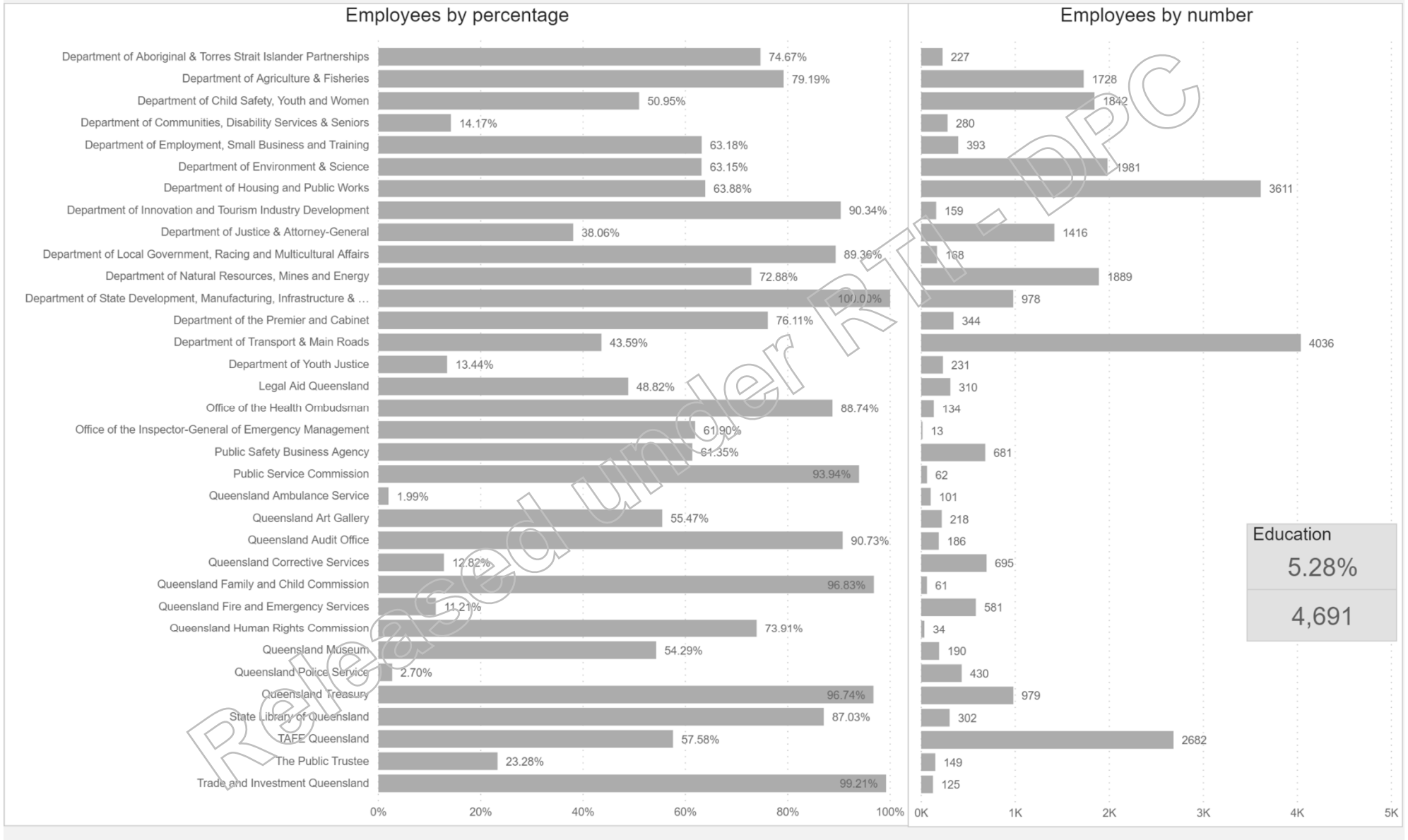


## 5. Total employees not working due to COVID-19





## 6. Employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice)



Released under RTI - DPC

Developed by the  
**Public Service Commission**

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**From:** Megan Barry  
**Sent:** Friday, 15 May 2020 12:15 PM  
**To:** Zoe Winter  
**Subject:** FW: Updated advice: FAQs for agencies and HR practitioners and SHECC approved generic templates to guide internal agency communication  
**Attachments:** Generic template\_guide to employees identified as close contacts.docx; Generic template\_guide for CE message\_Important COVID-19 information for staff.docx; Generic template\_Advice to support managers with employee questions\_COVID-19.docx; FAQs COVID-19\_Advice for agencies and HR practitioners\_directive enacted.docx

**Importance:** High

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**From:** Megan Barry  
**Sent:** Wednesday, 18 March 2020 6:23 PM  
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**Cc:** Sandra Mclean <Sandra.mclean@ditid.qld.gov.au>; Robert Setter <Robert.Setter@psc.qld.gov.au>; Lynn Snoddy (PSC) <lynn.snoddy@psc.qld.gov.au>; Sandra Lerch <Sandra.Lerch@psc.qld.gov.au>; Broghan Friel <broghan.friel@psc.qld.gov.au>; David Reed <David.Reed@psc.qld.gov.au>  
**Subject:** Updated advice: FAQs for agencies and HR practitioners and SHECC approved generic templates to guide internal agency communication  
**Importance:** High

PSC has been working with the Office Of Industrial Relations and the State Health Emergency Coordination Centre (SHECC) to develop some additional resources to help support agencies and HR professionals. Please see attached and below:

**Leave and employment arrangements**

A joint Ministerial and Commission Chief Executive Directive 01/20: Employment Arrangements in the Event of a Health Pandemic was gazetted this week and is effective from 16/3/2020. The Directive applies to public service employees, including casuals as defined in section 9 of the Public Service Act 2008. The attached frequently asked questions can be used by agencies to support communication and implementation. In addition agencies should note implementation guidelines which have been published today. Additional advice will be provided to Chief HR Officers via teleconference at the regular briefing on the 20 March.



**Queensland Government**

**Resources to guide internal communications- Employee testing positive to COVID-19**

Please see attached generic templates that agencies can use to support internal communication should they receive advice of an employee testing positive for COVID-19. This information is provided as a guide and is based on SHECC approved content.

SHECC have confirmed that agencies are able to use this templated, pre-approved content without the requirement to go back to them for approval. Please note if significant changes are made, you may wish to consider consulting with SHECC before release.

It includes:

- advice to employees identified as close contacts to a person who has tested positive to COVID-19
- questions and answers to support managers with questions from employees
- draft message from DG or Chief Executive.

Regards

Megan

**Megan Barry**

Deputy Commissioner  
Public Service Commission

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**Novel Coronavirus**

**What are the symptoms:**

- Fever
- Cough
- Fatigue
- Sore throat
- Shortness of breath

**How to stop it spreading:**

- Wash hands regularly
- Cover coughs and sneezes
- Stay home if unwell

If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)

Released under RTI - DPC

## Guide to employees identified as 'close contacts'

Dear <contact name>,

Recently the department has received confirmation from an employee who has tested positive to COVID-19. In these situations, the department acts on advice from Queensland Health to ensure it takes the appropriate steps to respond.

To help prevent further transmission of COVID-19, Queensland Health staff will commence contact tracing to identify anyone who had close contact with the affected employee. The department is also assisting with this process to ensure that all the necessary people are identified and contacted.

Close contacts are those who have had face-to-face contact with a confirmed case for a period more than 15 minutes, or those who have shared an enclosed space with a confirmed case for more than two hours.

**You have been identified as a person who may have *close contact* with a person who has recently tested positive for COVID-19. To assist Queensland Health with their contact tracing, the department has provided your name and contact details to Queensland Health.**

Queensland Health advises if you have been in close contact with someone who has a confirmed case of novel coronavirus you need to self-quarantine for 14 days from your last contact with them. If you begin to feel unwell and develop any symptoms, such as a fever or shortness of breath, a cough or a respiratory illness, during your period of self-quarantine you should seek immediate medical attention.

Considering this, you will need to commence the quarantine period of 14 days, which means that you will not be able to attend the workplace. There is no need for you to be tested for COVID-19 at this point.

You will need to talk with your manager or supervisor about your circumstances, and specifically whether you can perform your role at home during this period. If you are unable to perform your role from home, your manager will talk with you about the relevant leave arrangements that can be applied.

If you become unwell in the quarantine period and/or start to develop symptoms, you will need to contact your doctor immediately to seek specific advice. Symptoms may include:

- fever
- shortness of breath
- a cough or respiratory illness.

In this situation, we ask that you also advise your manager or supervisor to keep them informed of your situation.

If you are concerned about how to manage your specific family arrangements, it is best that you contact Queensland Health directly on 13 HEALTH (13 432 584).

Finally, the department's Employee Assistance Service provider, <insert details>, is available if you or any member of your family needs to talk with a professional about any concerns you may have. <insert provide name> can be contacted on <insert details>.

If you have any questions, please speak with your manager. Alternatively, you can contact our Human Resources <name of person> on <contact details> with any specific concerns.

Your health and wellbeing are our priority and we would like to thank you for your cooperation and assistance during this time.

<Signature of sender>

Released under RTI - DFS

## Guide for communication to staff who are classed as being in 'close contact' — Q&A

### What has happened?

A staff member <unique details of contact event>. They were present at <work location> across <dates>. We have arranged appropriate cleaning of these location in line with Queensland Health guidelines. <Current status of staff member if known>.

### How many staff have been affected?

We understand that there have been <number> people who have been in close contact with the impacted staff member. We have asked them to self-isolate for 14 days.

We have traced staff members who have been in contact with this staff member and have invoked business continuity arrangements to ensure we continue to manage the implications of COVID-19 on the delivery of essential public services.

### How do I know if I am a 'close contact'?

Close contacts are those who have had face-to-face contact with a confirmed case for a period of more than 15 minutes, or those who have shared an enclosed space with a confirmed case for more than two hours.

It is important to remember, that as part of any contact tracing activity, we are not looking for people the impacted person may have passed on the street or in a shop, as the risk in these situations is extremely low. The same applies for a passing interaction in an office environment.

Queensland Health advises if you have been in close contact with someone who has a confirmed case of COVID-19 you need to self-quarantine for 14 days from your last contact with them. If you begin to feel unwell and develop any symptoms, such as a fever or shortness of breath, a cough or a respiratory illness, during your period of self-quarantine you should seek immediate medical attention.

You will receive communication if you have been identified as a person who may have had close contact with a person who has recently tested positive for COVID-19. To assist Queensland Health with their contact tracing, the department will provide your name and contact details to Queensland Health.

### Have community members been affected?

<Yes>. Based on the information we have on hand, we understand that up to <number> people met the criteria of close contact and efforts are now underway to contact these community members and ask them to self-isolate.

<No>. The affected staff member has had no direct contact with the community.

### Will this impact how we operate?

<No>. We are committed to providing services to our community members. As we work directly with the community to <narrative around services provided>, we will be encouraging people to contact us about their needs via phone and web services where possible.

<Yes>. <Narrative about alternative operation methods here>.

### What should I be doing now?

It is recommended that you focus on taking preventative measures both in the workplace and at home to stay safe and healthy. Measures to take include:

- If you're feeling unwell, displaying symptoms of cold and flu or unsure of any symptoms you may be experiencing, consult a medical practitioner or call 13 HEALTH and don't attend the workplace until you have received medical advice.



- Clean your hands with soap and water or alcohol-based hand rubs.
- Cover your nose and mouth with a tissue or flexed elbow when coughing or sneezing.
- Avoid contact with anyone who has flu-like symptoms.

We will be in regular contact with staff and will continue to meet with leaders to make sure we are coordinated in our efforts to contain the spread of COVID-19 across our teams.

### **What should I do if I think I have been exposed to COVID-19?**

If you suspect you've been in contact with someone with COVID-19, ensure you follow the advice of [Queensland Health](#).

You will need to talk with your manager or supervisor about your circumstances, and specifically whether you can perform your role at home during this period. If you are unable to perform your role from home, your manager will talk with you about the relevant leave arrangements that can be applied.

### **Where can I find more information?**

- [Queensland Health](#) (state information)
- [Australian Government Department of Health](#) (Australian information)
- [World Health Organisation](#) (global information).

### **Is there other support available?**

<insert provider name>, our Employee Assistance Service provider, is available for any staff, and their family, who may require professional and confidential support or assistance during this uncertain period. <Insert provider name> can be contacted directly on <insert provider number>.

If you have any questions, please speak with your manager. Alternatively, you can contact our Human Resources partner <name of person> on <contact details> with any specific concerns.

Released under RTI - DCS

## Important COVID-19 information for staff

Good (afternoon/morning) everyone,

We have recently come to understand a team member of <department> has been confirmed as having COVID-19.

Consequently, we have undertaken contact tracing activities to identify staff members who have been in contact with the impacted staff member. We have also and invoked business continuity arrangements <unique details here> to ensure we continue to manage the implications of COVID-19 on essential services and our broader community. If you are someone who we have identified as a 'close contact', we will have already contacted you to discuss next steps.

It is important to remember, that as part of any contact tracing activity, we are not looking for people the impacted person may have passed on the street or in a shop, as the risk in these situations is extremely low. The same applies for a passing interaction in an office environment.

<Details regarding continuity arrangements in place that apply to the impacted teams>.

We will be in regular contact with you over the coming period with updates and information as they come available. In the meantime, we recommend you focus on taking preventative measures both at work and at home to stay safe and healthy. Visit [Queensland Health](#) for more information.

If you have any questions, please speak with your manager. Alternatively, you can contact <Human Resources contact>, if you have any specific concerns.

You can also contact our Employee Assistance Service provider <insert provide name> for professional and confidential support or assistance. <Insert provide name> can be contacted directly on <insert provide number>.

Your health and wellbeing and the provision of essential services remains our priority.

Regards

<Sender>

<Sender's Title>

<Sender's department details>

## COVID-19 Frequently asked questions for public service HR practitioner and agencies

The Queensland Government is committed to the health and safety of its employees in response to COVID-19 (coronavirus). [Queensland Health](#)—as lead agency—is the first point of contact for accurate and up-to-date health information.

These FAQs will provide workforce and employment-related advice and inform the Public Service Commission's [HR Assist Service](#) for Queensland public service HR practitioners and managers. FAQs will be updated regularly with input from the Office of Industrial Relations.

### Employees and self-isolation

**An employee is required to self-isolate in accordance with health advice, and they are not sick. How can I support them?**

Public service employees who are not sick, but are required to self-isolate in accordance with health advice can access [flexible work arrangements](#), including work from home. In situations where this is not possible, an employee may apply for special leave in accordance with [Special Leave Directive 05/17](#). Flexible work and access to special leave should be discussed with the employee's manager or supervisor.

**How will a workplace be informed if an employee receives health advice that they have had confirmed exposure to someone who has tested positive with COVID-19?**

If an employee receives health advice that they have been identified as a close contact, they will be required to self-isolate for 14 days and should inform their employer. During this time, the agency should consider [work from home arrangements](#) or special leave under [Special Leave Directive 05/17](#), if this cannot be accommodated.

If the employee develops symptoms during their isolation period, they should contact Queensland Health or their medical practitioner in the first instance and their employer, particularly if they have been in the workplace. Public health authorities may also contact employers in the event an employee is confirmed to have coronavirus.

**An employee has requested to work from home full-time as they are concerned about exposure to COVID-19 if they catch public transport or come to work, or they are concerned about their vulnerability or that of people within their household. Can this be accommodated?**

Public service employees should follow the advice of the [Chief Health Officer](#) when considering the risk of exposure to COVID-19. All requests for flexible work arrangements, including work from home, should be considered in line with agency HR policies and the flexible work framework within the [Industrial Relations Act 2016](#).

In this unprecedented time a considered approach should be taken by agencies, and managers should encourage conversations if employees have concerns. A common-sense approach should be adopted with considerations given to business continuity and support for meaningful work that can be achieved from home.

**If I believe an employee has been exposed to COVID-19, can I direct them to self-isolate if they are not sick?**

No. Any considerations regarding an employee's requirement to self-isolate should be based on health advice. Queensland Health—as lead agency—is the first point of contact for accurate and up-to-date health information. Public health management currently involves stringent contact tracing in relation to confirmed cases. Individuals that have had close contact with a confirmed case will be assessed and managed accordingly by the relevant public health unit.

If an employee receives advice that they have been identified as a close contact of someone testing positive for COVID-19, they will be required to self-isolate for 14 days.

During this time, the workplace might be able to implement work from home arrangements.

Any decisions regarding flexible work should be made between the employee and their manager with regard for the circumstances, the agency's HR policies and the flexible work framework within the *Industrial Relations Act 2016*.

If the employee develops symptoms during their isolation period, they should contact Queensland Health or their medical practitioner in the first instance and their employer, particularly if they have been in the workplace. Public health authorities may contact employers in the event an employee is confirmed to have coronavirus.

If you do have concerns outside of this advice that an employee may be at risk, conversations between employees and managers are encouraged and flexible work arrangements may be considered.

Employees testing positive to COVID-19

**If an employee receives health advice that they have tested positive to COVID-19 what action should a workplace take?**

The employer may be contacted by public health authorities if an employee tests positive for COVID-19, particularly if they have been present in the workplace.

Regarding the employer notifying or reporting a positive case—this is not required as positive cases are notified to the public health units (PHU) by the respective hospital, GP or pathology lab. The PHU will contact the positive case and undertake an investigation for potential contact traces. The PHU may then approach the employer to assist further with contact tracing.

**If an employee receives health advice that they have had confirmed exposure to someone who has tested positive with COVID-19, or they themselves have tested positive to COVID-19, how will a workplace be informed?**

If an employee receives health advice that they have been identified as a close contact, they will be required to self-isolate for 14 days and should inform their employer.

During this time, the agency should consider working from home or special leave if this cannot be accommodated.

If the employee develops symptoms during their isolation period, they should contact their employer and advise of this, particularly if they have been in the workplace. Public health authorities may also contact employers in the event an employee is confirmed to have coronavirus.

## **What reporting of cases is happening within Queensland Government?**

The Public Service Commission has initiated a whole-of-government reporting framework to capture de-identified COVID-19-related employee data, including illness, caring responsibilities and self-isolation on health advice. This is managed via each agency's Chief Human Resources Officer to give an indication of workforce impacts.

## **What cleaning should a workplace undertake if an employee is tested positive for COVID-19**

Queensland Health has provided advice about environmental cleaning and disinfection principles for COVID-19 and has developed fact sheets to assist workplaces with general information to employees.

Leave arrangements

## **Is there a directive that will provide additional entitlements to employees impacted by COVID-19?**

Ministerial and Commission Chief Executive Directive 01/20: Employment Arrangements in the Event of a Health Pandemic outlines entitlements for public service employees as defined in section 9 of the *Public Service Act 2008* in the event of a declared health pandemic, such as COVID-19.

### **An employee is diagnosed with COVID-19. What leave arrangements are available?**

If an employee is absent due to illness, they may access sick leave in accordance with their industrial entitlements and where relevant, the applicable human resources policy of their agency.

The Ministerial and Commission Chief Executive Directive 01/20: Employment Arrangements in the Event of a Health Pandemic provides for additional pandemic leave entitlements for public service employees as defined under section 9 of the *Public Service Act 2008*, where sick leave entitlements have been exhausted.

### **An employee's family member has been diagnosed with COVID-19. What leave arrangements are available?**

If an employee is required to provide care or support for a member of their immediate family or household, they may access carer's leave debited from their existing sick leave balances in line with their industrial entitlements and where relevant, the applicable human resource policies of their agency.

In circumstances where an employee has exhausted their entitlement to paid sick leave, Ministerial and Commission Chief Executive Directive 01/20: Employment Arrangements in the Event of a Health Pandemic provides for additional pandemic leave entitlements for public service employees as defined under section 9 of the *Public Service Act 2008*.

### **The school or childcare centre attended by the children of an employee closes with short notice due to potential COVID-19 exposure. Can an employee access carer's leave to care for their children?**

Current industrial instruments allow for an employee to access carer's leave debited from their sick leave balance if they are impacted by school or childcare centre closures. Once an employee has exhausted their sick leave entitlement, the Ministerial and Commission Chief Executive Directive

01/20: Employment Arrangements in the Event of a Health Pandemic provides for additional pandemic leave entitlements for public service employees as defined under section 9 of the *Public Service Act 2008*.

**An employee has requested to work from home as their children's school or childcare centre is closed due to COVID-19. Can this request be supported?**

While an employee may access carer's leave debited from their sick leave to provide care in circumstances, such as school or childcare closures, it should not be considered that this is the only option available for the employee.

Each decision should take into account the individual circumstances that apply following discussions with the employee involved. The employee and manager should consider the supervision needs for the child or children as well as the ability of the employee to carry out the duties of their role at home. It may also be appropriate in some circumstances that the employees could access a combination of carer's of special pandemic leave and flexible work arrangements. These requests could also be considered in the context of an agency's business continuity planning.

**A casual employee becomes unwell with COVID-19 or has carer responsibilities and cannot attend work. Are there paid leave options available?**

Ministerial and Commission Chief Executive Directive 01/20: Employment Arrangements in the Event of a Health Pandemic provides for paid pandemic leave entitlements for public sector employees including casuals as defined under section 9 of the *Public Service Act 2008*.

Sections 9 and 10 of the implementation guideline for this directive outline how it applies to casual employees.

Flexible work/work from home/business continuity

**A workplace has been required to close due to COVID-19. Can I request employees to work from an alternative location?**

Yes, employees may be requested to work at a different location or access flexible work arrangements. Where workplace arrangements need to be varied to accommodate business continuity planning for a health pandemic, these arrangements will be, wherever possible:

- made in advance and in consultation with employees, employee representatives and relevant unions where required
- within the relevant legislative framework
- applied fairly and equitably at the workplace.

**An employee has advised they will not attend work due to their fear of contracting COVID-19. How should this be approached?**

The safety and wellbeing of public service employees is a priority of the Queensland Government and managers should approach situations such as this sensitively. A conversation should occur to understand the employee's fears and to address these making reference to health advice issued by Queensland Health with options such as remote or flexible working explored. If all other options have been explored, and there are no reasonable barriers to their attendance, agencies could consider a lawful direction to the employee and consider disciplinary action should the employee not comply.

### **How can I ensure my team's service delivery is not interrupted during the COVID-19 situation?**

Each agency is required to continually review and update a business continuity plan (BCP) to ensure priority service requirements are identified and appropriate plans are put in place to allow for these services to continue under most eventualities.

### **Will employees have access to workers' compensation entitlements if working from home?**

Both employees and agencies have a duty of care in supporting the health and safety of employees when work from home arrangements are in place.

When working from home, employees may be covered by worker's compensation, including during breaks from their work if they sustain a work-related injury. An entitlement to worker's compensation arises if an employee is injured or becomes unwell during the course of employment, and employment is a significant contributing factor to the injury or illness. As with all statutory compensation claims, a claim will need to be lodged by the employee with WorkCover for determination. Visit [WorkSafe](#) for more information about the health and safety of telecommuters.

Travel/employees returning from overseas

### **An employee has recently returned from overseas travel. How should this be considered by the agency?**

The Australian Government has imposed a universal precautionary self-isolation requirement on all international arrivals, effective from 11:59pm Sunday 15 March 2020. This means that all people—whether they be citizens, residents or otherwise—will be required to self-isolate for 14 days upon arrival in Australia. Employees must follow this public health direction.

Public service employees who are required to self-isolate in these circumstances who are not sick will be allowed flexible work arrangements, including work from home wherever possible. In situations where this is not possible, an employee may apply for special leave in accordance with the Special Leave Directive 05/17. Flexible work arrangements and access to special leave should be discussed with the employee's manager or supervisor.

### **An employee has a belief that they have contracted COVID-19 through contact that occurred in the workplace.**

An employee's entitlement to worker's compensation arises if they sustain a work-related injury, and employment is a significant contributing factor to the injury or illness.

To determine potential COVID-19 claims, WorkCover will require employees to provide:

- medical confirmation of COVID-19 diagnosis; and
- evidence to demonstrate that the COVID-19 exposure occurred within their work environment; and
- medical confirmation that employment was a significant contributing factor to the contraction of COVID-19.

Employees returning to work after self-isolation or after recovering from COVID-19

**Do employees need a medical certificate at end of quarantine? What evidence should employers seek for employees returning to work?**

Queensland Health does not require or issue a medical certificate at the end of self-quarantine (no symptoms, such as arrival from overseas) or self-isolation (positive case or identified close contact under public health order).

From a public health legislative perspective, positive cases and close contacts will be issued a Public Health Order for the period of isolation/quarantine.

This could be used as evidence for employers for COVID-19 leave requirement. They will also receive an SMS from the Public Health Unit around day 13 notifying them that if they have no symptoms as at day 14 their isolation/quarantine period ends. The SMS could also be used as evidence of satisfying the isolation period ending.

Regarding recovery following a positive COVID-19 diagnosis, the individual will be cleared following two negative pathology results. There is no further isolation period required following the confirmation of the negative results.

Regarding return to work, there may be other factors that will impact the individual's work capacity which HR practitioners and managers should take into consideration.

While from the health response perspective we do not require or issue medical certificates, we are aware some industries such as aged care are requiring employees to get medical certificates prior to return to work.

**What happens when an employee ends 14 days of self-quarantine?**

If an employee has self-quarantined on health advice for 14 days without any symptoms, they are free to go about your usual activities and return to work.

Released under RTI/DPIC



**From:** Megan Barry  
**Sent:** Friday, 15 May 2020 12:18 PM  
**To:** Zoe Winter  
**Subject:** FW: Guideline - Employment Arrangements for School Operations Term 2 - Home-based learning model  
**Attachments:** Guideline – Employment Arrangements for School Operations Term 2 – Home Based Learning Model FINAL 170420.pdf

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**From:** Commission PSC <[Commission.PSC@psc.qld.gov.au](mailto:Commission.PSC@psc.qld.gov.au)>  
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**Subject:** Guideline - Employment Arrangements for School Operations Term 2 - Home-based learning model

**Heads of Corporate  
Chief HR Officers**

Please find attached guideline for **Employment Arrangements for School Operations Term 2 – Home-based learning model**. This guideline has been jointly developed by the Public Service Commission (PSC) and the Office of Industrial Relations (OIR).

The guideline is designed to assist your agency to support employees who have responsibility for children undertaking home-based learning in the coming weeks in accordance with the Queensland Government's response to COVID-19.

Unions have been consulted in the development of the guideline and it may be updated should circumstances change.

Please direct questions on the guideline to the Office of Industrial Relations at [ir@oir.qld.gov.au](mailto:ir@oir.qld.gov.au) in the first instance.

Regards

Tony James and Megan Barry

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## Novel Coronavirus

### What are the symptoms:



Fever



Cough



Fatigue



Sore throat



Shortness of breath

### How to stop it spreading:



Wash hands regularly



Cover coughs and sneezes



Stay home if unwell

If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)

## Guideline – Employment Arrangements for School Operations Term 2 – Home Based Learning Model

This guideline has been jointly developed and issued by the Public Service Commission (PSC) and the Office of Industrial Relations (OIR). Dated 17 April 2020 (Version 1).

This guideline should be read in conjunction with agency specific guidance, for example the Department of Education has issued guidance for school staff that the hours of work will be consistent with the attendance arrangements already in place at each school and determined in accordance with the school's local arrangements.

### Background

On 13 April 2020 the Government announced that Queensland school students will be moving to a home-based learning model for at least the first five weeks of Term 2. The Government's objective is that students who are able to undertake home-based learning are to do so.

The announcement provided that the home-based learning model would start at the scheduled commencement of Term 2 on Monday, 20 April 2020 and be in place until at least Friday, 22 May 2020. All students will be learning from home, except for students in the following categories:

- Children of essential workers on days when they are not able to be supervised at home and no other arrangements can be made. Essential worker means any worker who must continue to attend their workplace for essential business during this time.
- Vulnerable children include children identified by schools or who:
  - are currently receiving services from Child Safety, including children who are subject to a child protection order;
  - are subject to a youth justice order.
- Children in designated Indigenous communities.

### Who is an Essential Worker'?

It is important to put the Department of Education's advice in the context of Government's overall approach to managing the COVID-19 health pandemic. All paid employment, whether at the traditional workplace, on-site, or working from home is considered essential work in the broadest sense. The decision of what is 'essential work' is a matter for the employer.

Agencies should have regard to the context in which the Department of Education has provided its description of an essential worker. This description has been provided to guide parents and schools/school principals in relation to school student attending school premises in Term 2 (up to 22 May 2020 at this time) in accordance with the Queensland Government's response to COVID-19.

The Queensland Government's message in regard to school attendances is clear and consistent:

- Where school aged children can be kept at home with appropriate supervision they should be kept at home and access the school's home-based learning materials. This is the approach wanted in response to COVID-19 at this time.
- In circumstances where a child cannot stay at home because there is no appropriate safe supervision including because a parent/carer employee is performing essential work and there are no other appropriate safe supervision arrangements available, or the child is within a vulnerable class of children, then supervision at the school is available for that child. Parents/Carers are strongly encouraged to talk to the school principal if they have any concerns.

As is always the case, where a child is at home, including learning at home, the parent or carer is responsible for the child's safety and wellbeing.

The Chief Health Officer has also given clear enforceable directions on reasons for leaving the home, including shopping for essentials - food and necessary supplies; medical or health care needs, including compassionate requirements; exercise in compliance with the public gathering requirements; and work and study if you cannot work or learn remotely, otherwise, people should be staying at home. Many employees are working from home as a result of this direction and in support of the Government's overall strategy to reduce the spread of COVID-19 in Queensland.

### **General guidance**

The purpose of this document is to provide guidance to agencies to assist in achieving Government's priorities for responding to COVID-19 including ensuring social distancing measures within schools are met and to manage employment arrangements for employees who are responsible for children undertaking home based learning. This guide may change and be updated from time to time as changing circumstances warrant.

Principles:

1. Public sector managers support on-going employment through a flexible approach to work during the health pandemic and focus on productivity and outcomes being achieved through a flexible approach;
2. Supervising a child does not preclude an employee working from home productively; and
3. Employees who are parents/carers are best placed to decide if the safe supervision of their child/children is achievable while working from home.

To support this approach there are measures available to agencies and employees. These measures can also be used in combination to achieve outcomes which continue to support employees while maintaining service delivery. These include, but are not limited to:

- Some children may require very limited or no supervision when undertaking home based learning. The 'work from home' parent or carer of these children may require limited or no variation to their working arrangements to accommodate their child's learning requirements;
- To better balance work and the carer responsibilities, the existing hours of work arrangements in the relevant industrial instrument can provide flexibility around starting and finishing times for a 'work from home' parent or carer employee, including for day workers;
- A 'work from home' parent or carer employee may access their leave accruals if required, including for part-days. This may be access to TOIL and accrued time, carers' leave, annual leave and long service leave. The Department of Education has provided advice that two to three hours of at home learning time per day for each child will usually suffice and that the routines followed at home do not need to be the same as those at school.

Further information from the Department of Education about home learning arrangements is available here:

<https://qed.qld.gov.au/about-us/news-and-media/novel-coronavirus>

<https://qed.qld.gov.au/about-us/news-and-media/novel-coronavirus/frequently-asked-questions-for-parents>

In addition, Government will discuss with unions the appropriateness and need to expand the spread of hours of work arrangements, if it determines that the existing arrangements require additional flexibility.

### **Specific guidance**

#### **1. Schools are not closed**

Clause 13.1 in *Directive 01/20 Employment Arrangements in the Event of a Health Pandemic* (Health Pandemic Directive) where an employee is required to care for children as a result of school closures does not apply.

#### **2. Flexible work arrangements**

Flexible work arrangements should first be explored with the employee.

In determining if flexible work arrangements are appropriate, the delegate should be conscious that the recommended learning times are significantly shorter than the regular attendance time at school, but will of course vary student to student, family to family.

The PSC has released information about working flexible work arrangements. That advice is available at: <https://www.forgov.qld.gov.au/flexible-work-and-covid-19>

#### **3. Hours of work arrangements – flexibility**

Most public sector employees have a broad span of ordinary hours which will assist in managing home learning supervision and work commitments. For example, the general span of ordinary hours applying under the *Queensland Public Service Officers and Other Employees Award - State 2015* (QPSOOE Award) is 6am-6pm Monday to Friday.

There are also existing flexible work arrangements available to employees such as compressed hours arrangements.

In consultation with the relevant union/s further flexibility can be achieved under the QPSOOE Award. Schedule 3 of the QPSOOE Award provides a framework within which each department covered by the Award can introduce or vary organisational (flexible) hours of work arrangements and related conditions of employment at a departmental or work unit level.

Hours of work arrangements may provide for employees to perform authorised work outside the spread of ordinary hours or in excess of 9.5 hours exclusive of meal breaks on any one day. Employees who by mutual

agreement with the relevant supervisor perform such work may also by mutual agreement have such time accrued on a time for time basis instead of paid overtime (S3.1.4(i)(i)-(iii)).

Further, S3.1.4(b)(i) allows changes to an existing spread of ordinary hours and related new hours of work arrangements to be introduced in a department by agreement between the chief executive and the majority of employees affected and the relevant union/s.

Implementing such facilitative award provisions must be in accordance with the procedure at clause 6.2 of the QPSOOE Award.

#### 4. Carers' leave

Chapter 2, Subdivision 2 of the *Industrial Relations Act 2016* (the Act) provides that carers' leave can be accessed to care for or support a person who is a member of the employee's immediate family or household when the person is ill or because an unexpected emergency arises in relation to the person.

Unique employee circumstances must still be taken into account when considering granting leave arrangements including carers' leave. In deciding leave arrangements, the delegate needs to consider if the employee's circumstances meet the definition of carers' leave under the Act.

Because of the:

- circumstances associated with the COVID-19 health pandemic; and
- unexpected impacts on the mode of delivery of learning for school students, including the limited access to alternative care arrangements for children who are not physically attending school for the first five weeks of term 2,

it is reasonably open to agencies to consider granting carers' leave to employees who are required to care for their children undertaking home based learning.

Carers' leave may be granted for part days.

#### 5. Accrued entitlements

Employees may apply to access accrued entitlements such as TOIL and accrued time, as well as leave accruals including carer's leave, annual leave and long service leave. Access to leave continues to be based on the requirements in existing industrial instruments and where applicable – the Pandemic Leave Directive (e.g. early access to Long Service Leave in particular circumstances).

## Version Control

Version	Date	Comments
1.0	17 April 2020	First version

**From:** Commission PSC  
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**To:** Zoe Winter  
**Subject:** FW: Vulnerable worker email

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**From:** Commission PSC

**Sent:** Friday, 17 April 2020 10:34 AM

**To:** Adam Green (CAA) <adam.green@caa.qld.gov.au>; Alarna Lane-Mullins (QBCC) <Alarna.Lane-Mullins@qbcc.qld.gov.au>; Alison Smith (QCAA) <alison.smith@qcaa.qld.edu.au>; Alian Parsons (Health) <Allan.Parsons@health.qld.gov.au>; Amanda Wite <amanda.white@dlgrma.qld.gov.au>; Andrea Tamas (BQ) <andrea.tamas@bq.qld.gov.au>; Andrew Nehill (QRA) <Andrew.Nehill@qra.qld.gov.au>; Anita Hicks (DSDMIP) <Anita.Hicks@dsdmip.qld.gov.au>; Asheeka Bhardwaj (SafeFood) <abhardwaj@safefood.qld.gov.au>; Belinda Bayliss <belinda.bayliss@dsdmip.qld.gov.au>; Cassie Broomfield (RTA) <cassie.broomfield@rta.qld.gov.au>; Catherine Shrubsole (QAO) <catherine.shrubsole@qao.qld.gov.au>; Celia Venables <celia.venables@dnrme.qld.gov.au>; Charysse Pond (Police) <Pond.CharysseA@police.qld.gov.au>; Chief\_HR\_Officer@tmr.qld.gov.au; Christine Granger (QCT) <Christine.Granger@qct.edu.au>; CHRO@health.qld.gov.au; Craig Allen (OIR) <Craig.Allen@oir.qld.gov.au>; Cynthia Turner (QCWA) <Cynthia.turner@gcwa.qld.gov.au>; Darren Fisher (ECQ) <darren.fisher@ecq.qld.gov.au>; Dave Waters (Health) <Dave.Waters@health.qld.gov.au>; David Baldwin (MHRT) <david.baldwin@mhrt.qld.gov.au>; David Hall (Health) <David.Hall@health.qld.gov.au>; Debbie Paterson (PSBA) <debbie.paterson@psba.qld.gov.au>; Dewet Coetzee (PLA) <plaadmin@primus.com.au>; Donna Morgan (OIR) <donna.morgan@oir.qld.gov.au>; Donna Smith <donna.smith@datsip.qld.gov.au>; ED\_Workforce\_Forum@health.qld.gov.au; Elizabeth Buckby (DPC) <Elizabeth.Buckby@premiers.qld.gov.au>; Erica Urselmann (QAO) <Erica.Urselmann@qao.qld.gov.au>; Filly Morgan <filly.morgan@premiers.qld.gov.au>; Genevieve Gillies-Day (CSYW) <Genevieve.Gillies-Day@csyw.qld.gov.au>; Hannah Bloch (Health) <Hannah.bloch@health.qld.gov.au>; Hayley Byrne (GFCQ) <Hayley.Byrne@qfcc.qld.gov.au>; Heather Elliott (DLGRMA) <Heather.Elliott@dlgrma.qld.gov.au>; hr@dlgrma.qld.gov.au; hr\_team@qleave.qld.gov.au; HumanResources@qra.qld.gov.au; John Bruce (QCAA) <john.bruce@qcaa.qld.gov.au>; Julie Berry (QLDRA) <julie.berry@qldra.org.au>; Karen Faux (QFCC) <Karen.Faux@qfcc.qld.gov.au>; karenne.graham@daf.qld.gov.au; Kelly Camden (Legal Aid) <kelly.camden@legalaid.qld.gov.au>; kurt.marsden@psba.qld.gov.au; Lauren Gribbin <Lauren.Gribbin@oir.qld.gov.au>; Lauren Schodel (OIC) <Lauren.schodel@oic.qld.gov.au>; Leanne Matheson (PT) <Leanne.Matheson@pt.qld.gov.au>; Leanne Robertson (Qld Ombudsman) <lrobertson@ombudsman.qld.gov.au>; Leith Mitchell (QED) <leith.mitchell@qed.qld.gov.au>; Leonie Jones (EWOQ) <leonie.jones@ewoq.com.au>; Lisa Pritchard (OHO) <Lisa.Pritchard@oho.qld.gov.au>; Lois Craig (Health) <lois.craig@health.qld.gov.au>; mailbox@legalaid.qld.gov.au; Mark Weinert (HPW) <mark.weinert@hpw.qld.gov.au>; Mark Whelan (Health) <mark.whelan@health.qld.gov.au>; Maxine McLeod (FRCQ) <maxine.mcleod@frcq.org.au>; mces@oic.qld.gov.au; Megan Barry <megan.barry@psc.qld.gov.au>; Melissa Harris-Tutt (QRA) <melissa.harris-tutt@qra.qld.gov.au>; Michael Corne (QMHC) <michel.corne@qmhc.qld.gov.au>; michael.metcalfe@ambulance.qld.gov.au; Michelle Palmer (JAG) <michelle.palmer@justice.qld.gov.au>; Natalie Blackwell (QM) <natalie.blackwell@qm.qld.gov.au>; Natalie Townsend (RTA) <Natalie.townsend@rta.qld.gov.au>; Neil Smith <neil.smith@communities.qld.gov.au>; Nyree Illingsworth (DJAG) <Nyree.Illingsworth@justice.qld.gov.au>; OQPC <OQPC.CorporateGovernance@premiers.qld.gov.au>; Paige Heather <paige.heather@ditid.qld.gov.au>; Patsy Jones <Patsy.Jones@corrections.qld.gov.au>; Paul Brelsford (QRIDA) <paul.brelsford@qrida.qld.gov.au>; Paul Brown (QRIC) <Paul.Brown@qric.qld.gov.au>; Paul Davey (CAA) <paul.davey@caa.qld.gov.au>; Paula Sellin (QLeave) <paula.sellin@qleave.qld.gov.au>; Peter Patmore (Health) <peter.patmore@health.qld.gov.au>; Ray Clarke <ray.clarke@ambulance.qld.gov.au>; Rhiannan Howell <rhiannan.howell@desbt.qld.gov.au>; Richard Watson (TIQ) <Richard.watson@tiq.qld.gov.au>; Rod Francisco (Health) <Rod.Francisco@health.qld.gov.au>; Samantha Thompson (QFES) <Samantha.Thompson@qfes.qld.gov.au>; Sandra Lerch <Sandra.Lerch@psc.qld.gov.au>; Sandra Mclean <Sandra.mclean@ditid.qld.gov.au>; Sandra Slater (TMR) <Sandra.M.Slater@tmr.qld.gov.au>; Sarah March (IGEM) <Sarah.March@igem.qld.gov.au>; Selena Turner



(QTC) <sturner@qtc.com.au>; Shannan Quain <shannan.quain@csyw.qld.gov.au>; Shannon Cook <shannon.cook@premiers.qld.gov.au>; Sharon Dickman <sharon.dickman@dsiti.qld.gov.au>; Stephanie Attard (DJAG) <stephanie.attard@justice.qld.gov.au.>; Strehen Smith (QFES) <StephenA.Smith@qfes.qld.gov.au>; Susan Sampson (Treasury) <susan.sampson@treasury.qld.gov.au>; Suzi Woodrow-Read <suzi.woodrow-read@psc.qld.gov.au>; Talia Love-Linay (SLQ) <Talia.Love-Linay@slq.qld.gov.au>; Taresa Rostern (Health) <WestMoreton-HSD@health.qld.gov.au>; Theresa.hodges2@health.qld.gov.au; Tony James (OIR) <Tony.James@oir.qld.gov.au>; Tracey Fellows (PG) <Tracey.Fellows@publicguardian.qld.gov.au>; Vanessa Kissane (Tafe Qld) <Vanessa.KISSANE@tafeqld.edu.au>; Vernell Tomasich <vernell.tomasich@dsmip.qld.gov.au>; Vivienne Van Der Laak <vivienne.vanderlaak@des.qld.gov.au>; Warren Edwards (ADCQ) <warren.edwards@edcq.qld.gov.au>  
**Cc:** Commission PSC <Commission.PSC@psc.qld.gov.au>; Broghan Friel <broghan.friel@psc.qld.gov.au>; David Reed <David.Reed@psc.qld.gov.au>; Robert Setter <Robert.Setter@psc.qld.gov.au>

**Subject:** Vulnerable worker email



**Chief HR Officers**

In the last two CHRO teleconferences, I have mentioned a resource being developed to support vulnerable employees during COVID19.

The resource has now been finalised and can be accessed from this link - <https://www.forgov.qld.gov.au/guide-identifying-and-supporting-vulnerable-employees-covid-19>

Please consider distributing this link to relevant people within your agencies.

Thank you again to the Department of Health and Metro North Hospital and Health Service for leading in this space and providing the foundation content for this guide.

Regards  
Megan

**Megan Barry**  
Deputy Commissioner  
Public Service Commission

P 07 3003 2829 M [redacted]  
E [megan.barry@psc.qld.gov.au](mailto:megan.barry@psc.qld.gov.au) W [psc.qld.gov.au](http://psc.qld.gov.au)  
Level 27, 1 William Street, Brisbane QLD 4000

An infographic titled "Novel Coronavirus" with a background of stylized virus particles. It is divided into two sections: "What are the symptoms:" and "How to stop it spreading:". The symptoms section includes icons for Fever, Cough, Fatigue, Sore throat, and Shortness of breath. The prevention section includes icons for Wash hands regularly, Cover coughs and sneezes, and Stay home if unwell. At the bottom, a black box contains the text: "If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)".

**Novel Coronavirus**

**What are the symptoms:**

- Fever
- Cough
- Fatigue
- Sore throat
- Shortness of breath

**How to stop it spreading:**

- Wash hands regularly
- Cover coughs and sneezes
- Stay home if unwell

If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)

Released under RTI - DPC

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**From:** Robert Setter  
**Sent:** Monday, 4 May 2020 5:18 PM  
**To:** Beth Woods (DAF); Bob Gee (Communities); Chris Sarra (DATSIP); Clare O'Connor (DCDSS); Damien Walker (DITID); Dave Stewart; David Mackie (DJAG); Deidre Mulkerin (CSYW); John Wakefield (Health); Frankie Carroll (Treasury); Greg Leach (QFES); James Purtill; Jamie Merrick (DES); Comm QPS; Liza Carroll (HPW); Mary-Anne Curtis (DESBT); Neil Scales (TMR); Peter Martin (Corrections Services); Rachel Hunter (DSDMIP); Robert Setter; Toni Power (Coordinator Genera); Tony Cook (QED); Warwick Agnew (DLGRMA)  
**Cc:** @PSC ELT; Wade Fuller; Adam Stevenson (QFES); Arthur O'Brien; Barbara.Phillips@health.qld.gov.au; Brenda Parker (DNRM); Cecelia Christensen (QT); Craig Allen (OIR); Craig Allen (QED); Doug Smith (QPS); Filly Morgan; Geoff Waite; James Koulouris; Jeff Hunt; Kathy Parton (DATSIP); Kurt Marsden (PSBAHR); Matthew Nye (Communities); Megan Barry; Michael McKee; Michael Metcalfe; Peter Cook; Phillip Brooks (DYJ); Rebecca Atkinson (DLGRMA); Rhiannan Howell; robyn.turbit@hpw.qld.gov.au; Sandra Mclean; Sinead McCarthy; steven.kay; Susan Chrisp (DES); Tracy.a.o'bryan@tmr.qld.gov.au  
**Subject:** Weekly COVID-19 impact on agencies Report - 01 May 2020  
**Attachments:** Weekly report of COVID-19 impacts 30042020.pptx

**Members of the Leadership Board**

*Cc Heads of Corporate*

I attach the latest update on impact of COVID-19 on agencies (excluding Queensland Health), consolidated through the Heads of Corporate network.

Data cleansing was largely responsible for the decrease across all measures.

On 01 May, 2020 some **31,329 public servants** were reported to be **working remotely** due to COVID-19; and a further **1,728** were reported as **unable to work** due to COVID-19.

As highlighted at the Leadership Board meeting Friday, agencies should begin planning transition back to work and workplaces, as CHO restrictions are eased. As with Business Continuity Plans these should be completed by each agency and reflect your workforce profile.

I anticipate guidelines will be issued in the near future.

For your awareness and action as appropriate please.



Rob

**Robert SETTER**  
Chief Executive  
Public Service Commission

P 07 303 2810

E [robert.setter@psc.qld.gov.au](mailto:robert.setter@psc.qld.gov.au) W [psc.qld.gov.au](http://psc.qld.gov.au)

Level 27, 1 William Street, Brisbane QLD 4000

# COVID-19 and DFV

## Help stop the spread



Cover cough



Wash hands



Stay home

## Look after yourself



Save lives



Stay connected



Find services

COVID-19 health guidelines may be difficult for families experiencing domestic and family violence.

Click to find available help.



Released under RTI - DPC

# **Weekly report of COVID-19 impacts on the Queensland public service workforce**

Report type: **Employee headcount – percentages and numbers**

Report date: **5pm, 30 April 2020**

Released under RTI/DPC

# Report basis

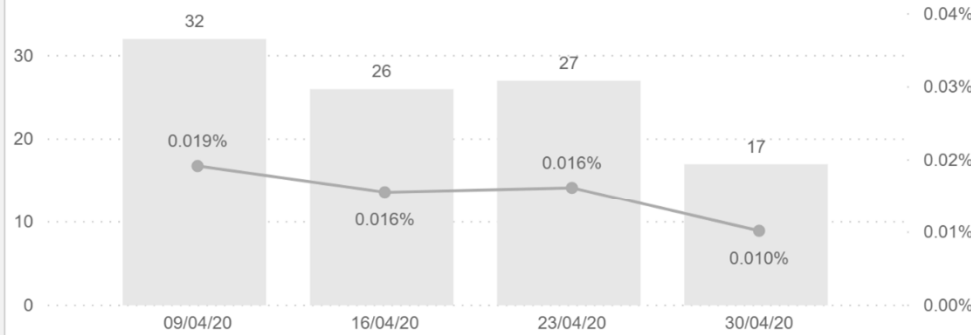
- Agency employee data in this report are based on reported headcount for February 2020.
- Weekly reports compare each Thursday's dataset across a 4-week period.
- Weekly reports can be read in conjunction with the associated Thursday Daily Reports for further agency-level detail.
- Data included in this report is sourced from 35 agencies representing a total of 166,817 employees.
- Department of Health, Hospital & Health Services, and Electoral Commission Queensland are not included in this report.
- Queensland Ambulance Service is included in this report.

# Highlights

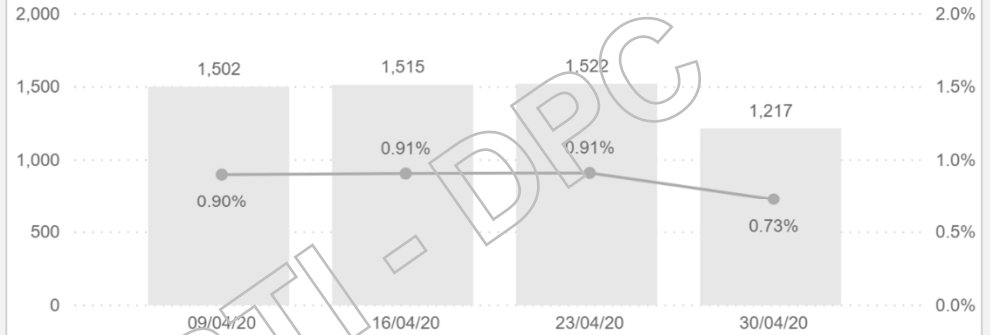
- Drop in active COVID-19 cases from 27 down to 17. Queensland community has 84 active COVID-19 cases as at same time.
- Caring responsibility down from 1,522 to 1,217. Reduction mostly within Education.
- PSC working with agencies this week to ensure data integrity against QHealth definitions of self-quarantine. This has seen a significant reduction in associated categories.
  - Self-quarantine not working: from 2,523 down to 525
  - Self-quarantine working remotely: from 2,597 down to 441
  - Total not working: from 4,072 down to 1,759
- Working remotely numbers are steady at 31,913 or 19.1% of the Queensland public service.
- Education have adjusted their reporting to comply with PSC requests this week and data against self-quarantine working remotely is not available. Figure of '0' should be read as 'N/A'. People in this category for Education have been captured in Q6 Working Remotely.

# COVID-19 Impacts Weekly Trend - All Agencies

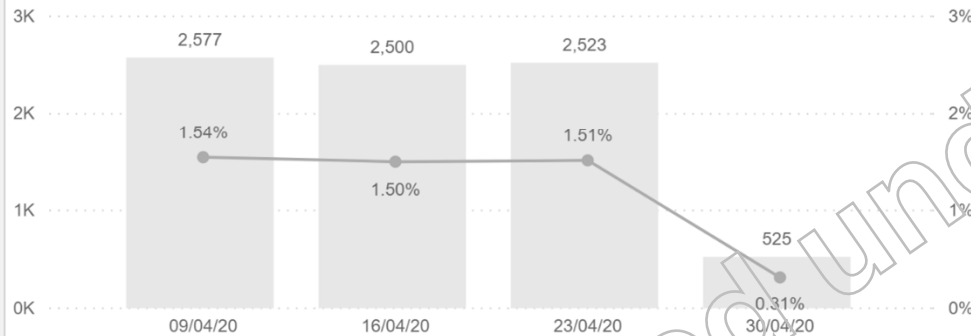
1. Positive COVID-19 cases - All agencies



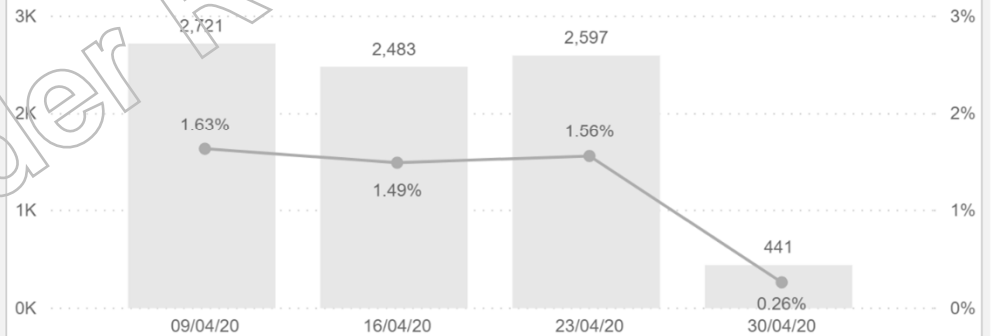
2. Care Resp. Not Working - All agencies



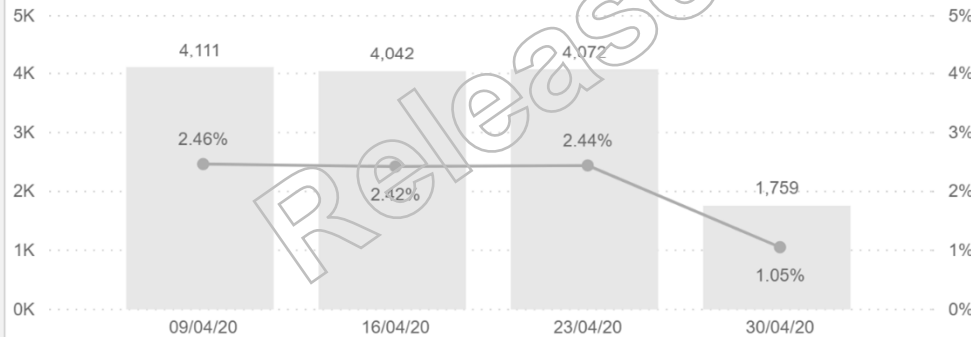
3. Self-Quar. Not Working - All agencies



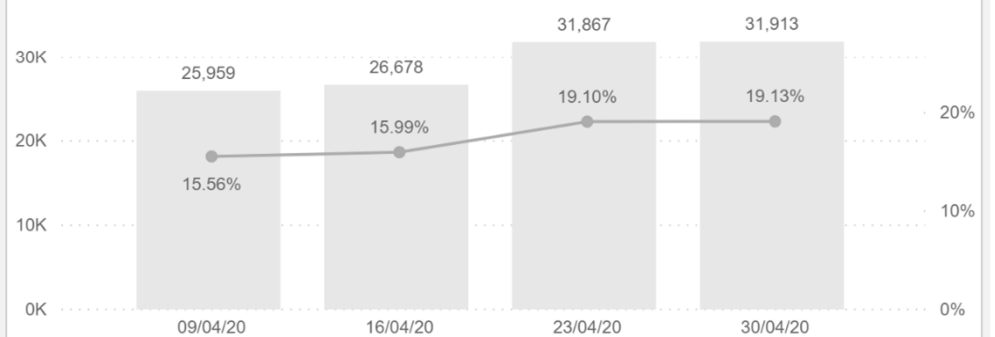
4. Self-Quar. Working Remotely - All agencies



5. Total Employees Not Working - All agencies



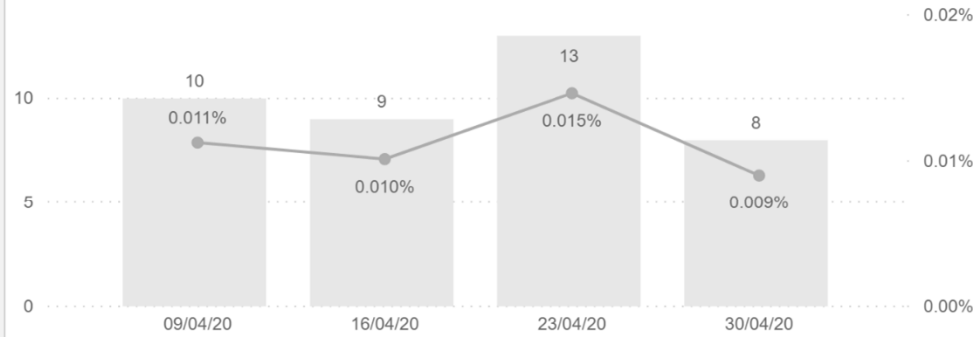
6. Employees Working Remotely (ex. Q4) - All agencies



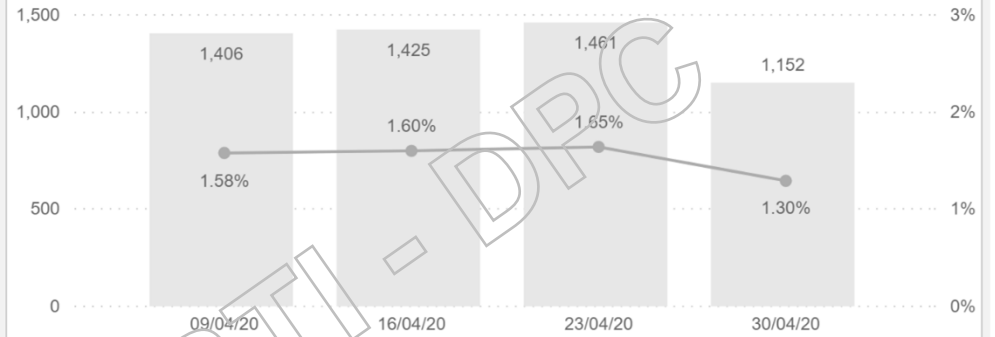


# COVID-19 Impacts Weekly Trend - Education

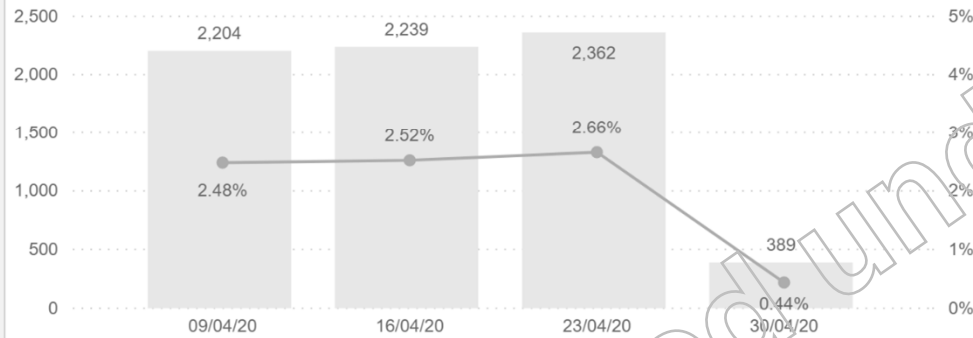
1. Positive COVID-19 cases - Education



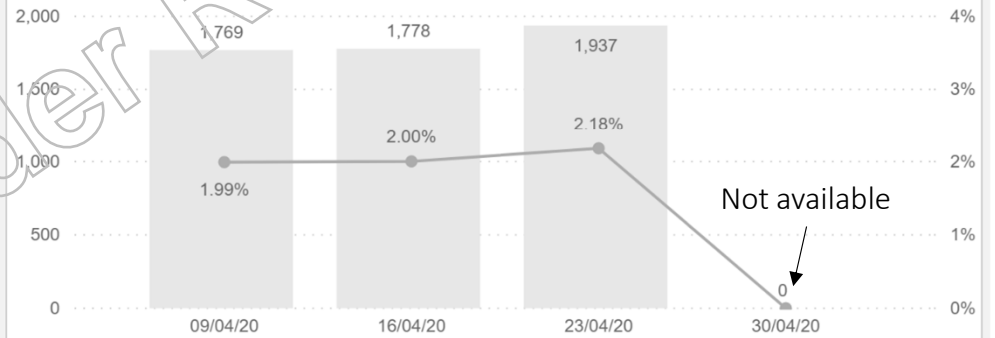
2. Care Resp. Not Working - Education



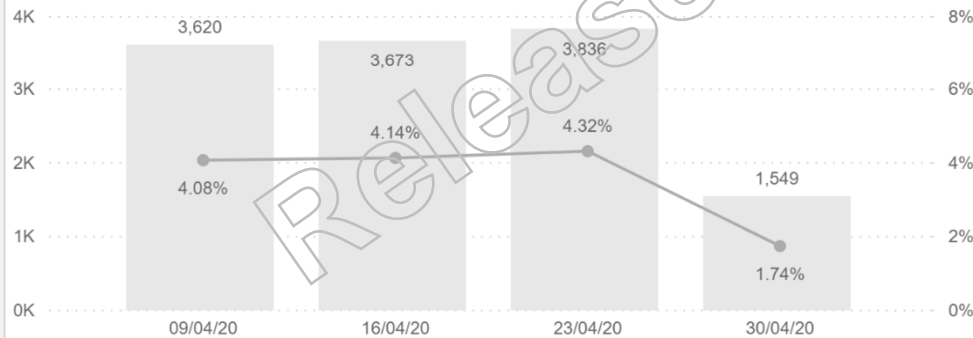
3. Self-Quar. Not Working - Education



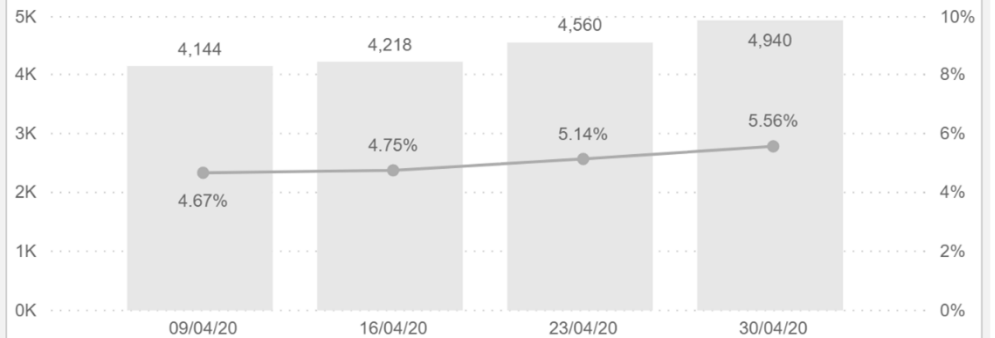
4. Self-Quar. Working Remotely - Education



5. Total Employees Not Working - Education

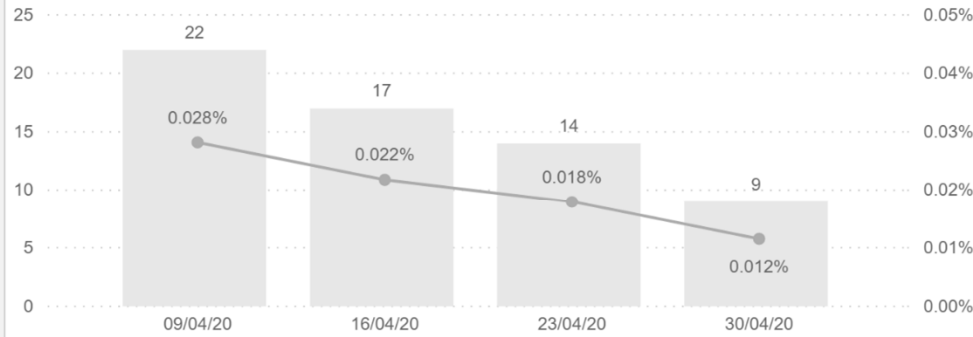


6. Employees Working Remotely (ex. Q4) - Education

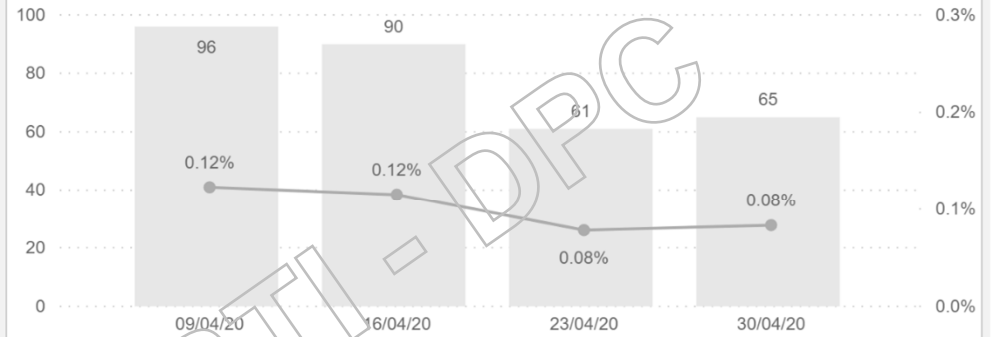


# COVID-19 Impacts Weekly Trend - Non-Education

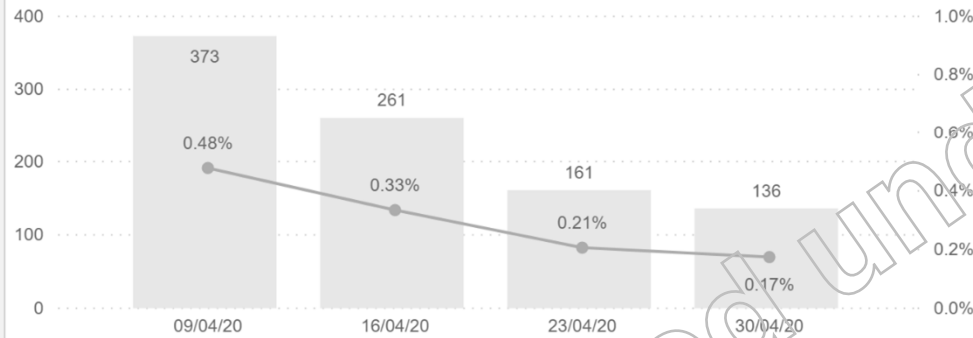
1. Positive COVID-19 cases - Non-Education



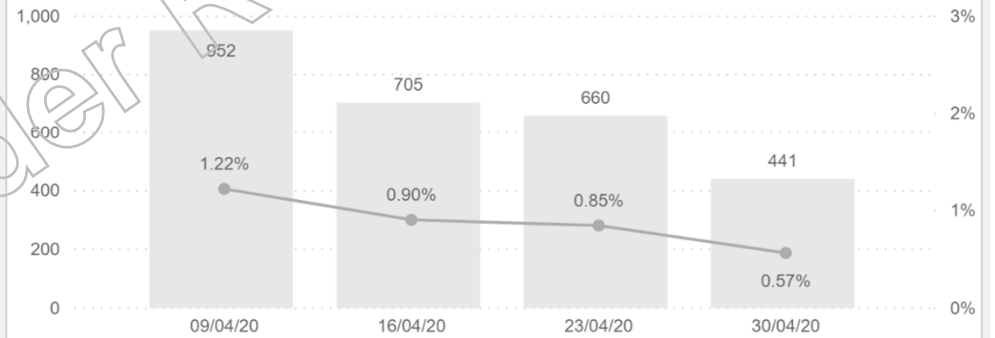
2. Care Resp. Not Working - Non-Education



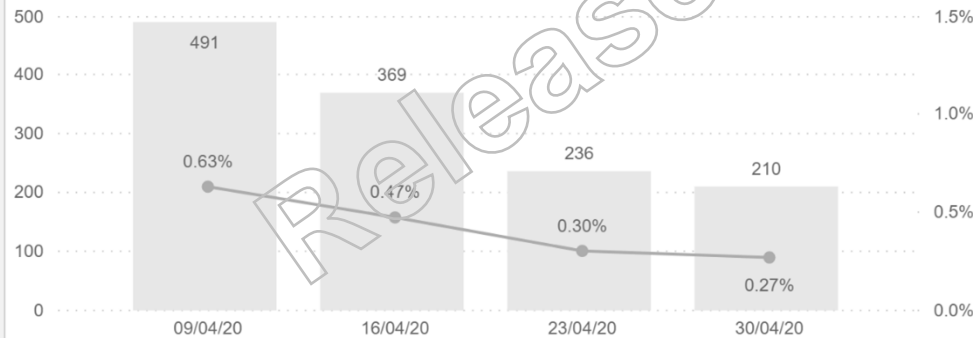
3. Self-Quar. Not Working - Non-Education



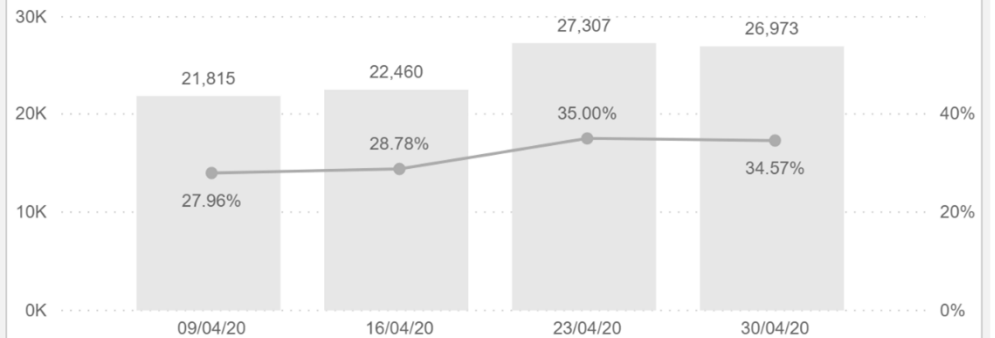
4. Self-Quar. Working Remotely - Non-Education



5. Total Employees Not Working - Non-Education



6. Employees Working Remotely (ex. Q4) - Non-Education



Released under RTI - DPC

Developed by the  
**Public Service Commission**

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**From:** Robert Setter  
**Sent:** Friday, 24 April 2020 1:27 PM  
**To:** Beth Woods (DAF); Bob Gee (Communities); Chris Sarra (DATSIP); Clare O'Connor (DCDSS); Damien Walker (DITID); Dave Stewart; David Mackie (DJAG); Deidre Mulkerin (CSYW); John Wakefield (Health); Frankie Carroll (Treasury); Greg Leach (QFES); James Purtill; Jamie Merrick (DES); Comm QPS; Liza Carroll (HPW); Mary-Anne Curtis (DESBT); Neil Scales (TMR); Peter Martin (Corrections Services); Rachel Hunter (DSDMIP); Robert Setter; Toni Power (Coordinator Genera); Tony Cook (QED); Warwick Agnew (DLGRMA)  
**Cc:** @PSC ELT; Adam Stevenson (QFES); Arthur O'Brien; Barbara.Phillips@health.qld.gov.au; Brenda Parker (DNRM); Cecelia Christensen (QT); Craig Allen (OIR); Craig Allen (QED); Doug Smith (QPS); Filly Morgan; Geoff Waite; James Koulouris; Jeff Hunt; Kathy Parton (DATSIP); Kurt Marsden (PSBAHR); Matthew Nye (Communities); Megan Barry; Michael McKee; Michael Metcalfe; Peter Cook; Phillip Brooks (DYJ); Rebecca Atkinson (DLGRMA); Rhiannan Howell; robyn.turbit@hpw.qld.gov.au; Sandra Mclean; Sinead McCarthy; steven.kay; Susan Chrisp (DES); Tracy.a.o'bryan@tmr.qld.gov.au  
**Subject:** CONFIDENTIAL: Weekly COVID-19 Report – Queensland public service as at 23 April 2020  
**Attachments:** Weekly report of COVID-19 impacts 23042020.pptx  
**Importance:** High

**Members of the Leadership Board**  
**Cc Heads of Corporate**

Workforce report to show the impact of COVID-19 on workforce participation attached, (noting Queensland Hospital and Health Services is excluded), provided for your awareness.

Note:

- Coverage is of 163,817 employees; 35 agencies
- Positive COVID-19 cases = 27 @ 23/04, decreasing trend over 4 weeks
- Not working – self-quarantine – 2,523 and holding constant over 4 weeks
- Not working – (with COVID + self quarantine + care responsibility, not working = 4,072 , slight increasing trend
- Working remotely (not self-quarantine) = 31,867, and increase of 5.3K on last week

As discussed at Monday's Leadership Board, it is important for all Directors-General and Commissioners to ensure departmental practices and processes are in place and working to manage and care for your respective workforce. This would include regular management checks on productivity and staff well-being, particularly for those not working.

As always, happy to discuss.

Rob



**Robert Setter**  
Commission Chief Executive  
Public Service Commission

P 07 3003 2810

E [robert.setter@psc.qld.gov.au](mailto:robert.setter@psc.qld.gov.au) W [psc.qld.gov.au](http://psc.qld.gov.au)  
Level 27, 1 William Street, Brisbane QLD 4000

# Novel Coronavirus

## What are the symptoms:



Fever



Cough



Fatigue



Sore throat



Shortness of breath

## How to stop it spreading:



Wash hands regularly



Cover coughs and sneezes



Stay home if unwell

If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)

Released under RTI - DPC

# **Weekly report of COVID-19 impacts on the Queensland public service workforce**

Report type: **Employee headcount – percentages and numbers**

Report date: **5pm, 23 April 2020**

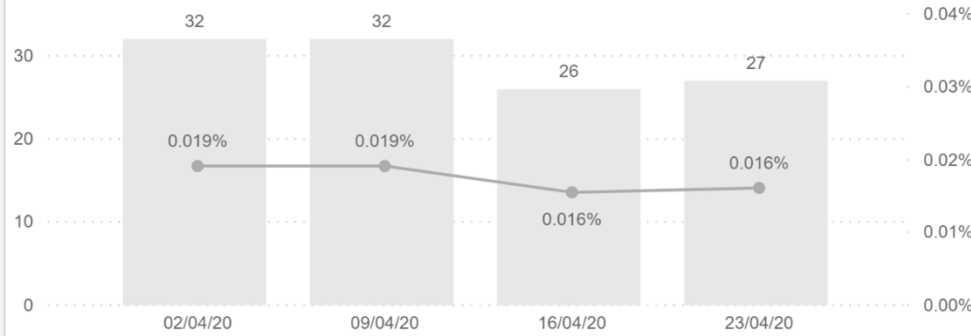
Released under RTI/DPC

# Report basis

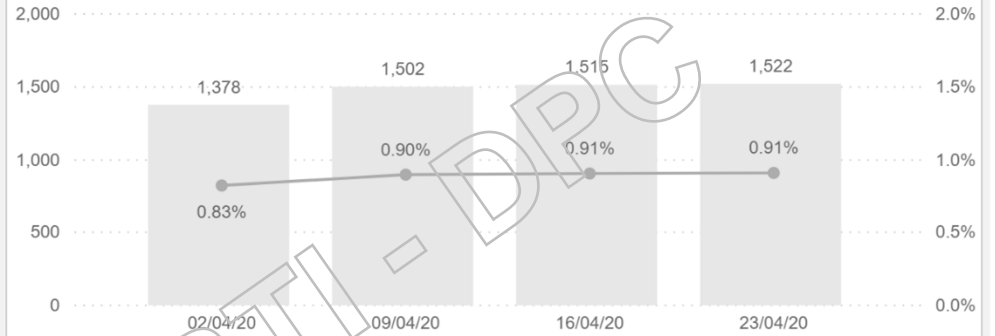
- Agency employee data in this report are based on reported headcount for February 2020.
- Weekly reports compare each Thursday's dataset across a 4-week period.
- Weekly reports can be read in conjunction with the associated Thursday Daily Reports for further agency-level detail.
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- Queensland Ambulance Service is included in this report.

# COVID-19 Impacts Weekly Trend - All Agencies

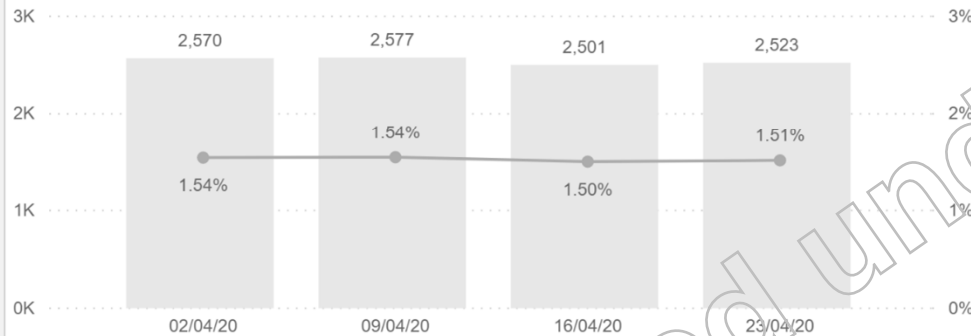
1. Positive COVID-19 cases - All agencies



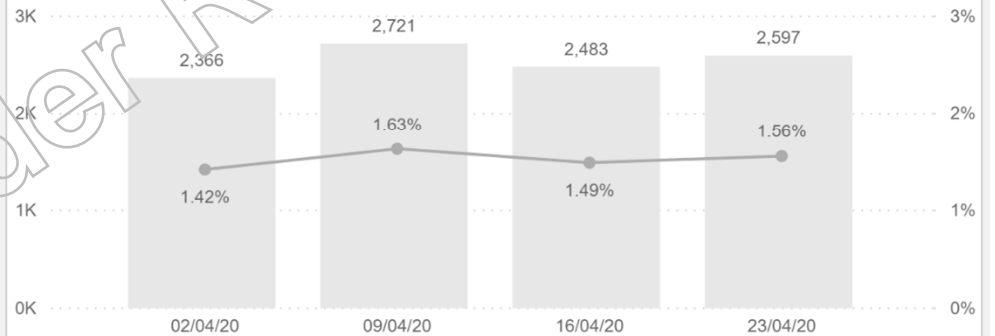
2. Care Resp. Not Working - All agencies



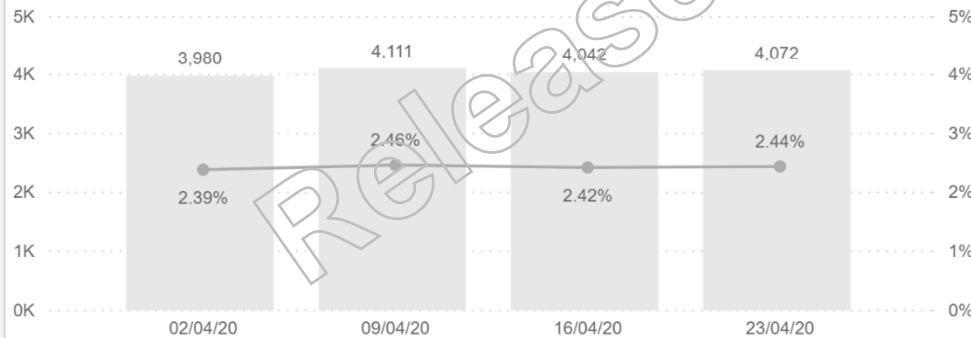
3. Self-Quar. Not Working - All agencies



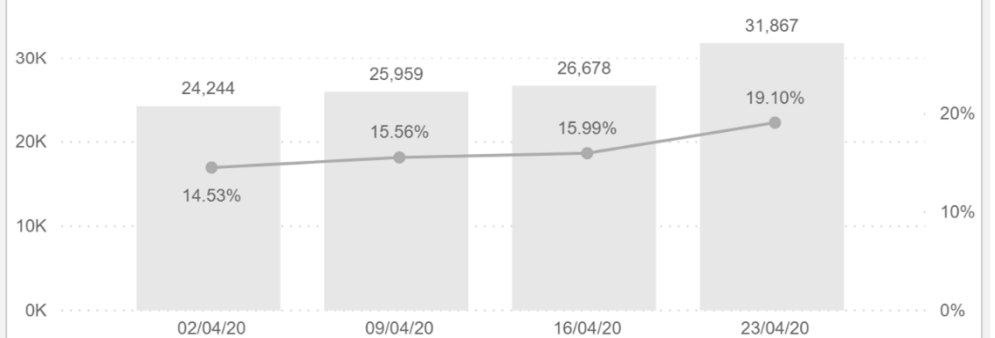
4. Self-Quar. Working Remotely - All agencies



5. Total Employees Not Working - All agencies



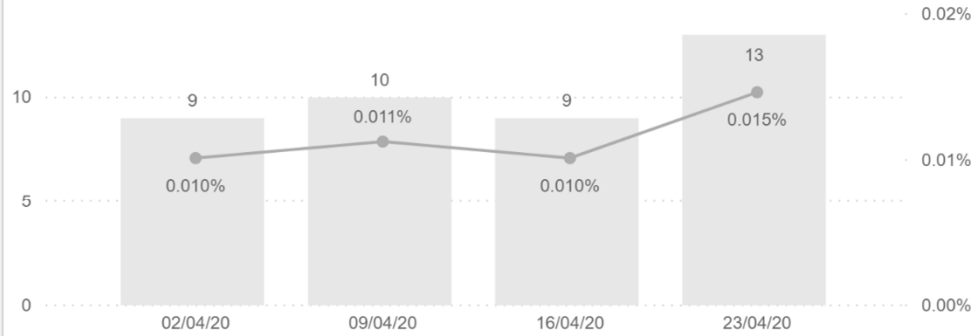
6. Employees Working Remotely (ex. Q4) - All agencies



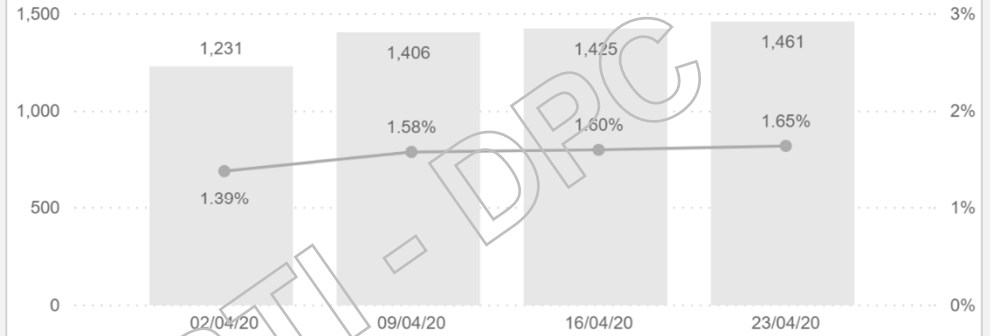


# COVID-19 Impacts Weekly Trend - Education

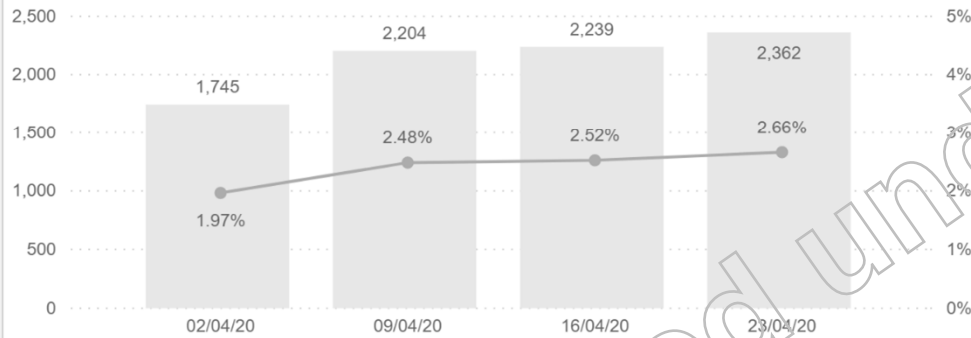
1. Positive COVID-19 cases - Education



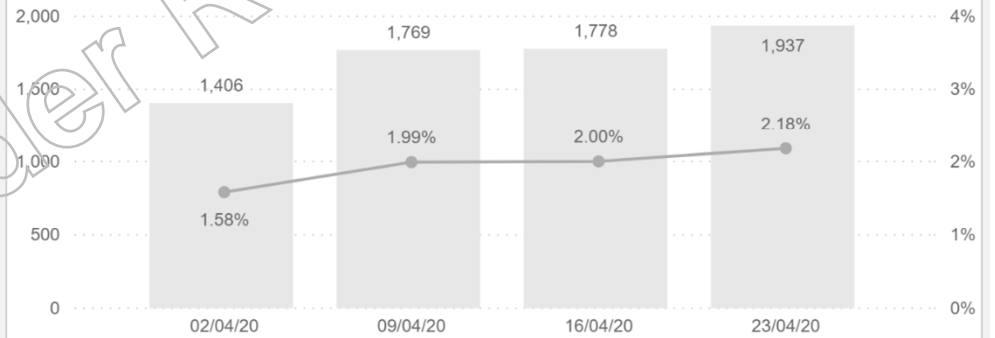
2. Care Resp. Not Working - Education



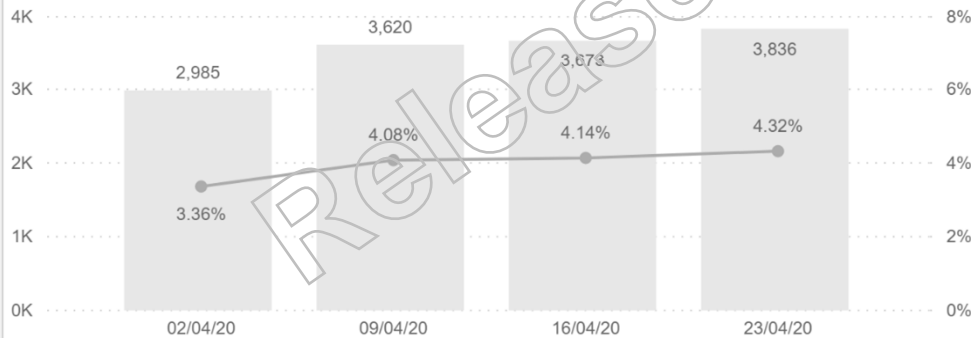
3. Self-Quar. Not Working - Education



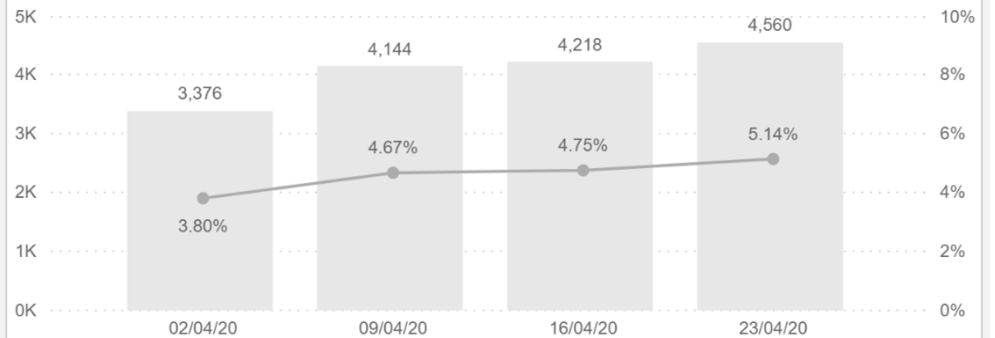
4. Self-Quar. Working Remotely - Education



5. Total Employees Not Working - Education

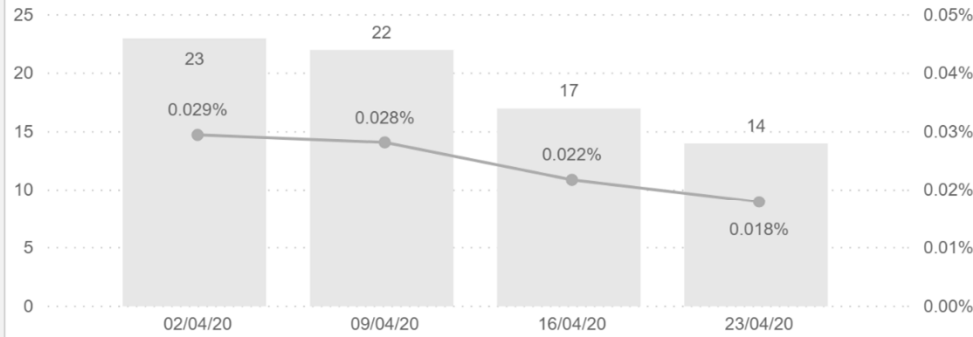


6. Employees Working Remotely (ex. Q4) - Education

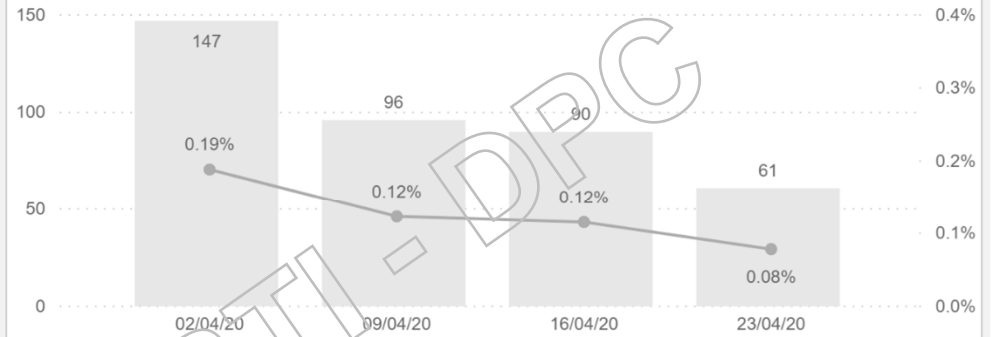


# COVID-19 Impacts Weekly Trend - Non-Education

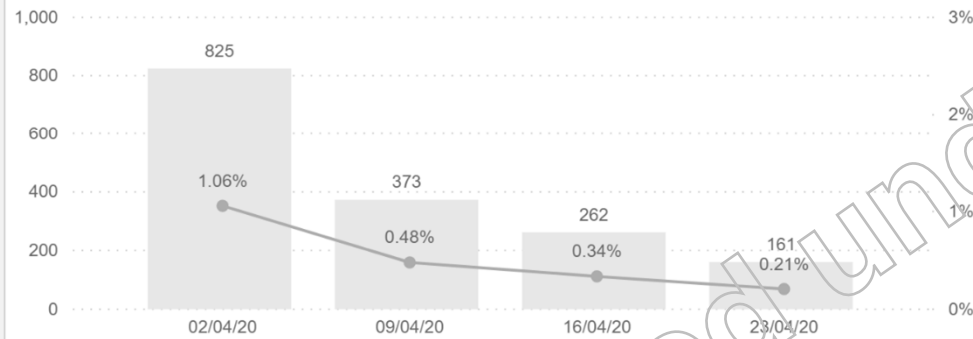
1. Positive COVID-19 cases - Non-Education



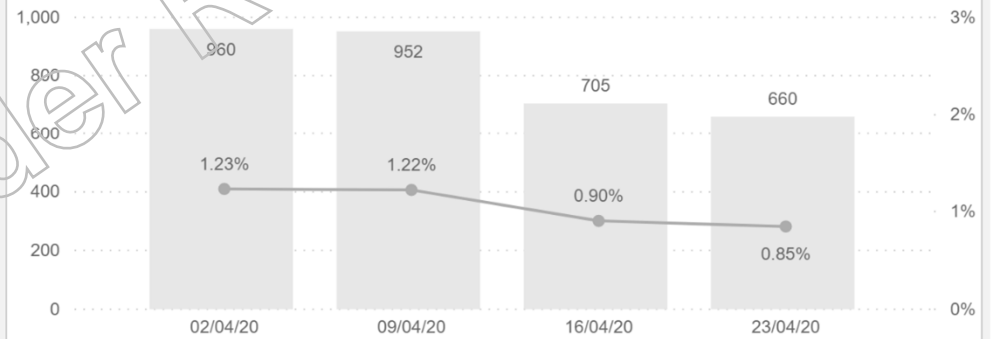
2. Care Resp. Not Working - Non-Education



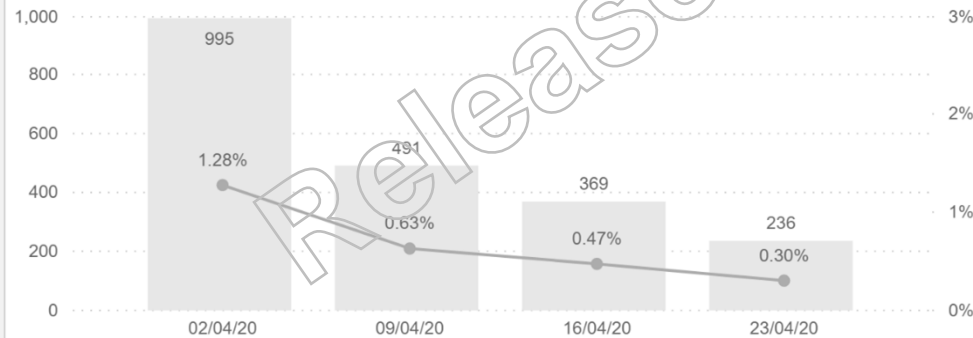
3. Self-Quar. Not Working - Non-Education



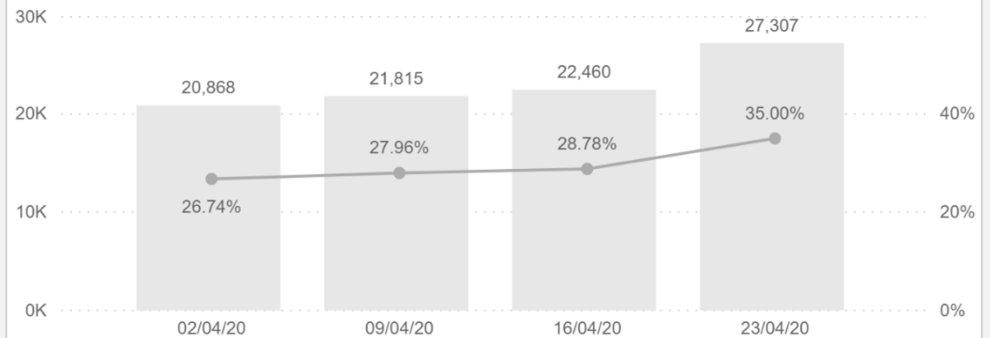
4. Self-Quar. Working Remotely - Non-Education



5. Total Employees Not Working - Non-Education



6. Employees Working Remotely (ex. Q4) - Non-Education



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Developed by the  
**Public Service Commission**

---

**From:** Robert Setter  
**Sent:** Thursday, 23 April 2020 8:24 AM  
**To:** denise.spinks@ministerial.qld.gov.au  
**Cc:** Dave Stewart; Wade Fuller; Megan Barry; Suzi Woodrow-Read; Robert Setter  
**Subject:** CONFIDENTIAL: Daily COVID-19 and EMS Report  
**Attachments:** Daily report of COVID-19 impacts 22042020.pptx

**Importance:** High

Denise

As of last night.

#### COVID-19 Data

- As at 5pm, 22/04/2020, across 35 Queensland public service agencies and representing a total of 166,817 employees:
- **27** positive COVID-19 cases.
- **1,504** employees unable to work due to COVID-19 related caring responsibilities.
- **2,539** employees required to self-quarantine (on health advice) due to COVID-19 and not working remotely.
- **2,584** employees required to self-quarantine (on health advice) due to COVID-19 and working remotely.
- **4,070** public service employees are currently unable to work due to COVID-19.

#### EMS Data

- Total number mobilised: **183**
- Confirmed for mobilisation: **10**
- Indicative demand: **520**
- Identified and assessed for future mobilisation: **1750**

We will do a week's end report tomorrow evening.

Rob



**Robert Setter**

Commission Chief Executive  
Public Service Commission

---

P 07 3003 2810

E [robert.setter@psc.qld.gov.au](mailto:robert.setter@psc.qld.gov.au) W [psc.qld.gov.au](http://psc.qld.gov.au)  
Level 27, 1 William Street, Brisbane QLD 4000

# Novel Coronavirus

## What are the symptoms:



Fever



Cough



Fatigue



Sore throat



Shortness of breath

## How to stop it spreading:



Wash hands regularly



Cover coughs and sneezes



Stay home if unwell

If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)

Released under RTI - DPC

# **Daily report of COVID-19 impacts on the Queensland public service workforce**

Report type: **Employee headcount - combined percentages and numbers**

Report date: **5pm, 22 April 2020**

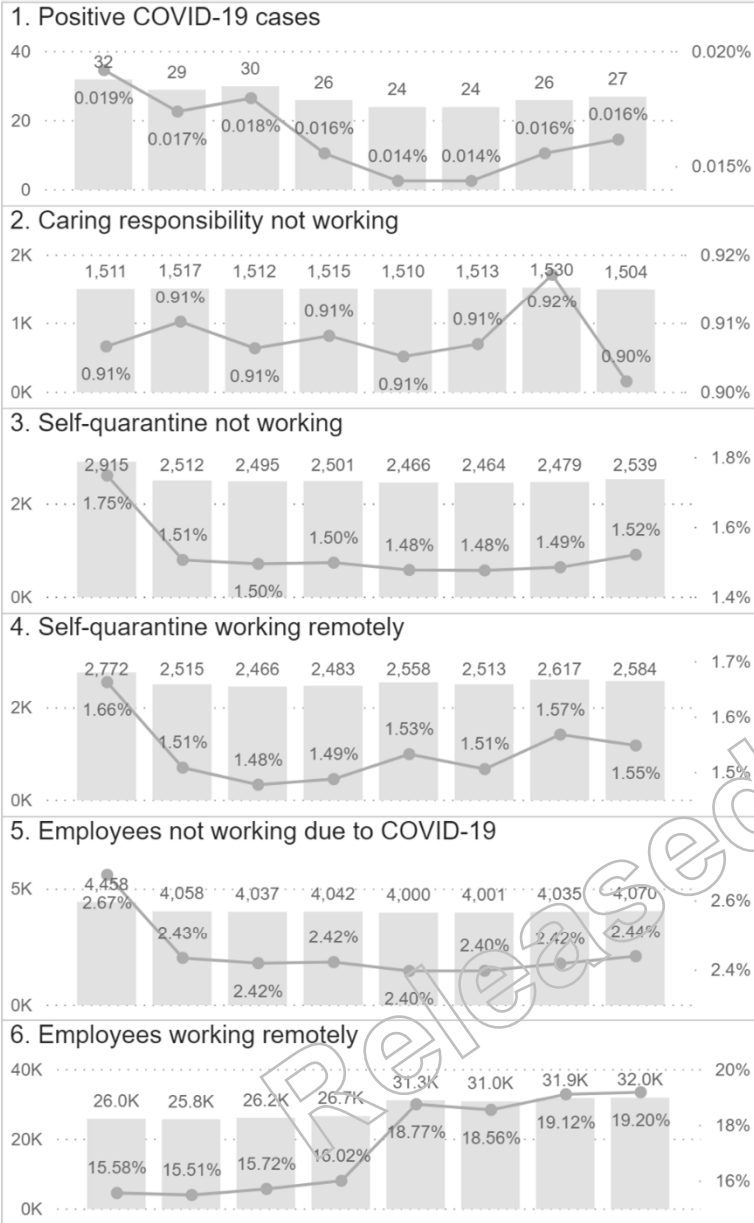
Released under RTI/DPC

# Report basis

- Agency employee data in this report are based on reported headcount for February 2020.
- Daily reports are updated each weekday at 5pm. Weekend and public holiday workforce data is not collected.
- Data included in this report is sourced from 35 agencies representing a total of 166,817 employees.
- Department of Health, Hospital & Health Services, and Electoral Commission Queensland are not included in this report.
- Queensland Ambulance Service is included in this report.

COVID-19 impacts on the Queensland public service workforce

Wednesday, 22 April 2020



Agencies reporting

35

Total Employees

166,817

1. Positive COVID-19 cases

0.016% 27

Agencies with COVID-19 cases

10

COVID-19 Employee Category

Percentage

Number

2. Employees unable to work due to caring responsibilities related to COVID-19

0.90%

1,504

3. Employees required to self-quarantine on health advice due to COVID-19 - not working

1.52%

2,539

4. Employees required to self-quarantine on health advice due to COVID-19 - working remotely

1.55%

2,584

5. Total employees not working due to COVID-19

2.44%

4,070

6. Employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice)

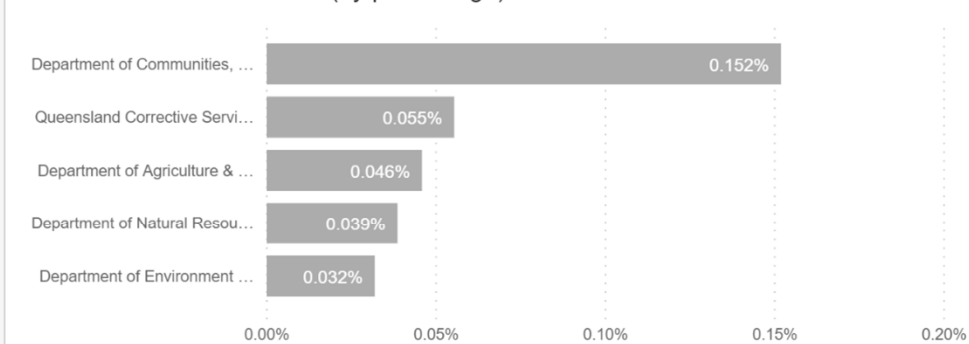
19.20%

32,027

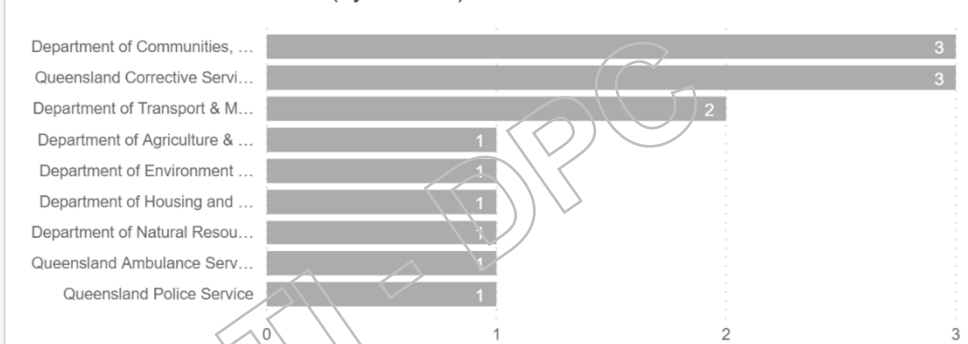


## Top 5 agencies by COVID-19 category - excluding Education

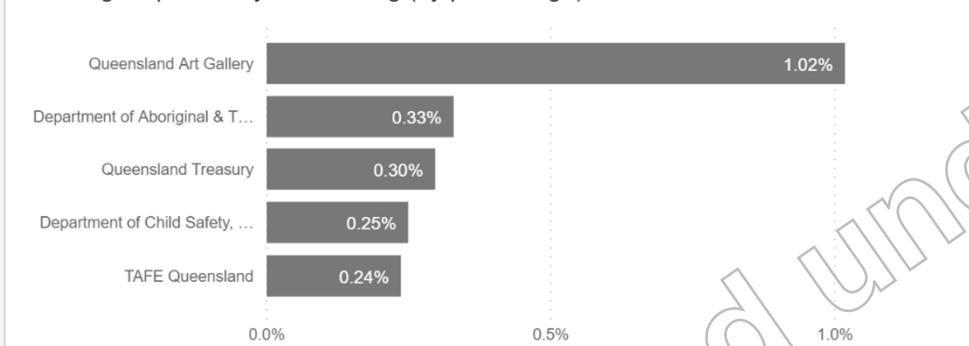
### 1. Positive COVID-19 cases (by percentage)



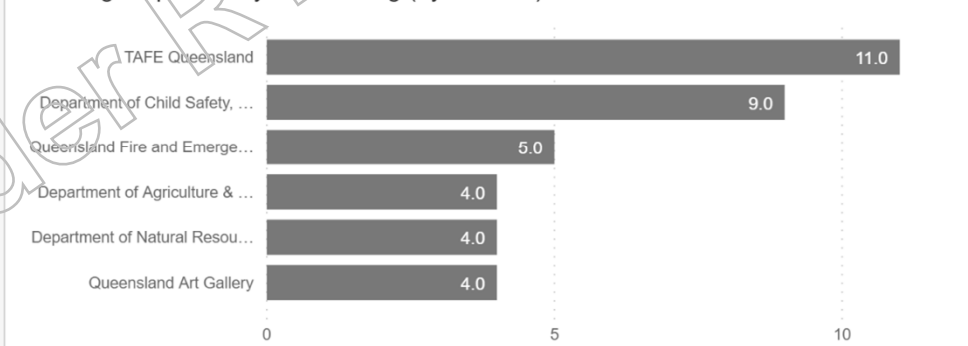
### 1. Positive COVID-19 cases (by number)



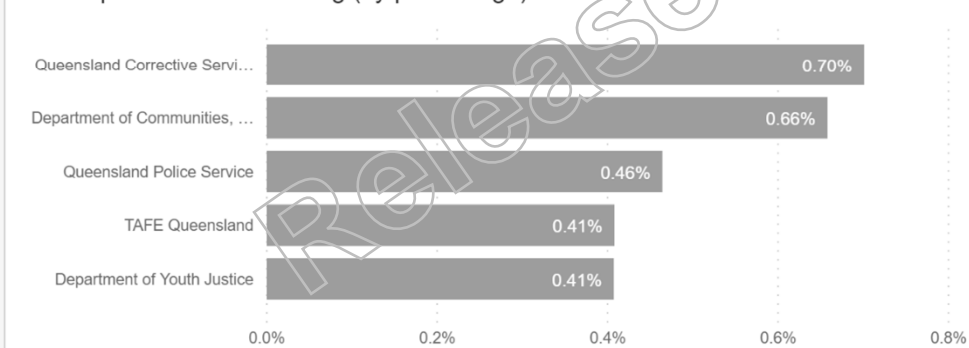
### 2. Caring responsibility not working (by percentage)



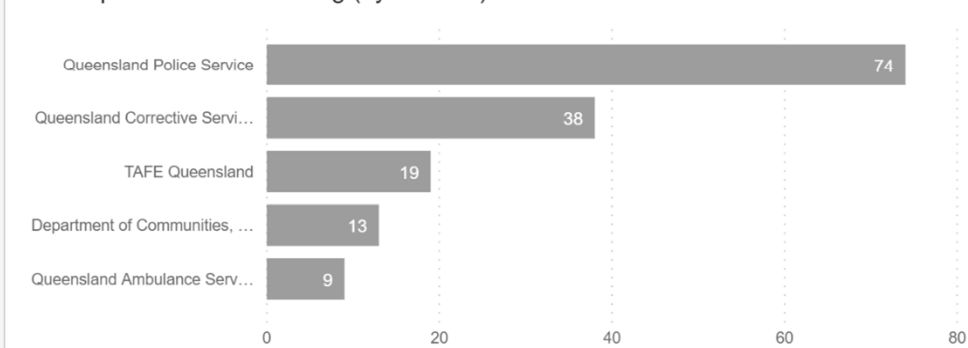
### 2. Caring responsibility not working (by number)



### 3. Self-quarantine not working (by percentage)

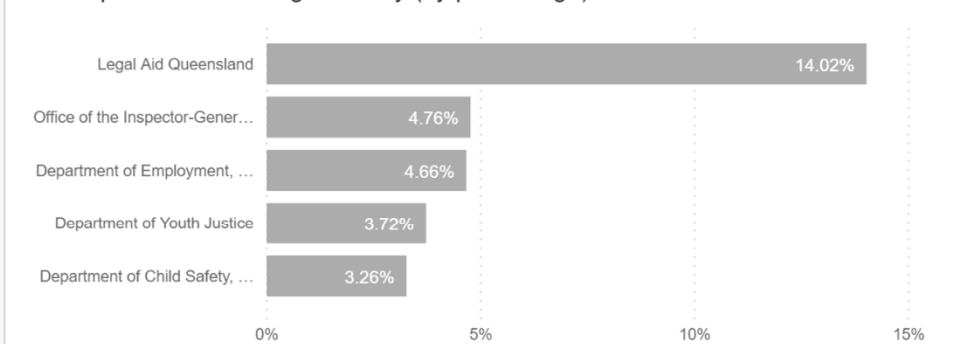


### 3. Self-quarantine not working (by number)

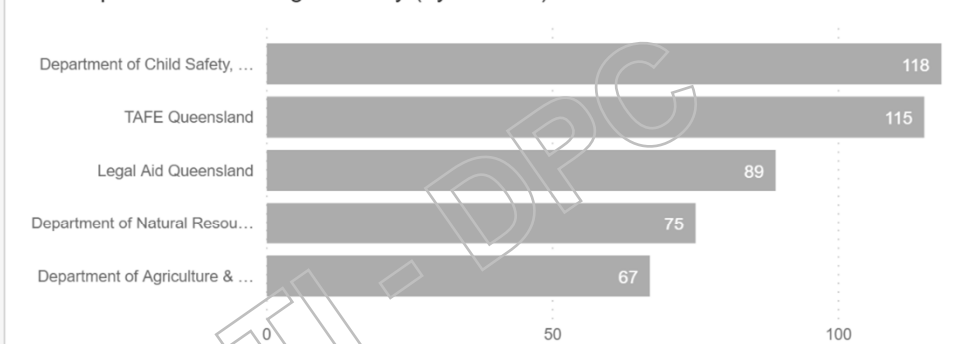


## Top 5 agencies by COVID-19 category - excluding Education

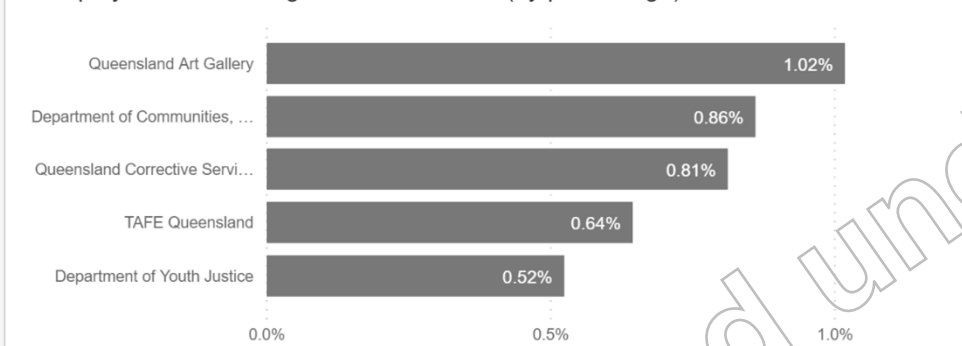
4. Self-quarantine working remotely (by percentage)



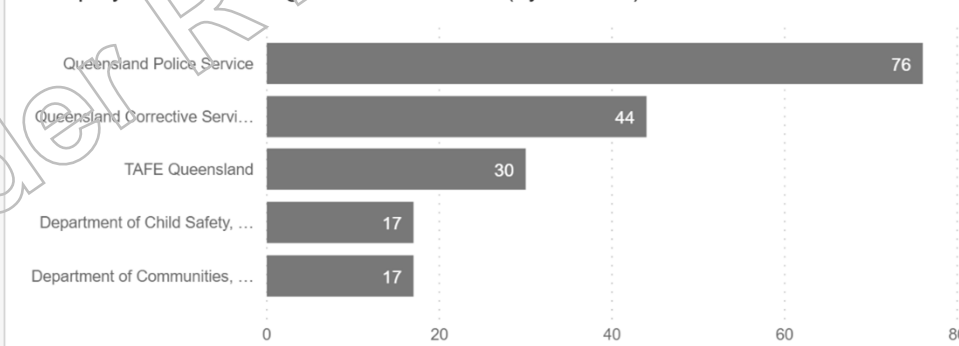
4. Self-quarantine working remotely (by number)



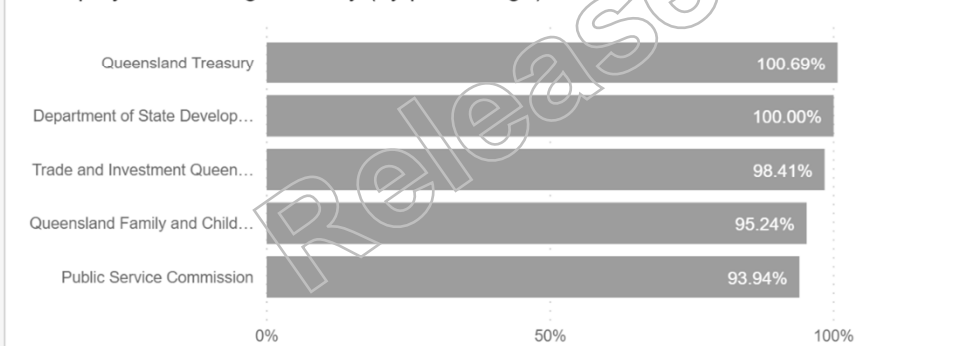
5. Employees not working due to COVID-19 (by percentage)



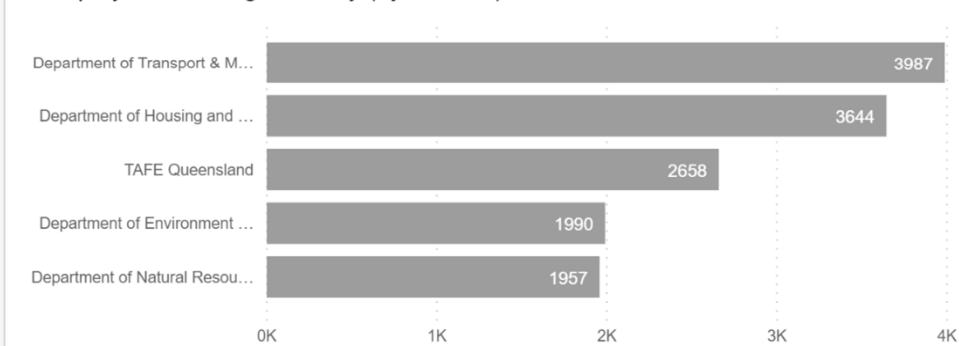
5. Employees not working due to COVID-19 (by number)



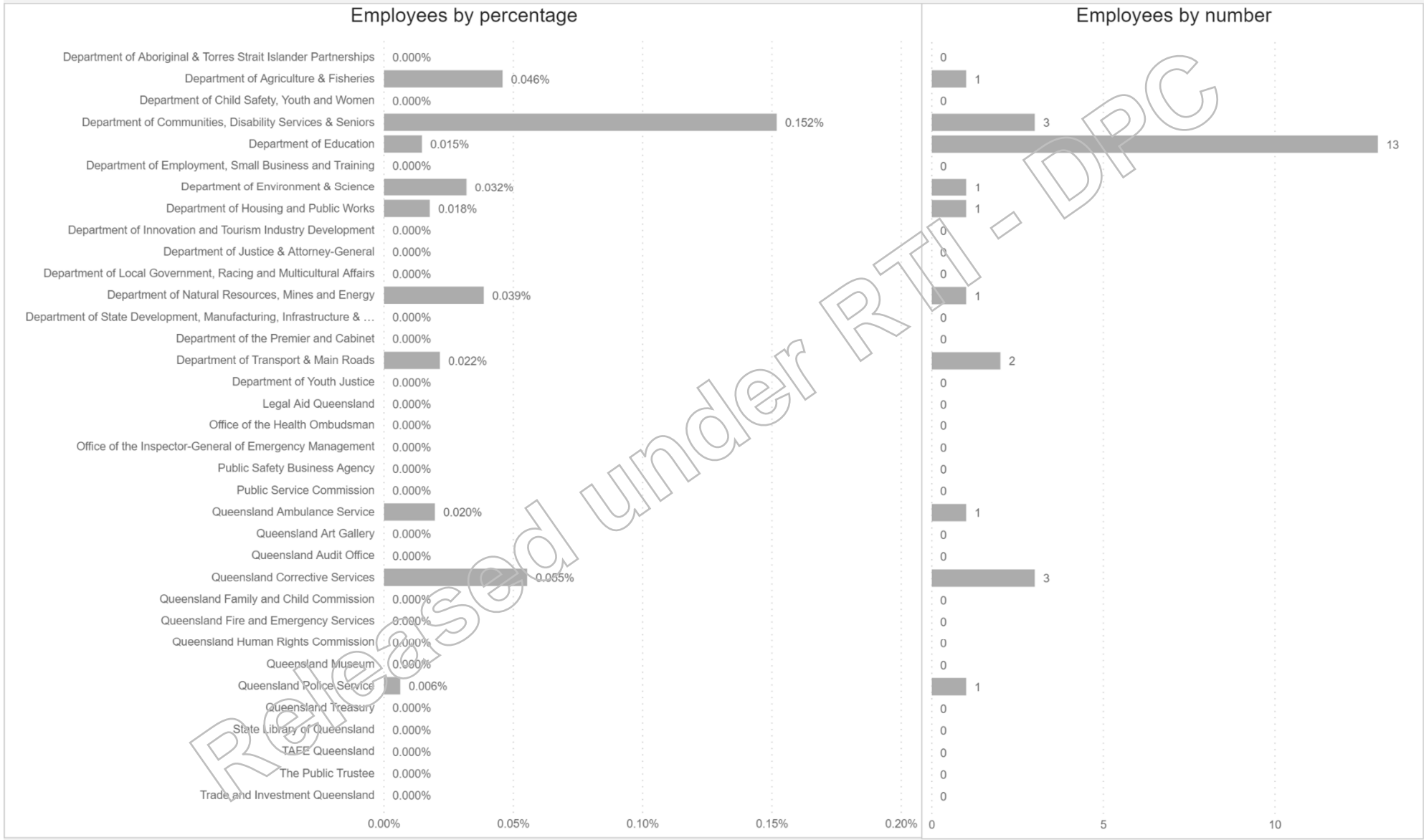
6. Employees working remotely (by percentage)



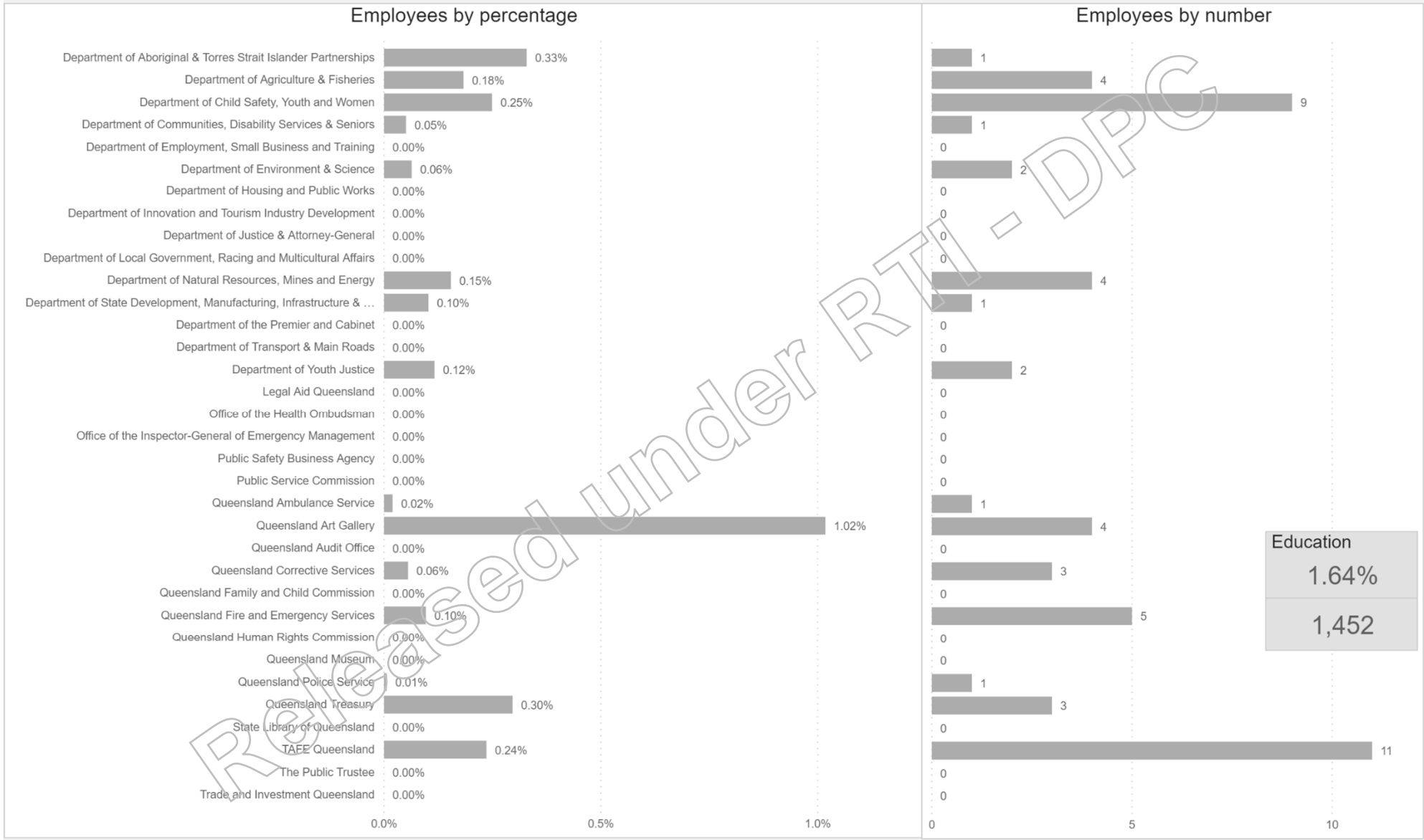
6. Employees working remotely (by number)



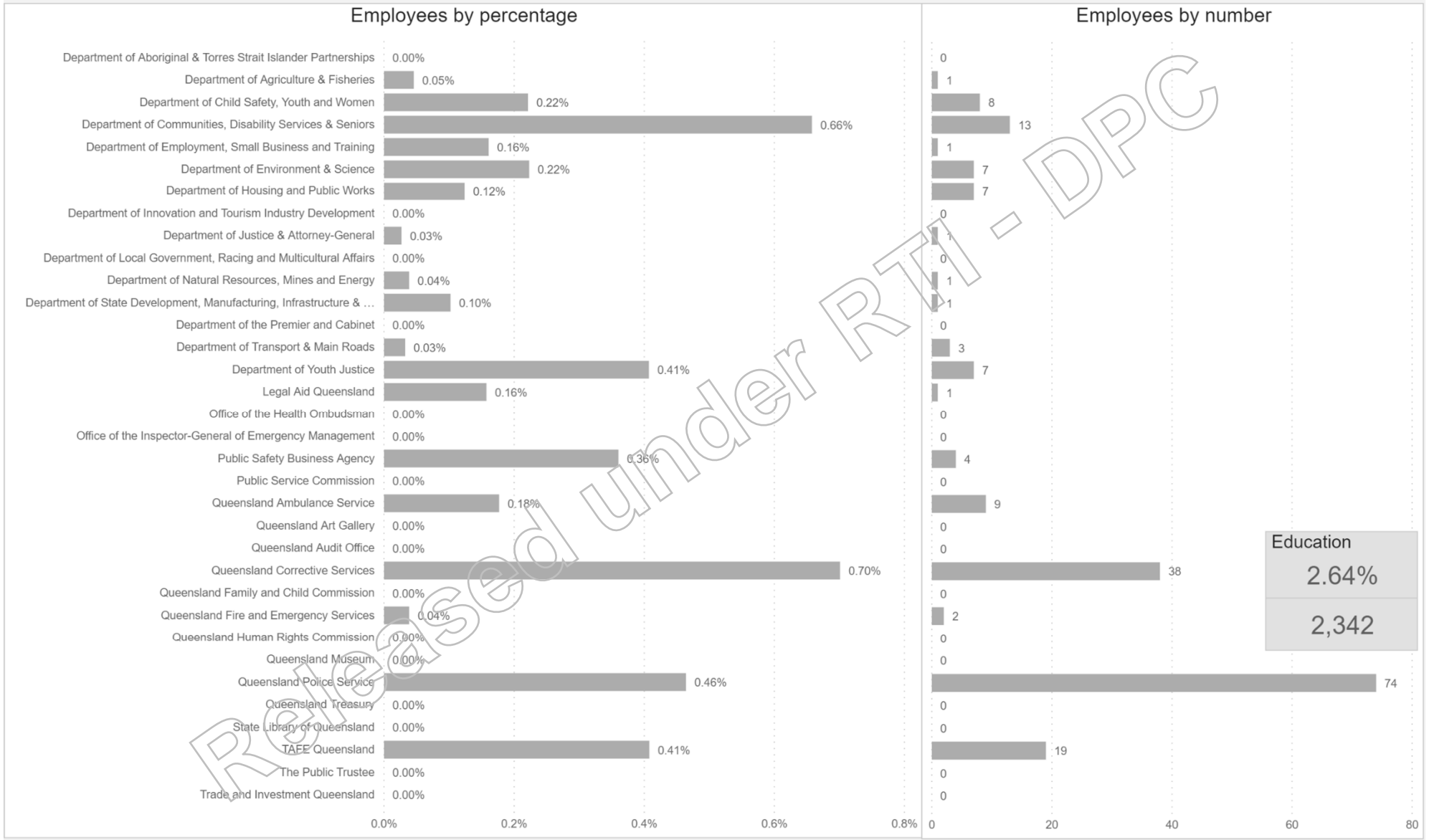
# 1. Employees unable to work due to testing positive to COVID-19



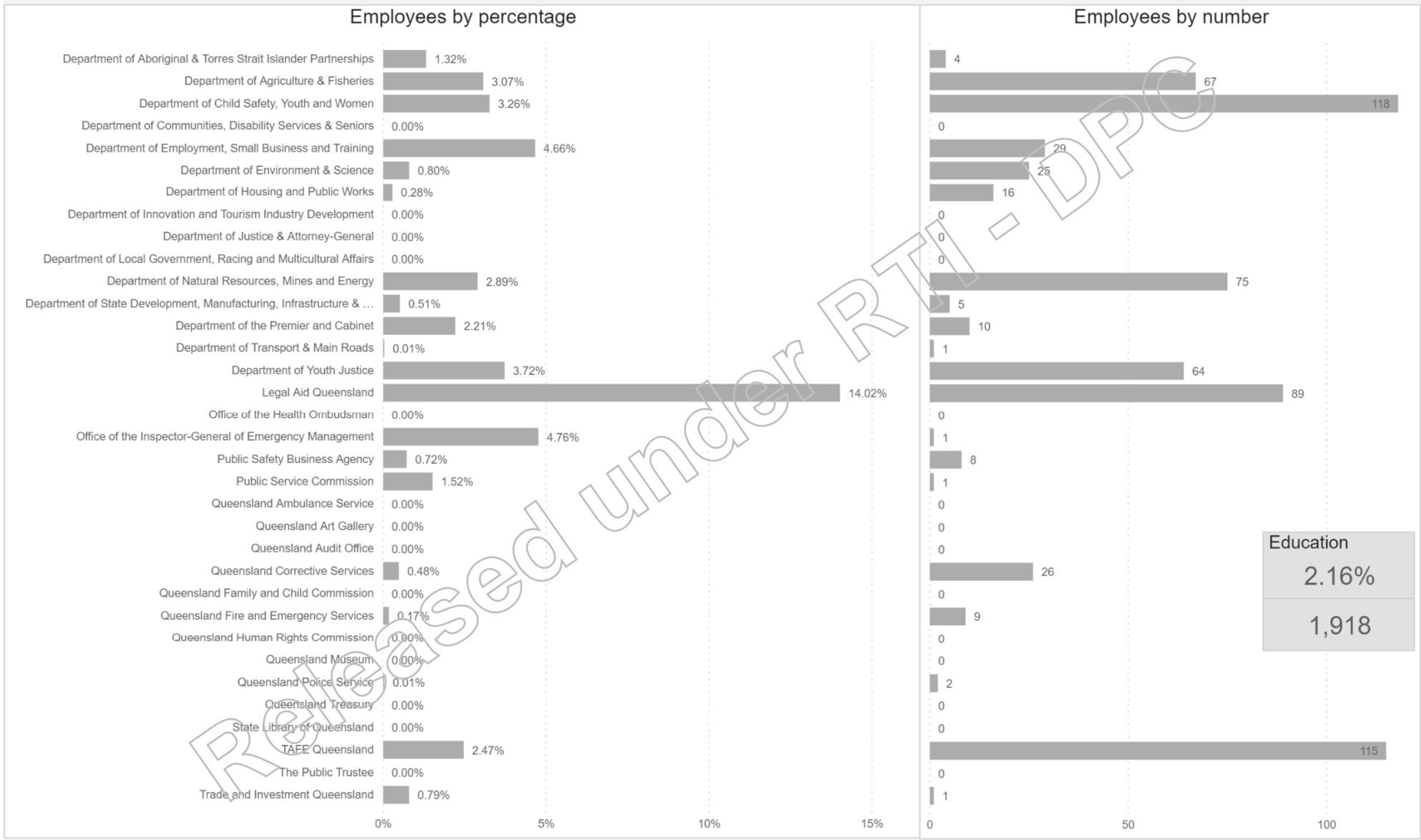
## 2. Employees unable to work due to caring responsibilities related to COVID-19



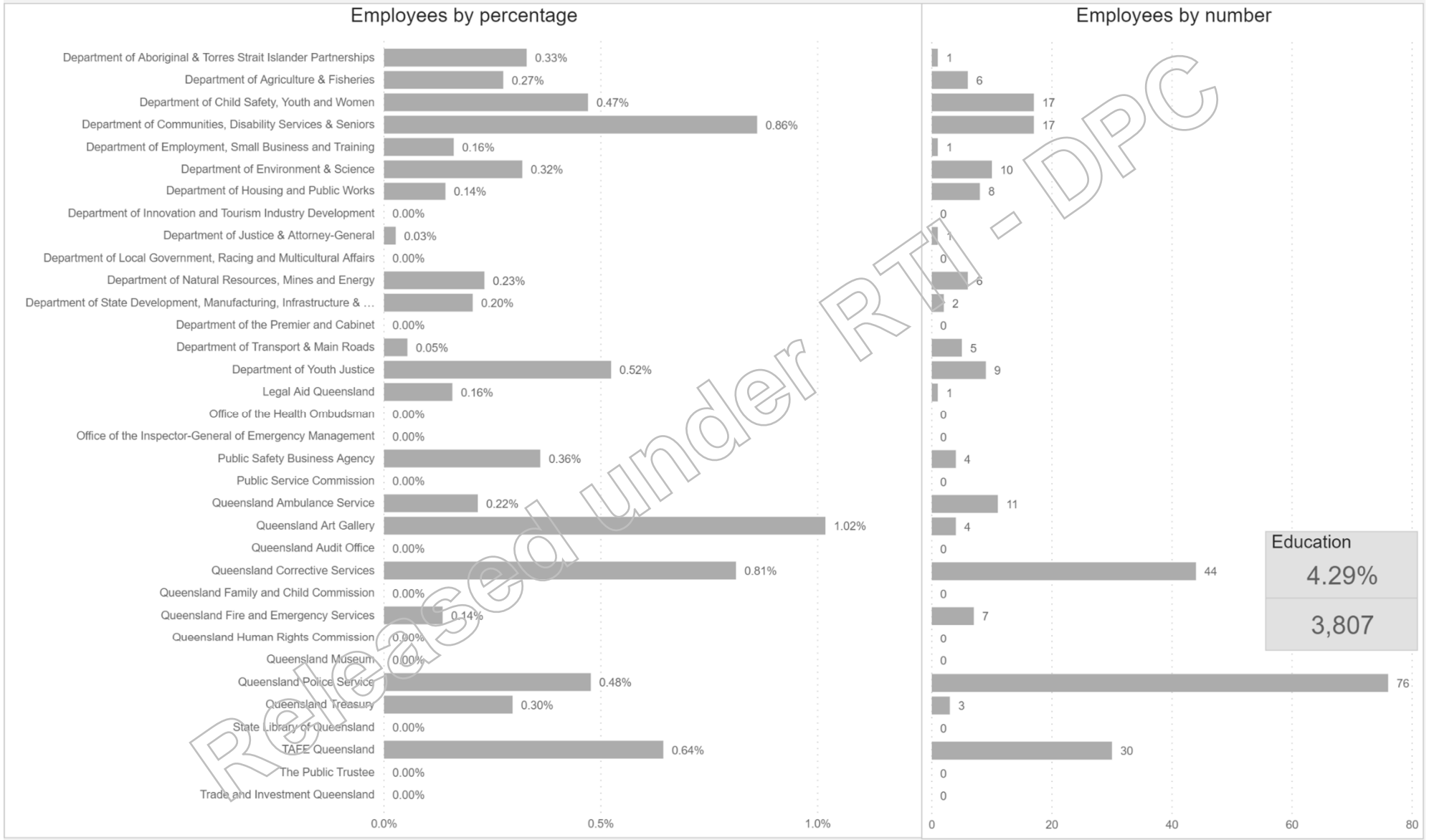
### 3. Employees required to self-quarantine on health advice due to COVID-19 - not working remotely



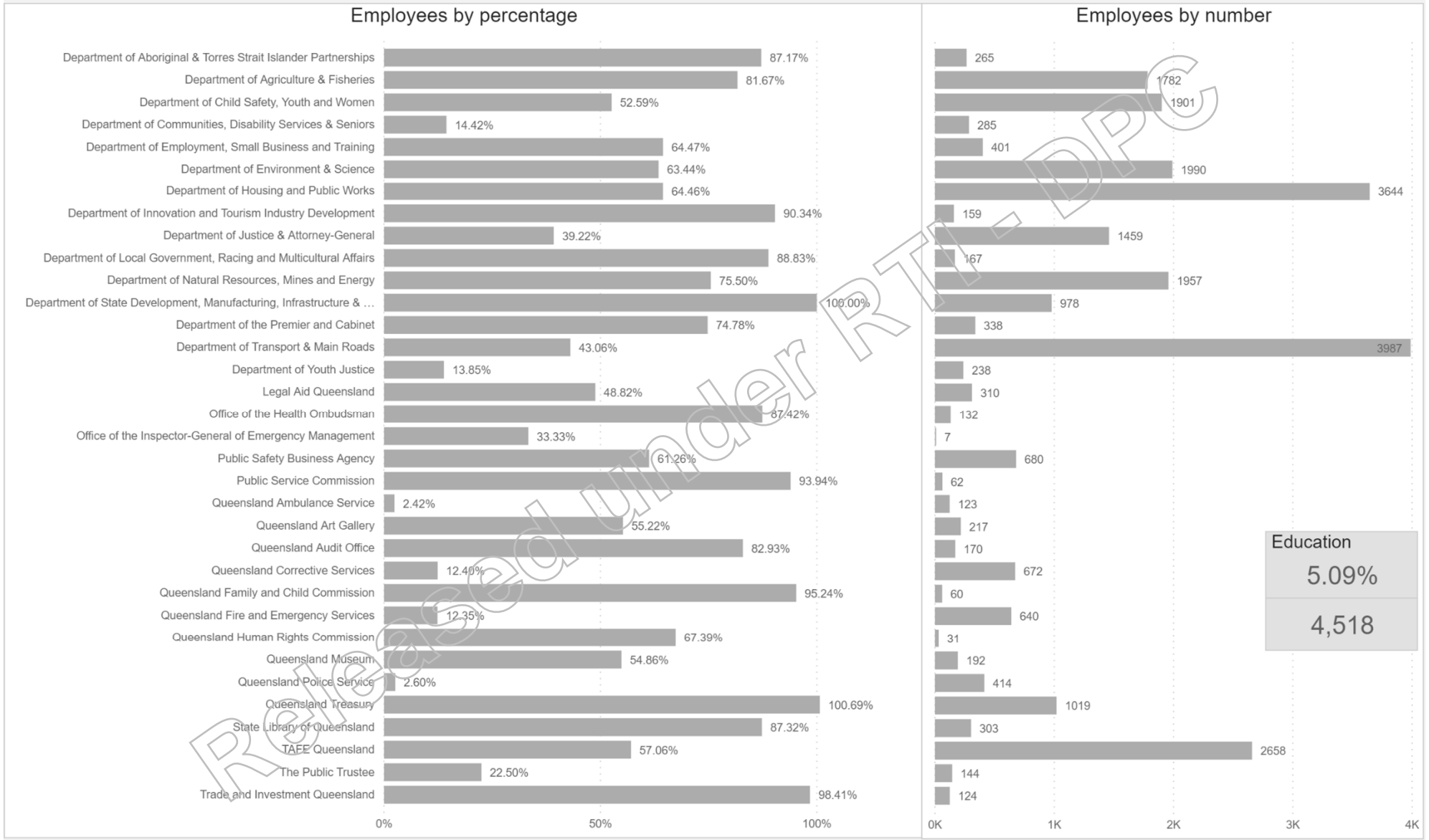
#### 4. Employees required to self-quarantine on health advice due to COVID-19 - working remotely



#### 4. Total employees not working due to COVID-19



## 6. Employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice)





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Developed by the  
**Public Service Commission**

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**From:** Robert Setter  
**Sent:** Thursday, 16 April 2020 1:02 PM  
**To:** Beth Woods (DAF); Bob Gee (Communities); Chris Sarra (DATSIP); Clare O'Connor (DCDSS); Damien Walker (DITID); Dave Stewart; David Mackie (DJAG); Deidre Mulkerin (CSYW); John Wakefield (Health); Frankie Carroll (Treasury); Greg Leach (QFES); James Purtill; Jamie Merrick (DES); Comm QPS; Liza Carroll (HPW); Mary-Anne Curtis (DESBT); Neil Scales (TMR); Peter Martin (Corrections Services); Rachel Hunter (DSDMIP); Robert Setter; Toni Power (Coordinator Genera); Tony Cook (QED); Warwick Agnew (DLGRMA)  
**Cc:** Megan Barry; Adam Stevenson (QFES); Arthur O'Brien; Barbara.Phillips@health.qld.gov.au; Brenda Parker (DNRM); Cecelia Christensen (QT); Craig Allen (OIR); Craig Allen (QED); Doug Smith (QPS); Filly Morgan; Geoff Waite; James Koulouris; Jeff Hunt; Kathy Parton (DATSIP); Kurt Marsden (PSBAHR); Matthew Nye (Communities); Michael McKee; Michael Metcalfe; peter.cook@justice.qld.gov.au; Phillip Brooks (DYJ); Rebecca Atkinson (DLGRMA); Rhiannan Howell; robyn.turbit@hpw.qld.gov.au; Sandra Mclean; Sinead McCarthy; steven.kay; Susan Chrisp (DES); Tracy.a.o'bryan@tmr.qld.gov.au  
**Subject:** COVID impacts on public service workforce -- latest report CONFIDENTIAL  
**Attachments:** Daily report of COVID-19 impacts 15042020.pptx  
**Importance:** High

#### Members of the Leadership Board

Your agency contributes daily numbers towards monitoring impact of COVID-19 on workforce participation, including estimated numbers of staff working remotely. My thanks to Heads of Corporate, and Chief HR Officers.

Trends are evident in the attached report as at 15 April 2020.

Excluding Queensland Health, some 24 000 (excluding those required to self-quarantine on Health Advice) are now working remotely (Graph 6, last page).

For discussion at Monday's Leadership Board.

**Rob**



**Robert Setter**  
Commission Chief Executive  
Public Service Commission  
P 07 3003 2810  
E [robert.setter@psc.qld.gov.au](mailto:robert.setter@psc.qld.gov.au) W [psc.qld.gov.au](http://psc.qld.gov.au)  
Level 27, 1 William Street, Brisbane QLD 4000

# Novel Coronavirus

## What are the symptoms:



Fever



Cough



Fatigue



Sore throat



Shortness of breath

## How to stop it spreading:



Wash hands regularly



Cover coughs and sneezes



Stay home if unwell

If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)

Released under RTI - DPC

# **Daily report of COVID-19 impacts on the Queensland public service workforce**

Report type: **Employee headcount - combined percentages and numbers**

Report date: **5pm, 15 April 2020**

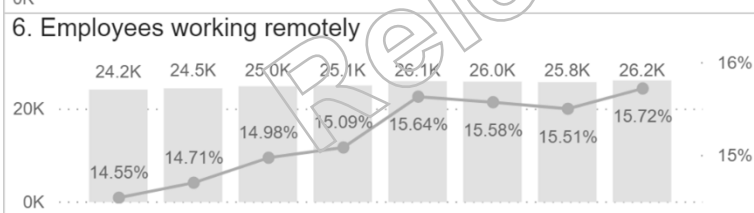
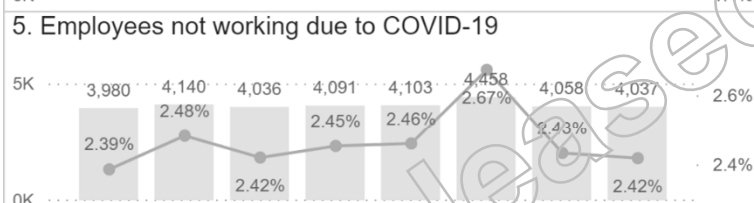
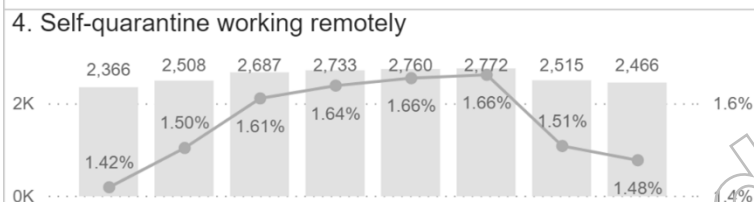
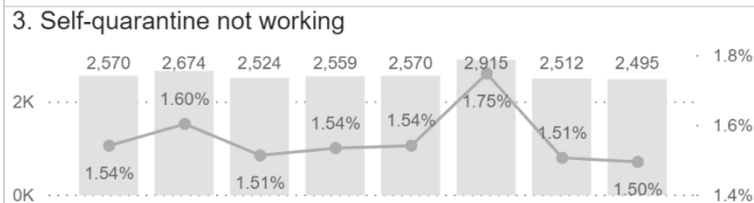
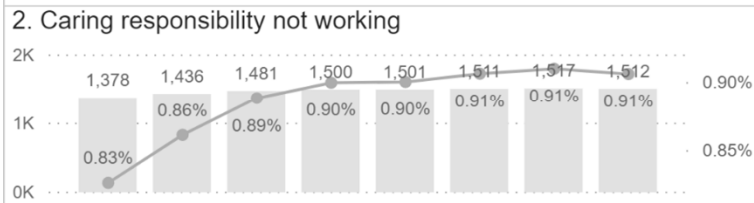
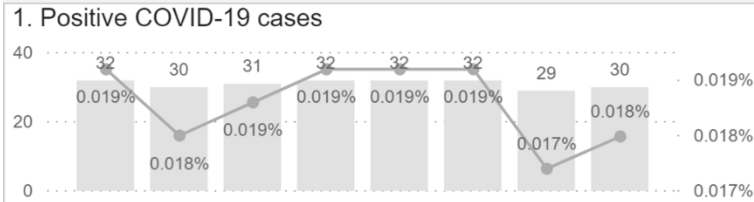
Released under RTI/DPC

# Report basis

- Agency employee data in this report are based on reported headcount for February 2020.
- Daily reports are updated each weekday at 5pm. Weekend and public holiday workforce data is not collected.
- Data included in this report is sourced from 35 agencies representing a total of 166,817 employees.
- Department of Health, Hospital & Health Services, and Electoral Commission Queensland are not included in this report.
- Queensland Ambulance Service is included in this report.

COVID-19 impacts on the Queensland public service workforce

Wednesday, 15 April 2020



Agencies reporting

35

Total Employees

166,817

Positive COVID-19 cases

0.018% 30

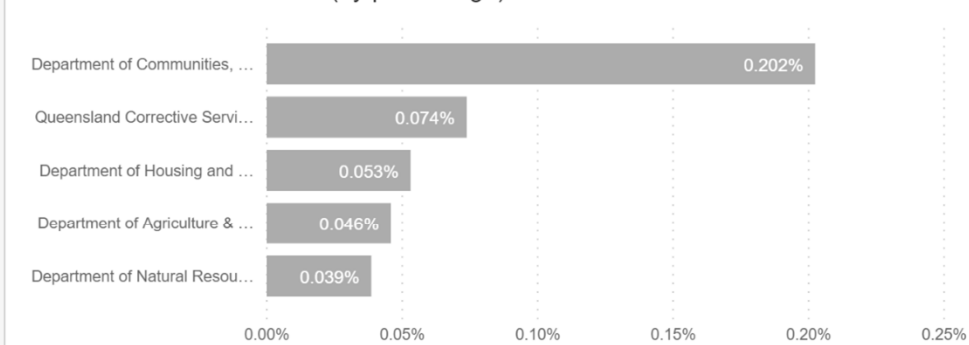
Agencies with COVID-19 cases

10

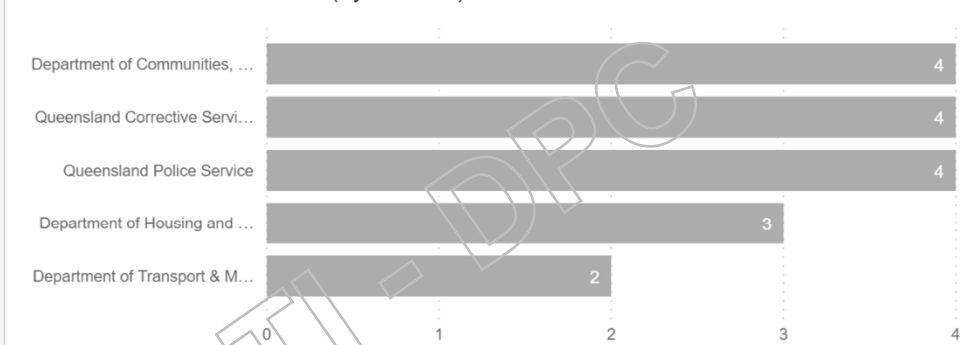
COVID-19 Employee Category	Percentage	Number
2. Employees unable to work due to caring responsibilities related to COVID-19	0.91%	1,512
3. Employees required to self-quarantine on health advice due to COVID-19 - not working	1.50%	2,495
4. Employees required to self-quarantine on health advice due to COVID-19 - working remotely	1.48%	2,466
5. Total employees not working due to COVID-19	2.42%	4,037
6. Employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice)	15.72%	26,231

## Top 5 agencies by COVID-19 category - excluding Education

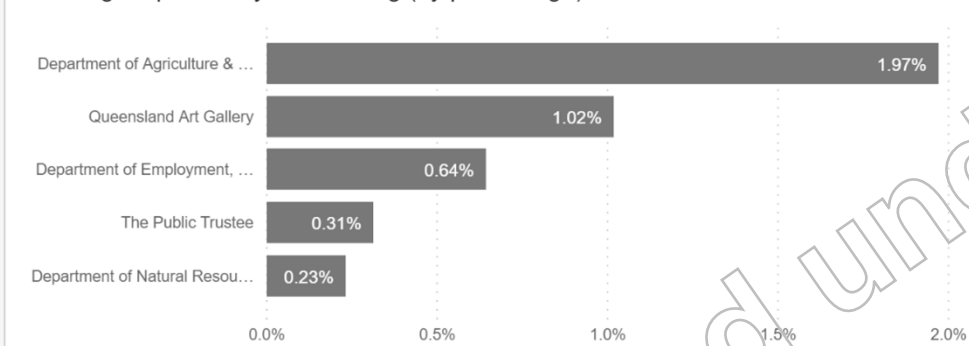
### 1. Positive COVID-19 cases (by percentage)



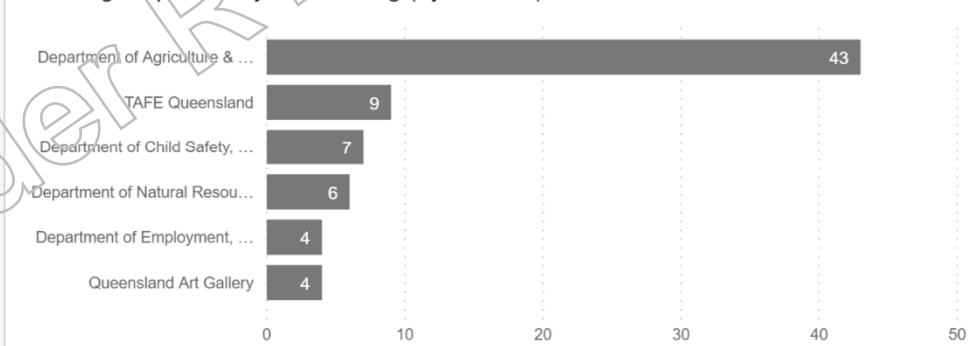
### 1. Positive COVID-19 cases (by number)



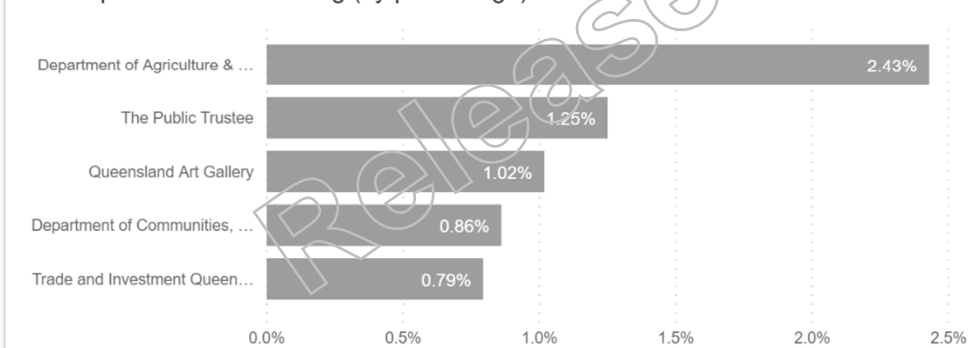
### 2. Caring responsibility not working (by percentage)



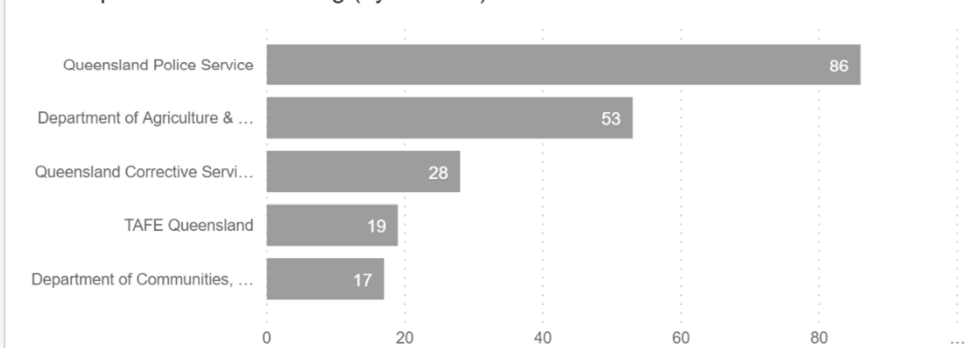
### 2. Caring responsibility not working (by number)



### 3. Self-quarantine not working (by percentage)

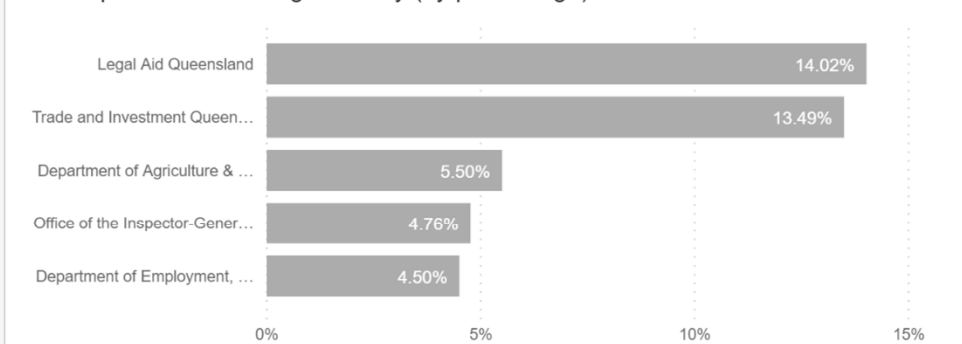


### 3. Self-quarantine not working (by number)

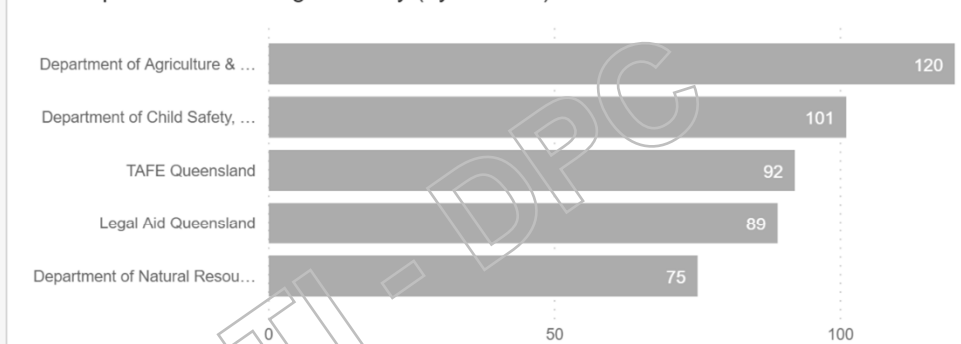


## Top 5 agencies by COVID-19 category - excluding Education

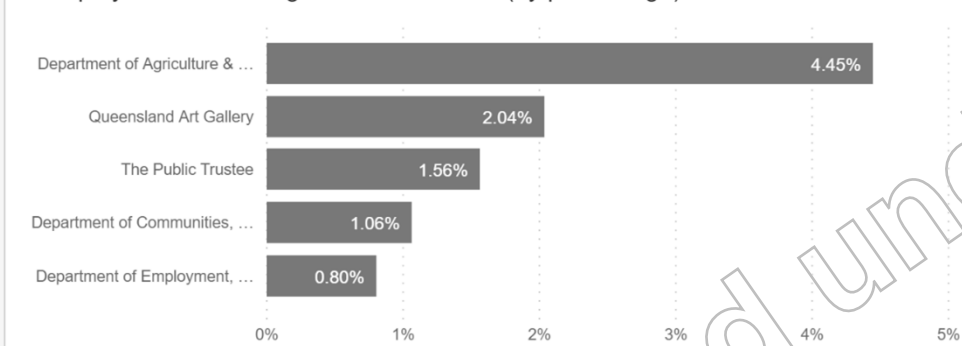
4. Self-quarantine working remotely (by percentage)



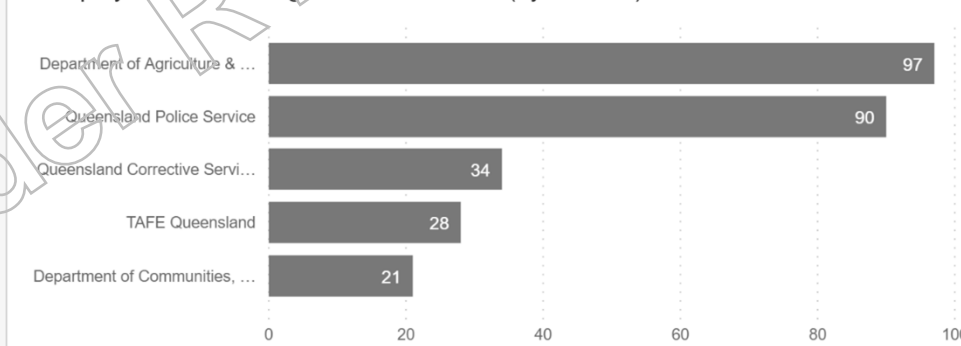
4. Self-quarantine working remotely (by number)



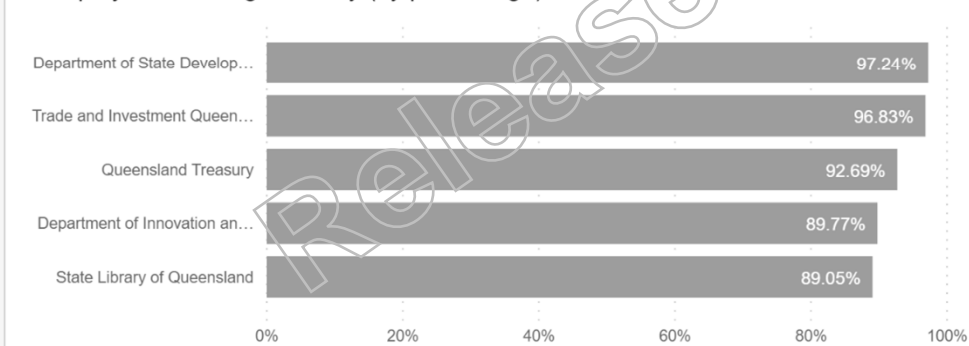
5. Employees not working due to COVID-19 (by percentage)



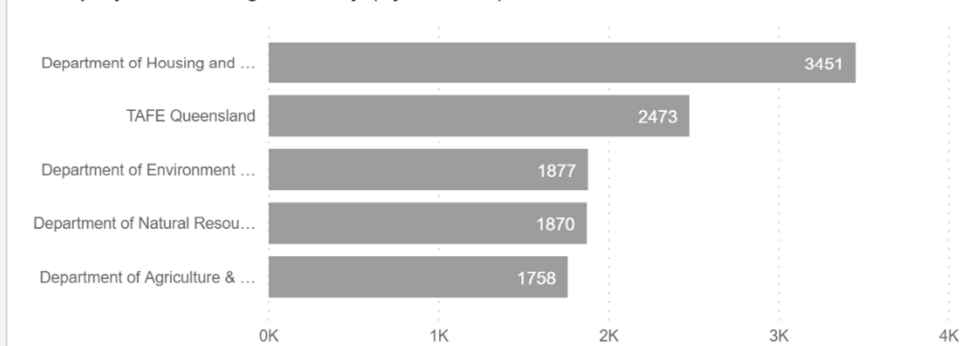
5. Employees not working due to COVID-19 (by number)



6. Employees working remotely (by percentage)



6. Employees working remotely (by number)

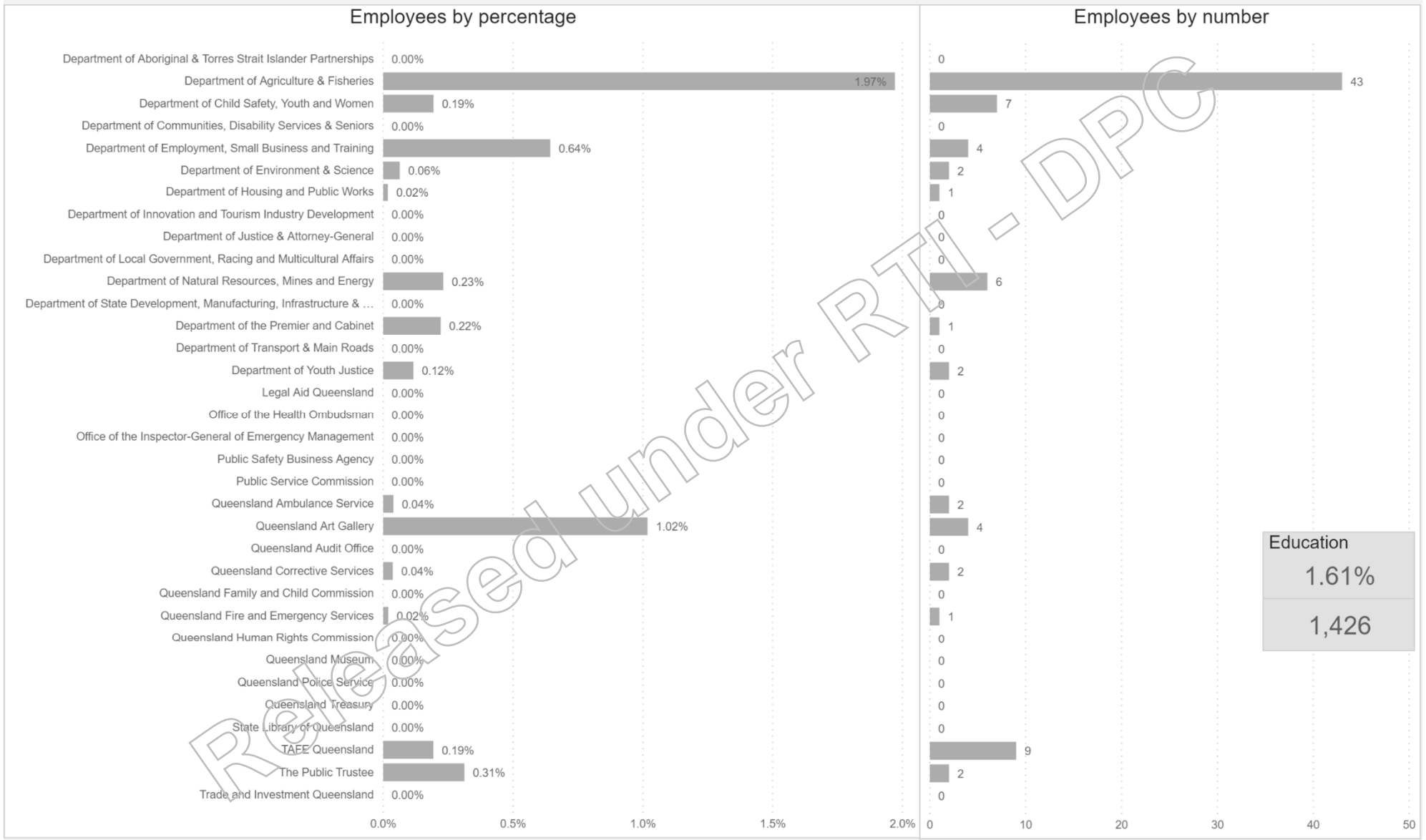




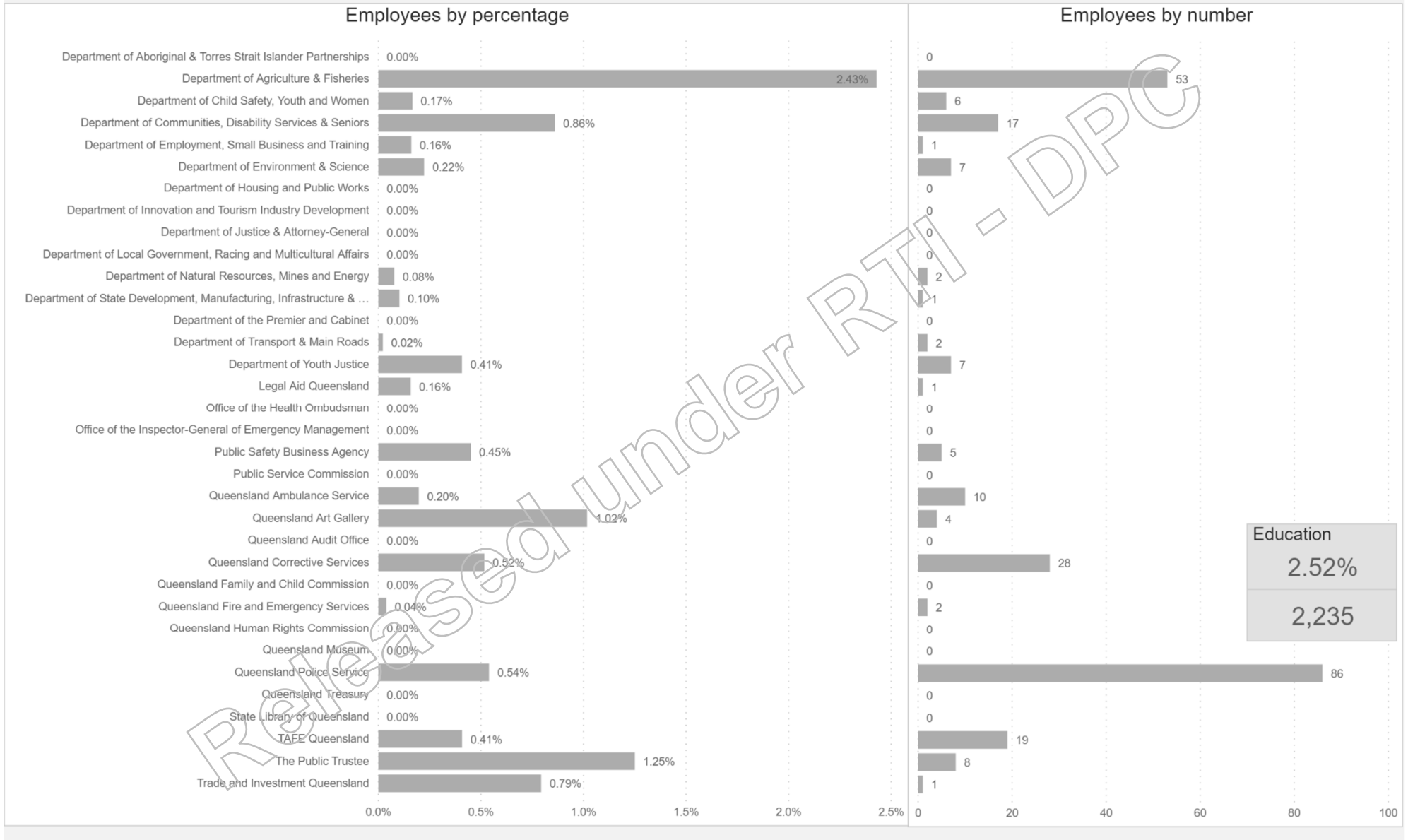
# 1. Employees unable to work due to testing positive to COVID-19



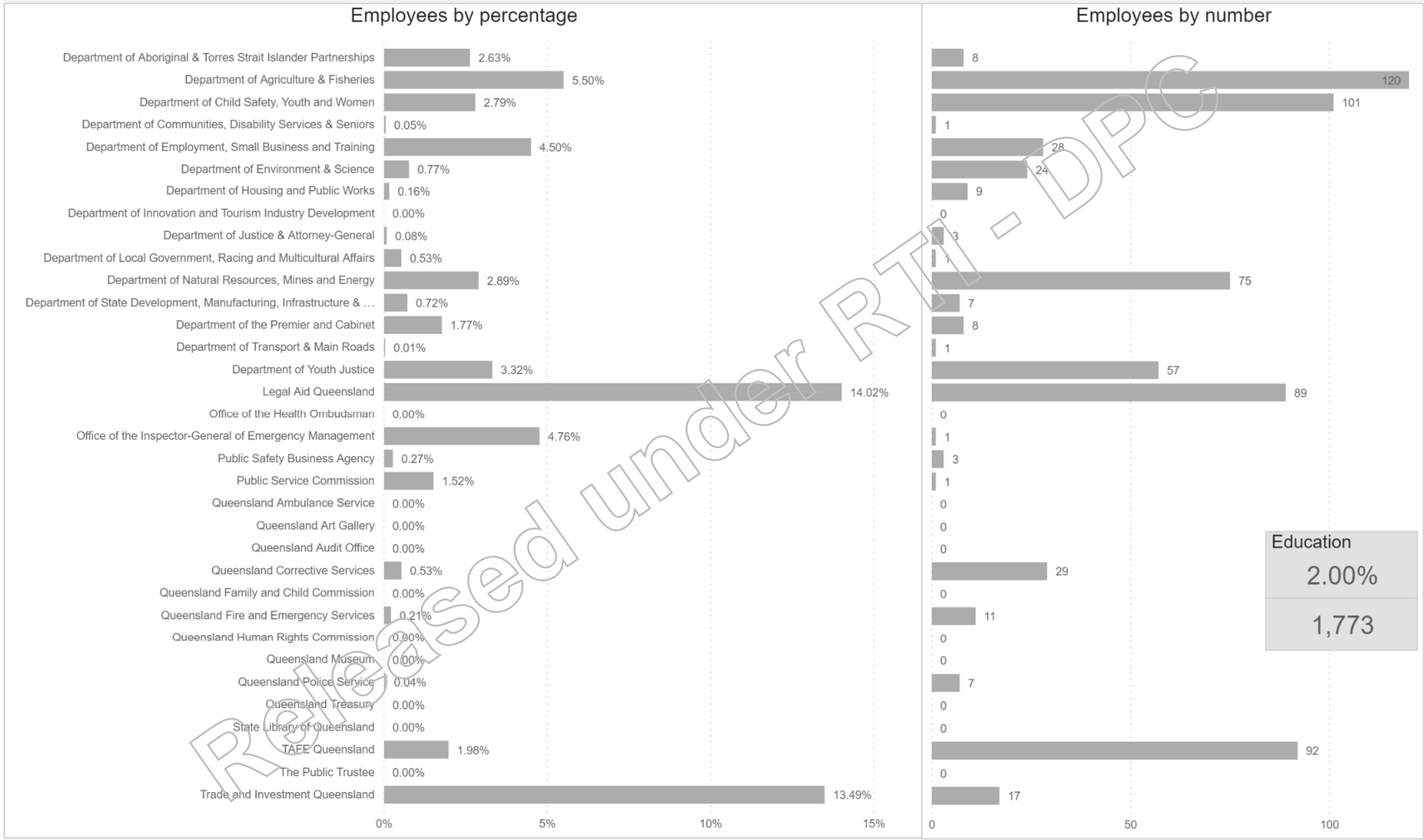
## 2. Employees unable to work due to caring responsibilities related to COVID-19 (no Ed)



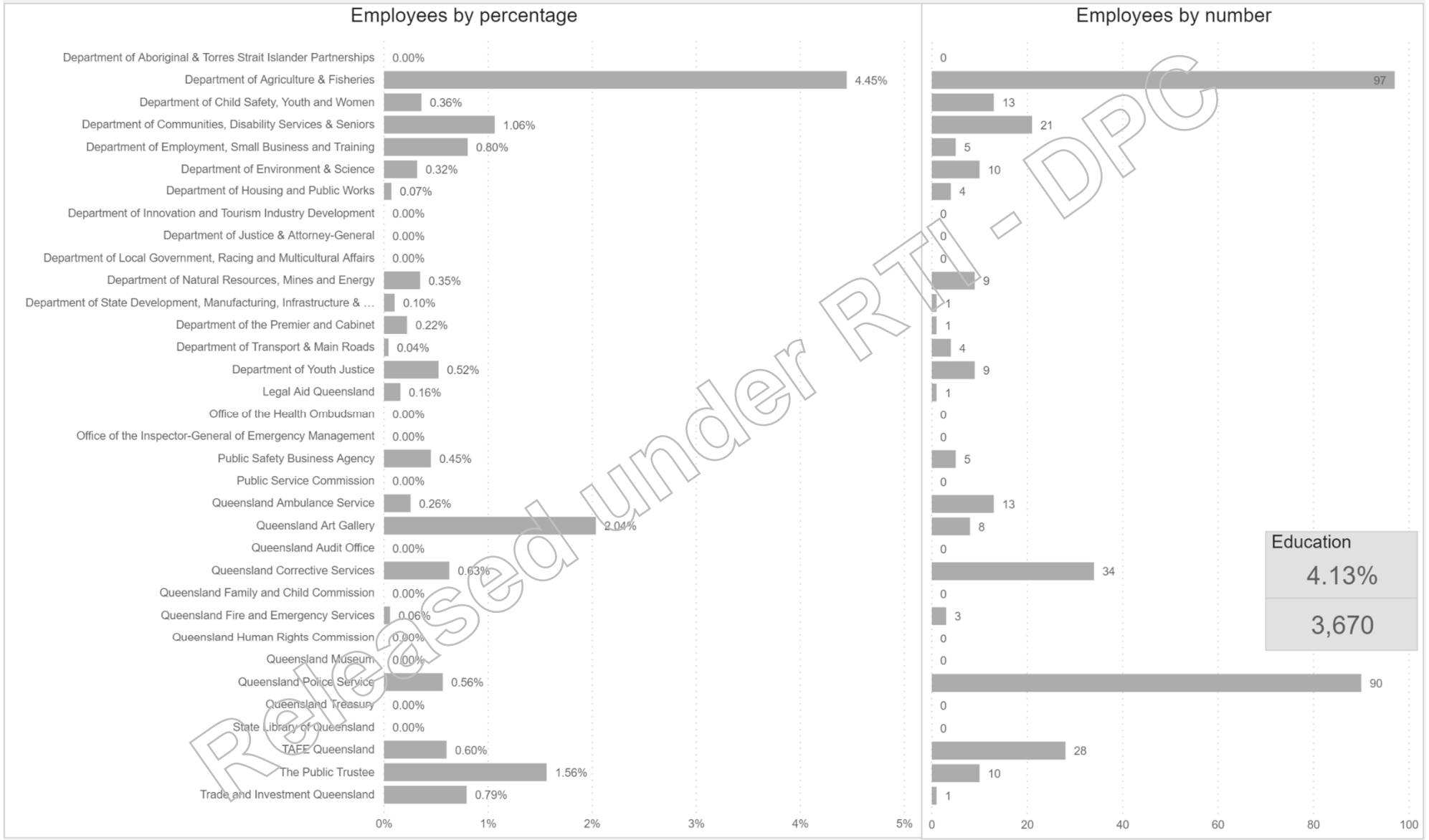
### 3. Employees required to self-quarantine on health advice due to COVID-19 - not working remotely (no Ed)



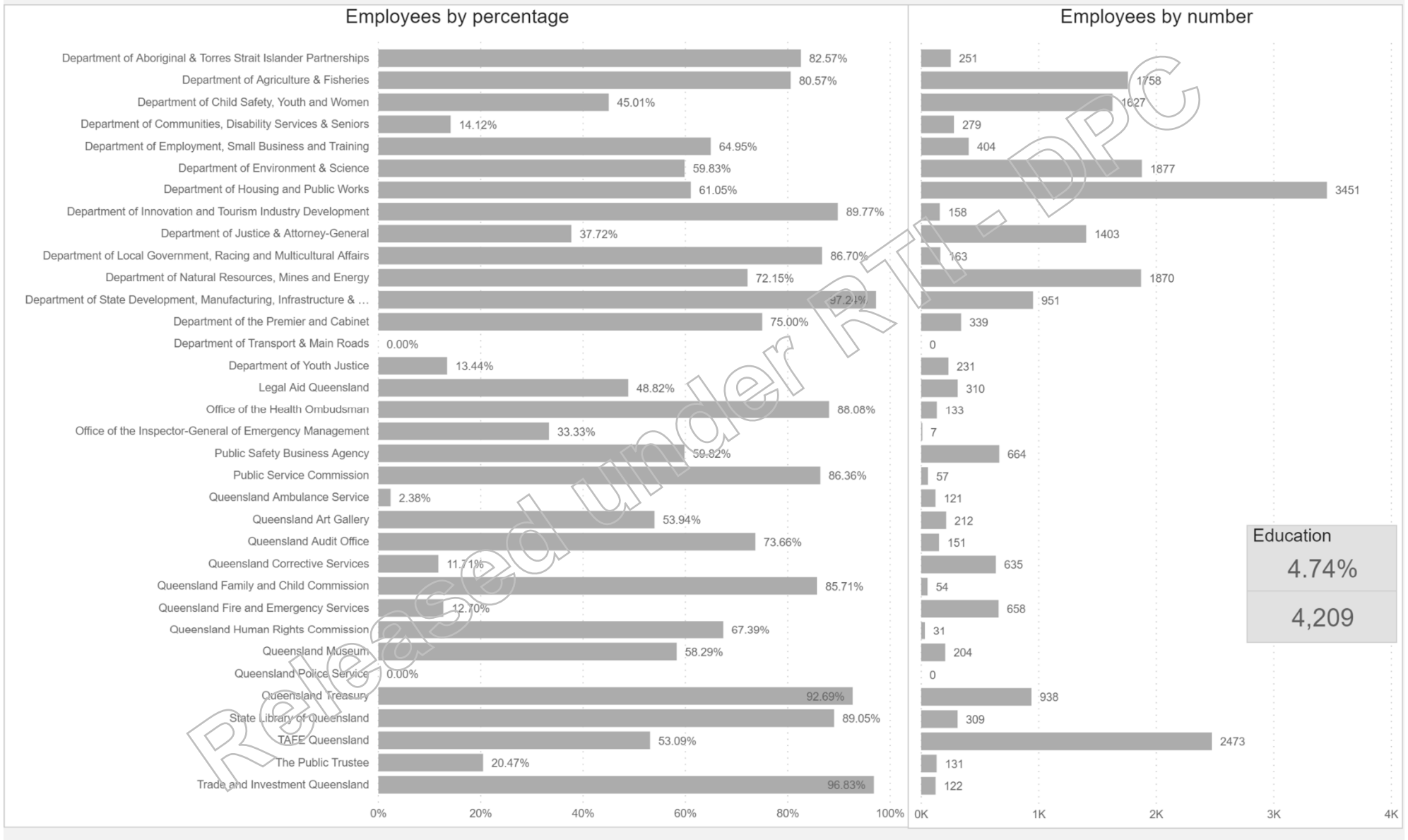
#### 4. Employees required to self-quarantine on health advice due to COVID-19 - working remotely (no Ed)



#### 4. Total employees not working due to COVID-19 (no Ed)



## 6. Employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice) (no Ed)



Released under RTI - DPC

Developed by the  
**Public Service Commission**

**From:** Robert Setter  
**Sent:** Thursday, 16 April 2020 10:16 AM  
**To:** denise.spinks@ministerial.qld.gov.au  
**Cc:** Megan Barry; Robert Setter  
**Subject:** Updated COVID impacts on public service workforce  
**Attachments:** Daily report of COVID-19 impacts 15042020.pptx

Denise  
As requested.  
Rob



**Robert Setter**  
Commission Chief Executive  
Public Service Commission  
P 07 3003 2810  
E [robert.setter@psc.qld.gov.au](mailto:robert.setter@psc.qld.gov.au) W [psc.qld.gov.au](http://psc.qld.gov.au)  
Level 27, 1 William Street, Brisbane QLD 4000

An infographic titled 'Novel Coronavirus' with a background of virus particles. It is divided into two main sections: 'What are the symptoms:' and 'How to stop it spreading:'. The symptoms section includes icons for Fever, Cough, Fatigue, Sore throat, and Shortness of breath. The spreading section includes icons for Wash hands regularly, Cover coughs and sneezes, and Stay home if unwell. At the bottom, a black banner contains the text: 'If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)'. A large, diagonal watermark 'ROBERT SETTER - DPC' is overlaid on the infographic.

-----Original Message-----

From: Denise Spinks <[Denise.Spinks@ministerial.qld.gov.au](mailto:Denise.Spinks@ministerial.qld.gov.au)>  
Sent: Wednesday, 15 April 2020 5:06 PM  
To: Robert Setter <[Robert.Setter@psc.qld.gov.au](mailto:Robert.Setter@psc.qld.gov.au)>  
Cc: Megan Barry <[megan.barry@psc.qld.gov.au](mailto:megan.barry@psc.qld.gov.au)>; Dave Stewart <[david.stewart@premiers.qld.gov.au](mailto:david.stewart@premiers.qld.gov.au)>  
Subject: RE: COVID impacts on public service workforce =- latest report

Thanks Rob  
This looks good, but can we have numbers and percentages?  
Appreciated,  
Denise

-----Original Message-----

From: Robert Setter <[Robert.Setter@psc.qld.gov.au](mailto:Robert.Setter@psc.qld.gov.au)>



Sent: Wednesday, 15 April 2020 4:09 PM

To: Denise Spinks <Denise.Spinks@ministerial.qld.gov.au>

Cc: Megan Barry <megan.barry@psc.qld.gov.au>; External - David Stewart <david.stewart@premiers.qld.gov.au>

Subject: COVID impacts on public service workforce -- latest report

Denise

Updated report attached.

Let us know if p2 data qualifications are useful.

This report is for the leadership board; the headline data published overnight with the Agency Update report (latest also attached).

Rob

Robert Setter

Commission Chief Executive

Public Service Commission

---

P 07 3003 2810

E [robert.setter@psc.qld.gov.au](mailto:robert.setter@psc.qld.gov.au) W

[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fpsc.qld.gov.au&c=E,1,6GdE!TjZTpgGVNARfU8p3GJ8suwFNnymonOV5QW9fQ2AJJo-exftNhkYm50mJgO\\_yiCKH4\\_evVJv06Q2CYPs653fWwhUzp9fhYlflTTtSS4RoWiE,&typo=1](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fpsc.qld.gov.au&c=E,1,6GdE!TjZTpgGVNARfU8p3GJ8suwFNnymonOV5QW9fQ2AJJo-exftNhkYm50mJgO_yiCKH4_evVJv06Q2CYPs653fWwhUzp9fhYlflTTtSS4RoWiE,&typo=1)

Level 27, 1 William Street, Brisbane QLD 4000

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Please consider the environment before printing this email.

# **Daily report of COVID-19 impacts on the Queensland public service workforce**

Report type: **Employee headcount - combined percentages and numbers**

Report date: **5pm, 15 April 2020**

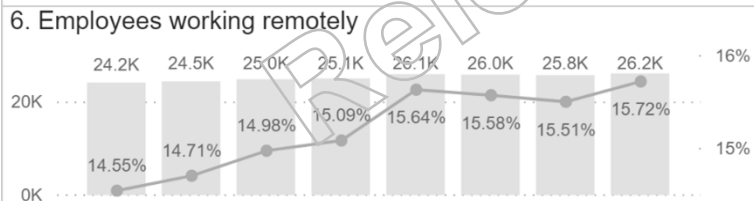
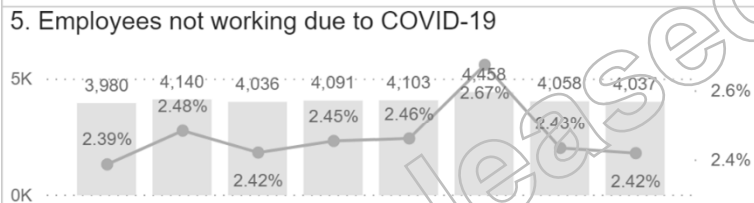
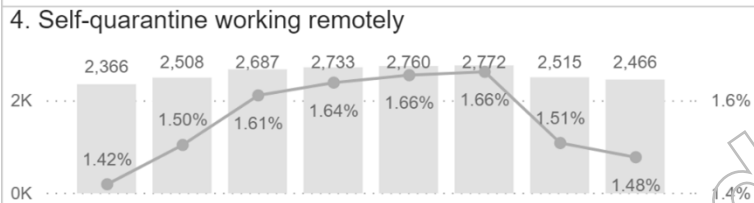
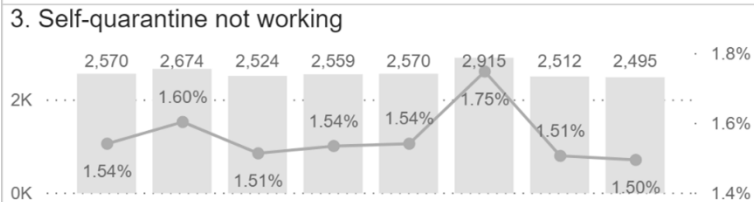
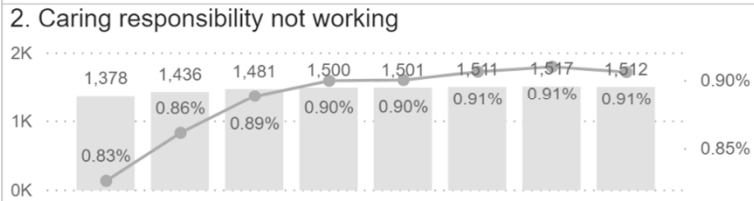
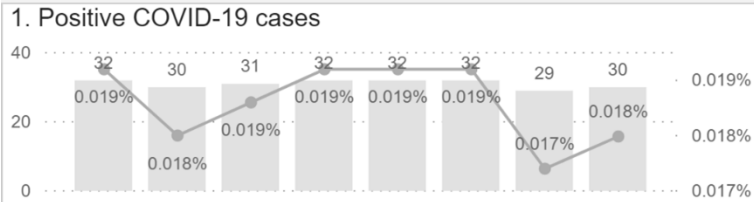
Released under RTI/DPC

# Report basis

- Agency employee data in this report are based on reported headcount for February 2020.
- Daily reports are updated each weekday at 5pm. Weekend and public holiday workforce data is not collected.
- Data included in this report is sourced from 35 agencies representing a total of 166,817 employees.
- Department of Health, Hospital & Health Services, and Electoral Commission Queensland are not included in this report.
- Queensland Ambulance Service is included in this report.

COVID-19 impacts on the Queensland public service workforce

Wednesday, 15 April 2020



Agencies reporting

35

Total Employees

166,817

Positive COVID-19 cases

0.018% 30

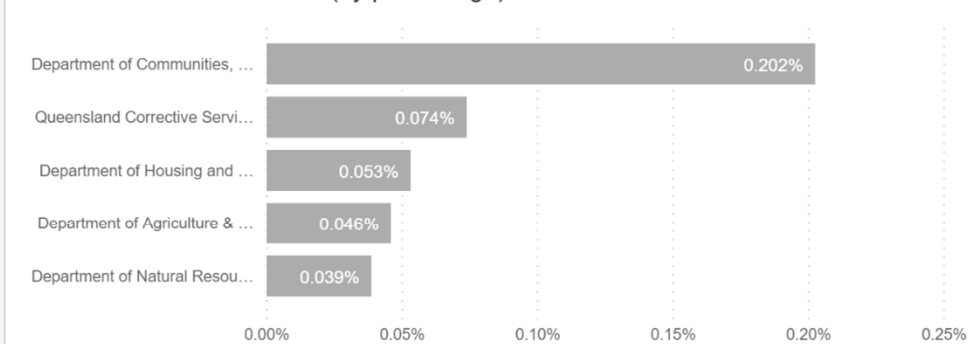
Agencies with COVID-19 cases

10

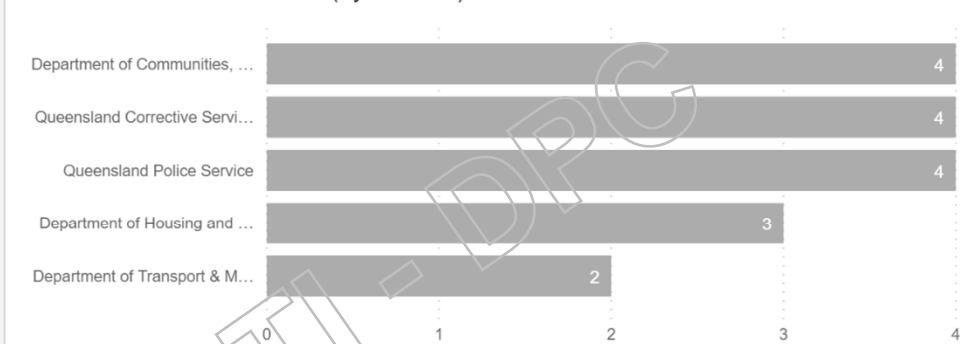
COVID-19 Employee Category	Percentage	Number
2. Employees unable to work due to caring responsibilities related to COVID-19	0.91%	1,512
3. Employees required to self-quarantine on health advice due to COVID-19 - not working	1.50%	2,495
4. Employees required to self-quarantine on health advice due to COVID-19 - working remotely	1.48%	2,466
5. Total employees not working due to COVID-19	2.42%	4,037
6. Employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice)	15.72%	26,231

## Top 5 agencies by COVID-19 category - excluding Education

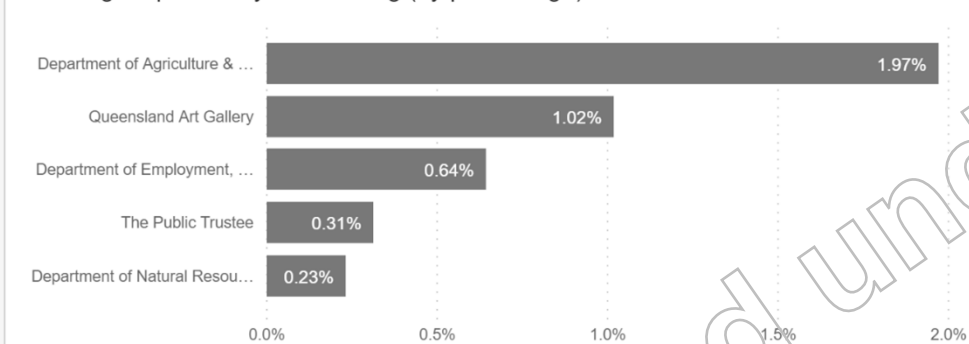
1. Positive COVID-19 cases (by percentage)



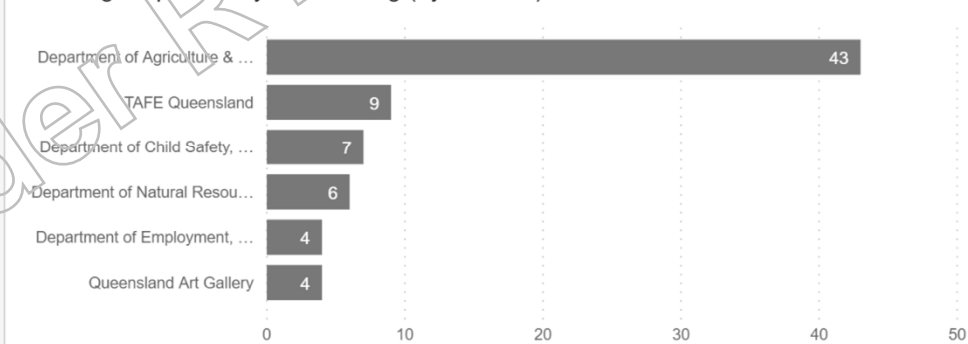
1. Positive COVID-19 cases (by number)



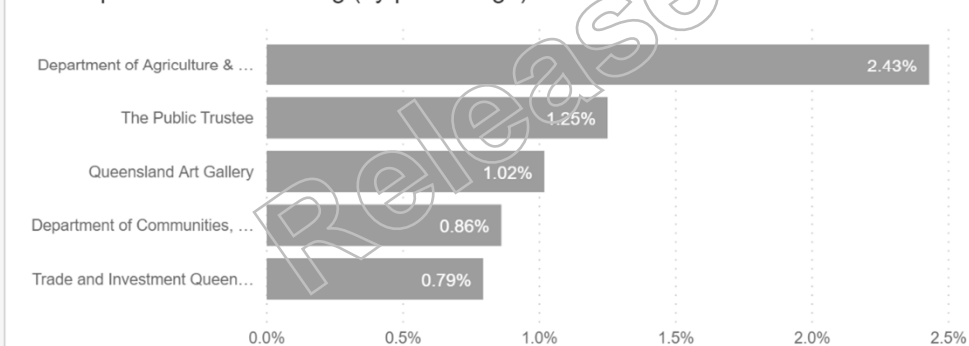
2. Caring responsibility not working (by percentage)



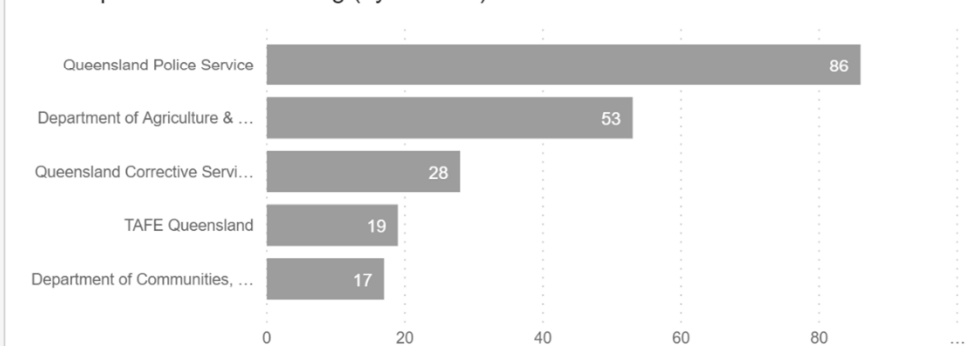
2. Caring responsibility not working (by number)



3. Self-quarantine not working (by percentage)

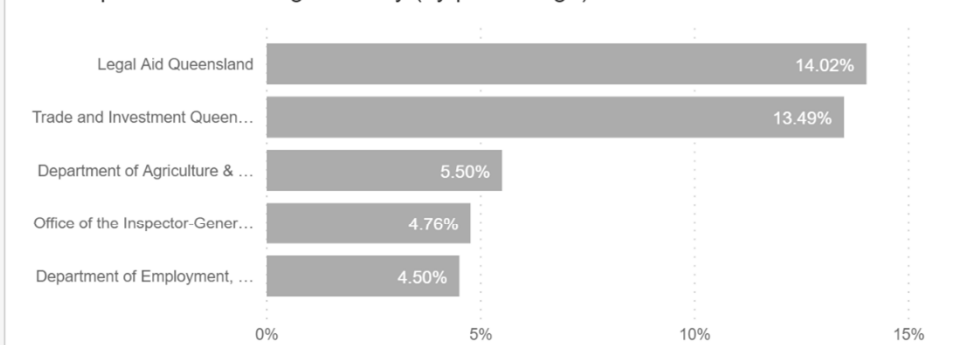


3. Self-quarantine not working (by number)

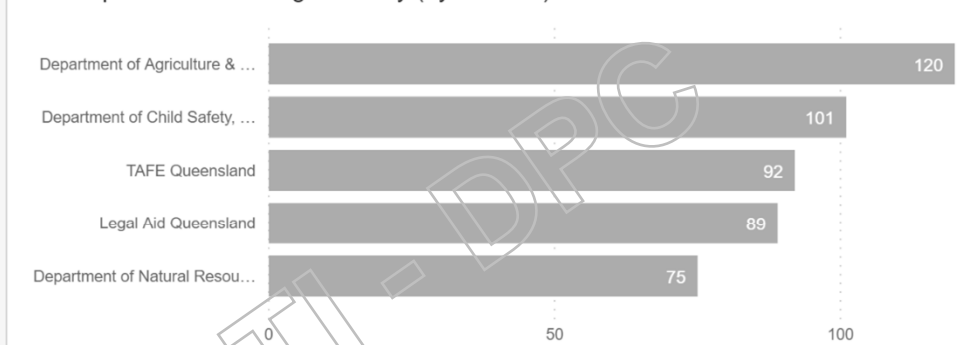


## Top 5 agencies by COVID-19 category - excluding Education

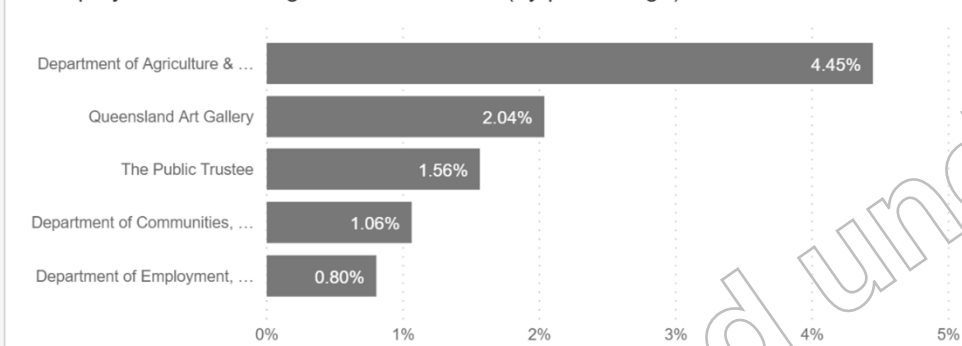
4. Self-quarantine working remotely (by percentage)



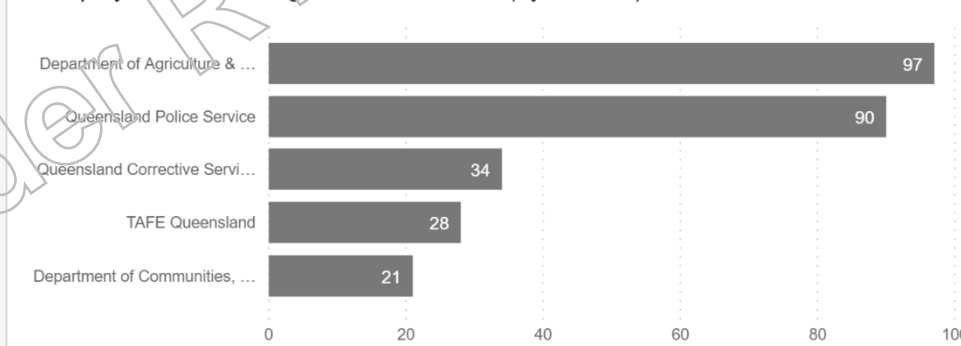
4. Self-quarantine working remotely (by number)



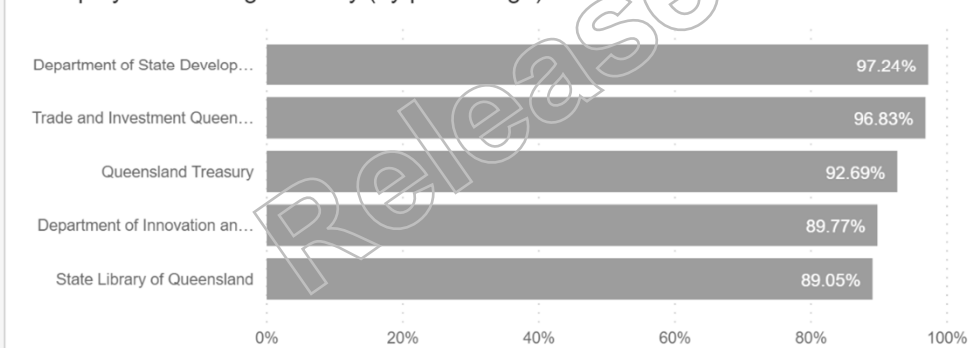
5. Employees not working due to COVID-19 (by percentage)



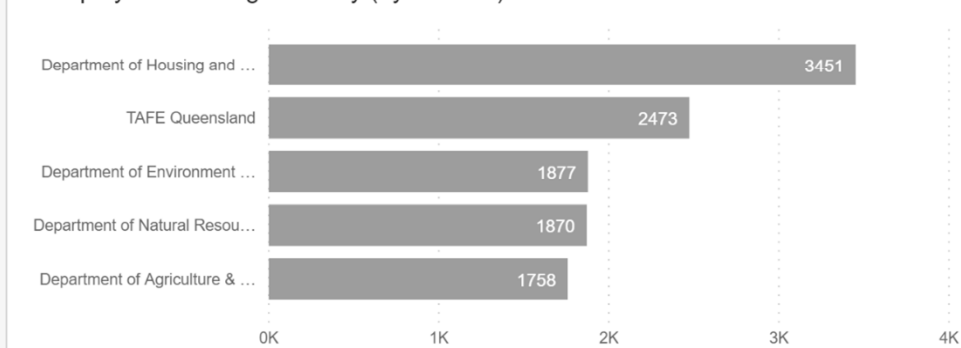
5. Employees not working due to COVID-19 (by number)



6. Employees working remotely (by percentage)



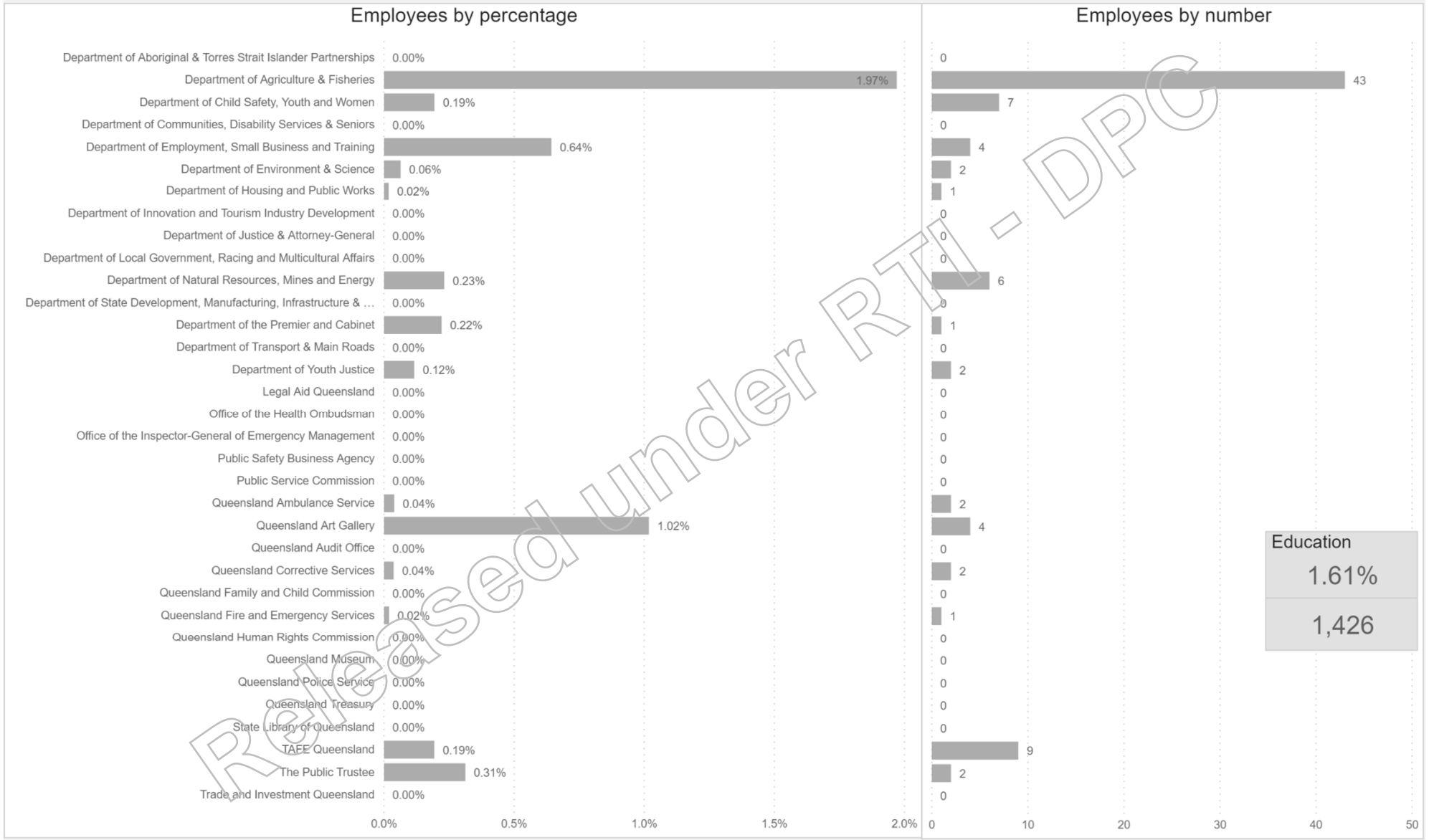
6. Employees working remotely (by number)



# 1. Employees unable to work due to testing positive to COVID-19

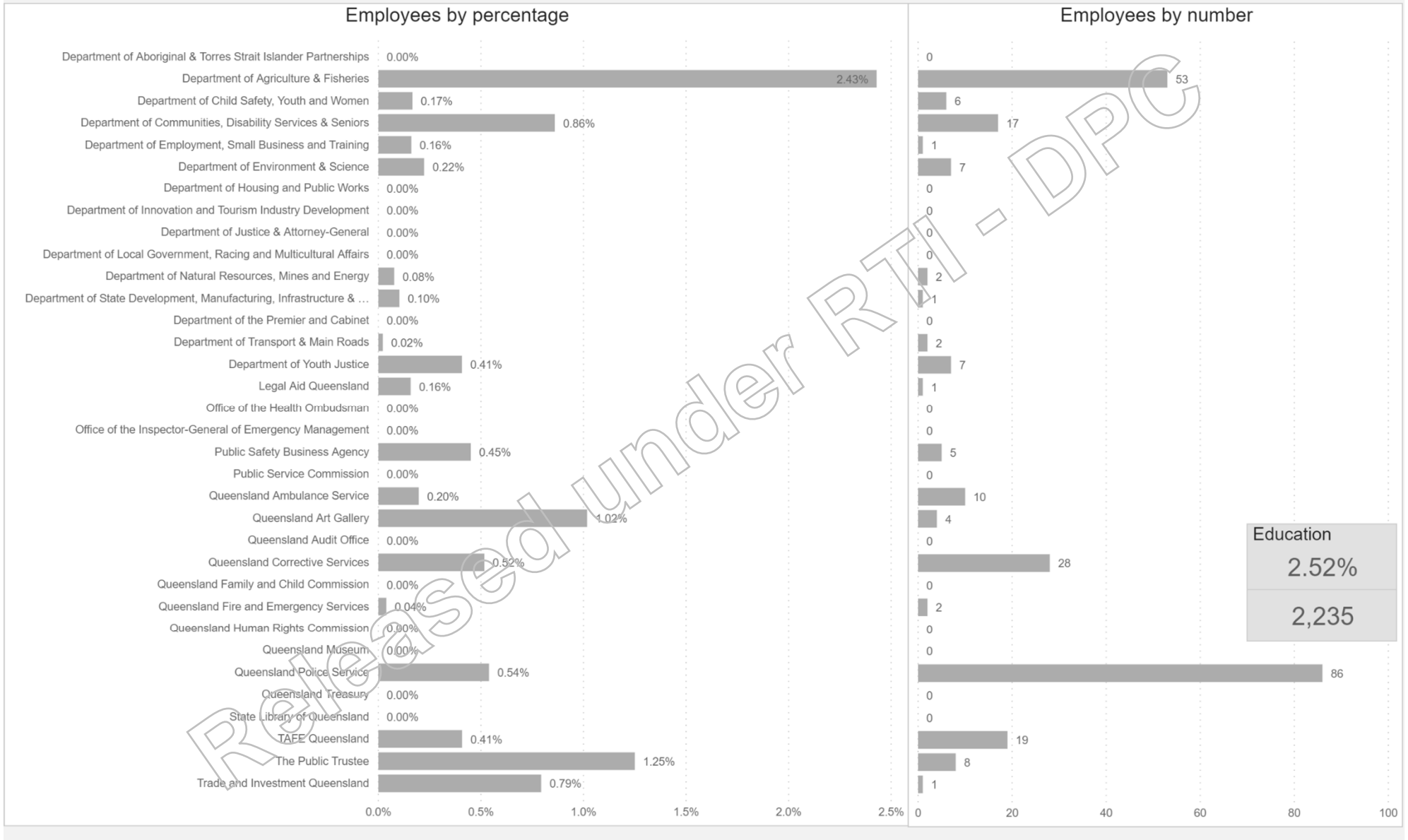


## 2. Employees unable to work due to caring responsibilities related to COVID-19 (no Ed)

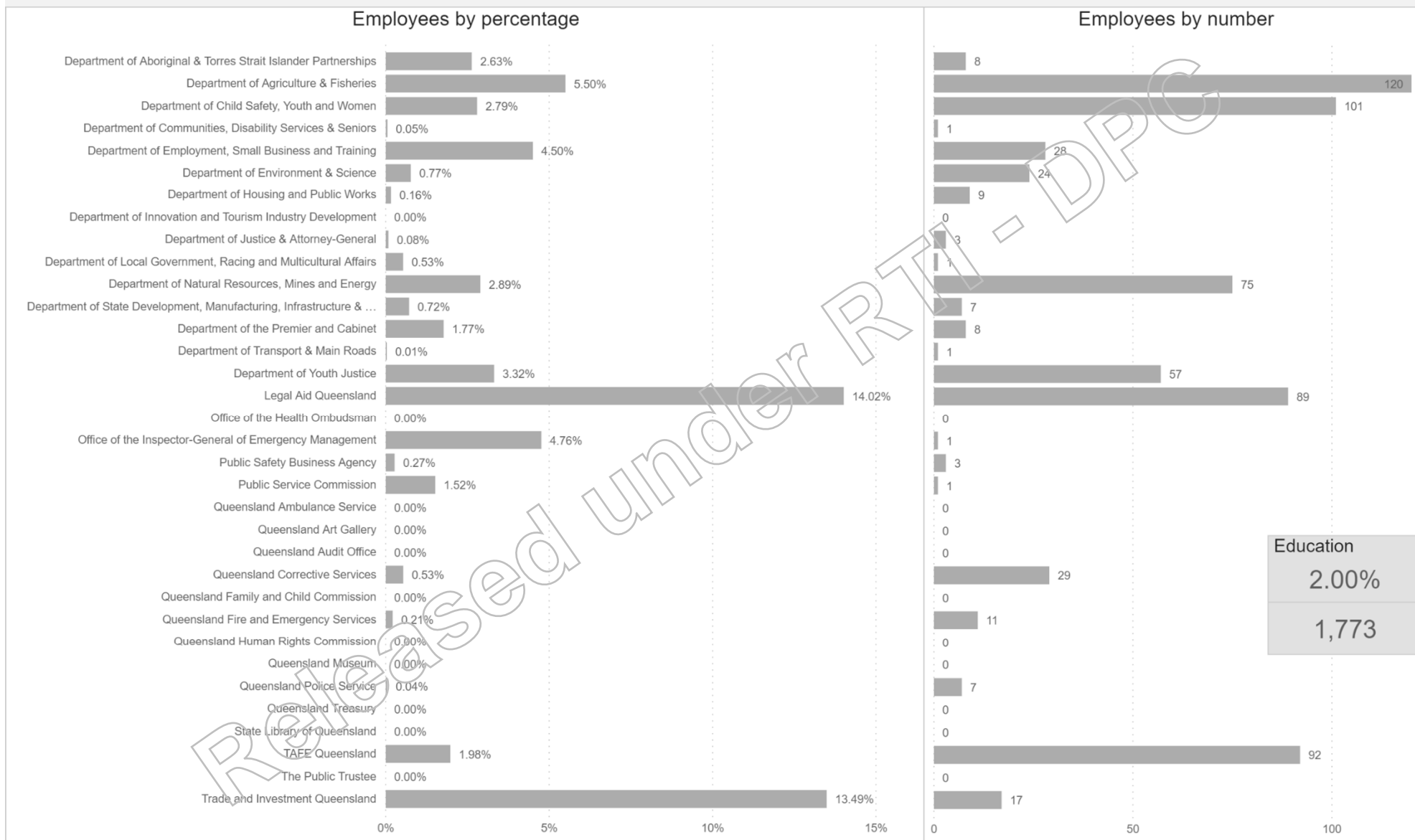




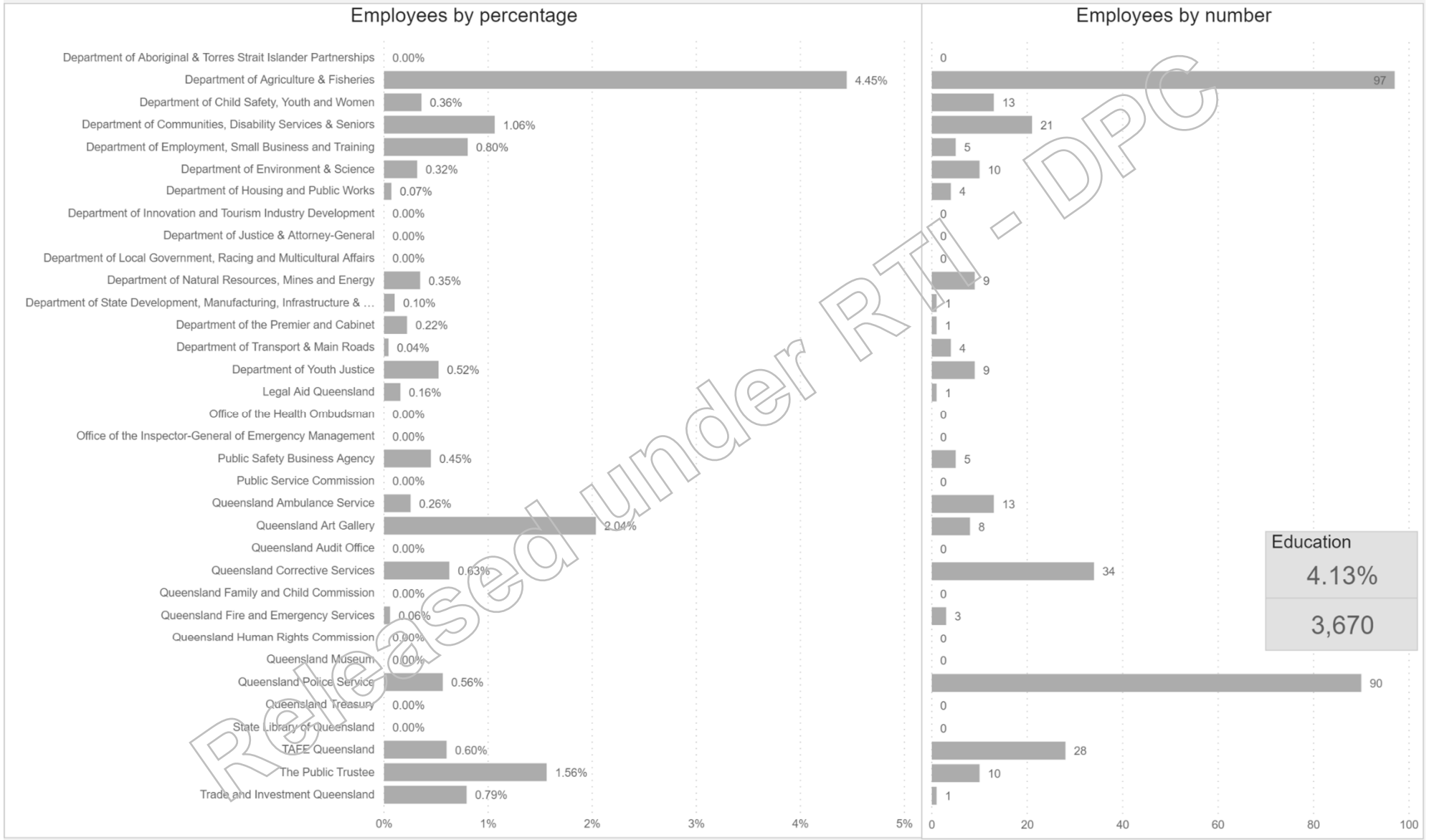
### 3. Employees required to self-quarantine on health advice due to COVID-19 - not working remotely (no Ed)



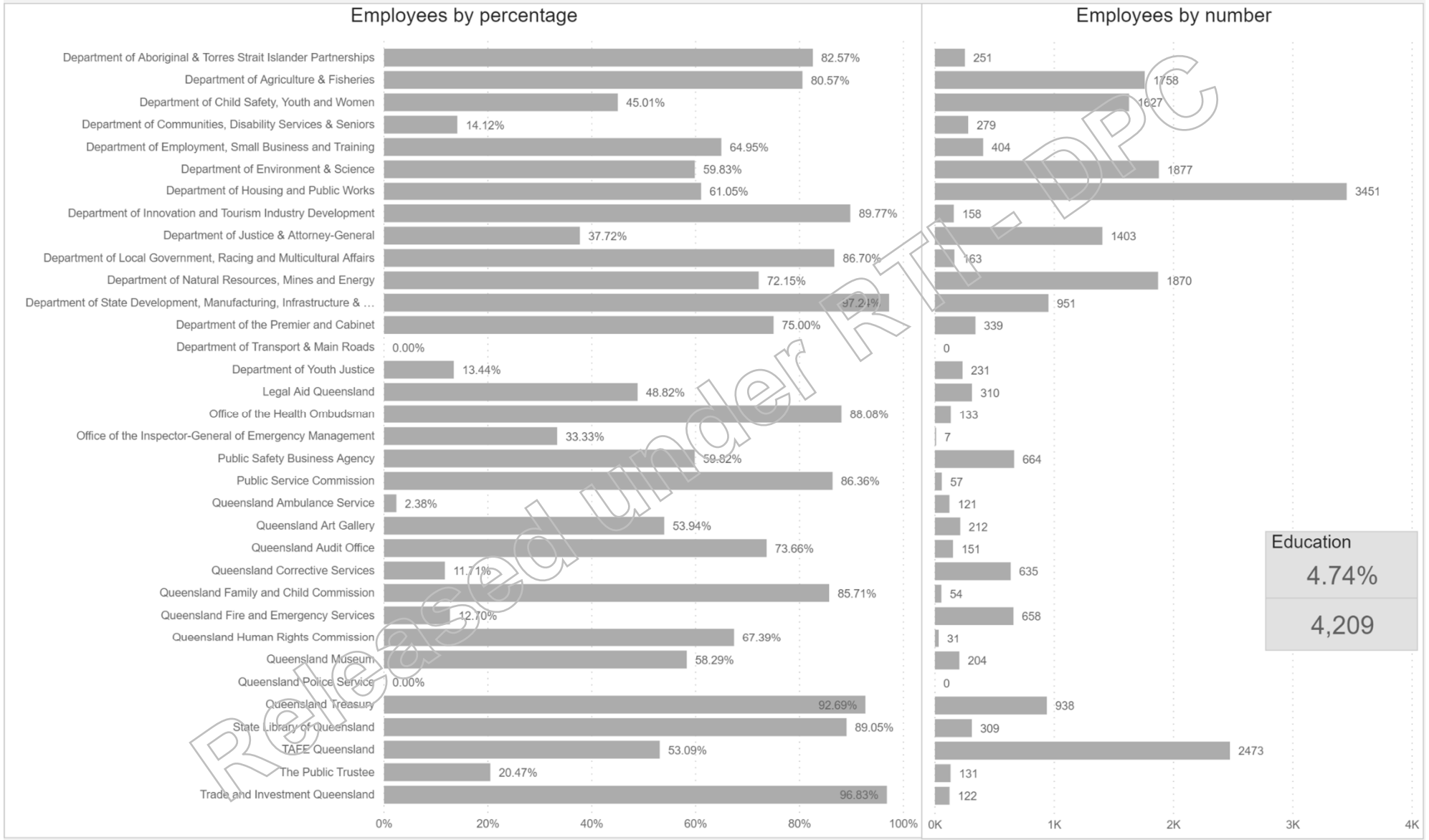
#### 4. Employees required to self-quarantine on health advice due to COVID-19 - working remotely (no Ed)



#### 4. Total employees not working due to COVID-19 (no Ed)



## 6. Employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice) (no Ed)



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**Public Service Commission**

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**From:** Robert Setter  
**Sent:** Wednesday, 15 April 2020 4:09 PM  
**To:** denise.spinks@ministerial.qld.gov.au  
**Cc:** Megan Barry; Dave Stewart  
**Subject:** COVID impacts on public service workforce =- latest report  
**Attachments:** COVID-19 daily report by percentages 14 April 2020.pptx; COVID-19 Agencies Update 29 @ 1000hrs 15\_04\_2020.pdf

Denise

Updated report attached.

Let us know if p2 data qualifications are useful.

This report is for the leadership board; the headline data published overnight with the Agency Update report (latest also attached).

Rob

Robert Setter

Commission Chief Executive

Public Service Commission

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P 07 3003 2810

E robert.setter@psc.qld.gov.au W psc.qld.gov.au

Level 27, 1 William Street, Brisbane QLD 4000

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# Queensland public service daily report of COVID-19 impacts on workforce

Report type: **Employee head count as percentages**

Report date: **5pm, 14 April 2020**

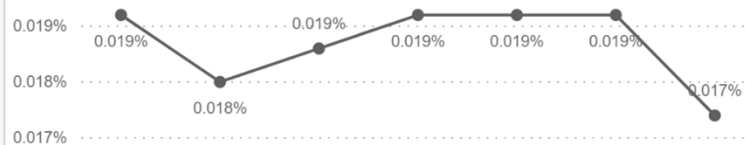
Released under RTI/DPC

# Report basis

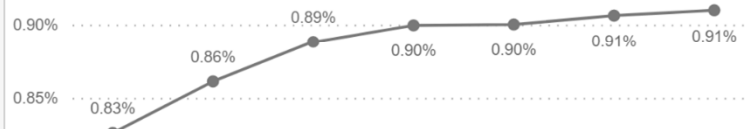
- Agency employee data in this report are based on reported head count for February 2020.
- Daily reports are updated each weekday at 5pm. Weekend and public holiday workforce data is not collected.
- Data included in this report is sourced from 35 agencies representing a total of 166,659 employees.
- Department of Health, Hospital & Health Services, and Electoral Commission Queensland are not included in this report.
- Queensland Ambulance Service is included in this report.
- TAFE Queensland do not report employee head count and an indicative head count of 4,500 employees has been used for this report.



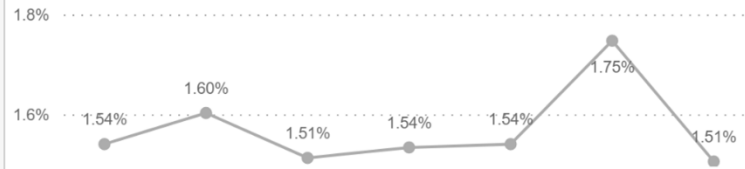
1. Positive COVID-19 cases



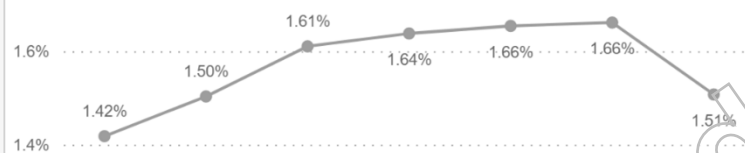
2. Caring responsibility not working



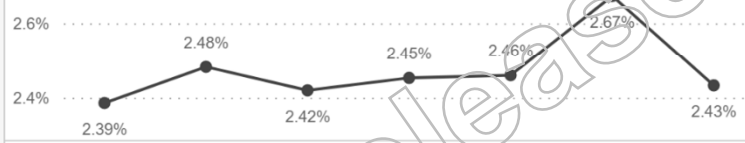
3. Self-quarantine not working



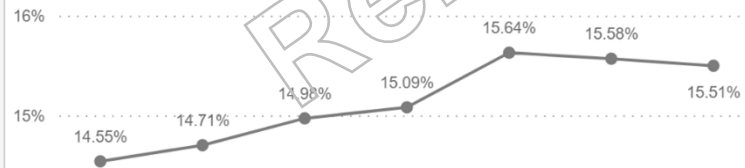
4. Self-quarantine working remotely



5. Employees not working due to COVID-19



6. Employees working remotely



Queensland public service COVID-19 daily summary by percentages

Tuesday, 14 April 2020

Agencies reporting

35

Total Employees

166,659

Positive COVID-19 cases

0.017%

Agencies with COVID-19 cases

9

2. Percentage of employees unable to work due to caring responsibilities related to COVID-19

0.91%

3. Percentage of employees required to self-quarantine on health advice due to COVID-19 - not working remotely

1.51%

4. Percentage of employees required to self-quarantine on health advice due to COVID-19 - working remotely

1.51%

5. Total percentage of employees not working due to COVID-19

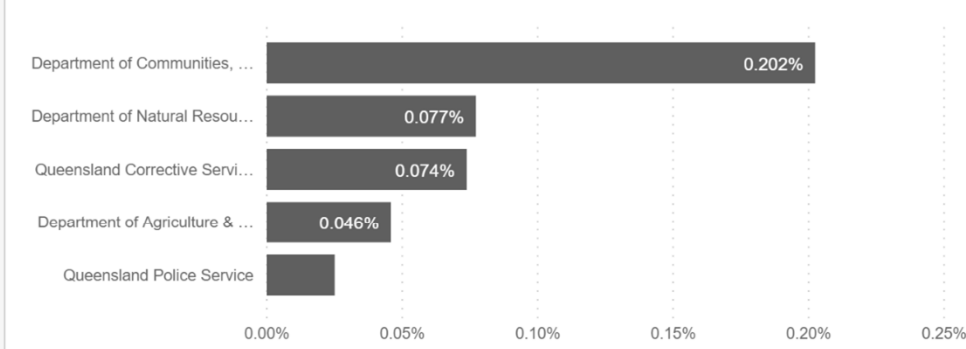
2.43%

6. Percentage of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice)

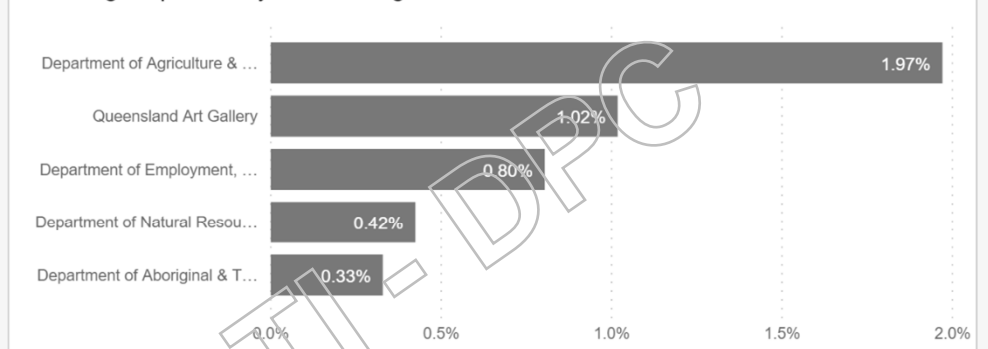
15.51%

## Top 5 agencies by COVID-19 category - excluding Education (highest percentage)

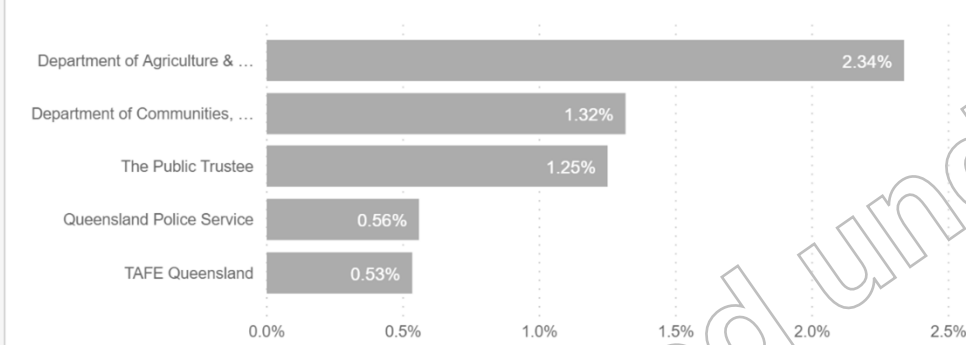
### 1. Positive COVID-19 cases



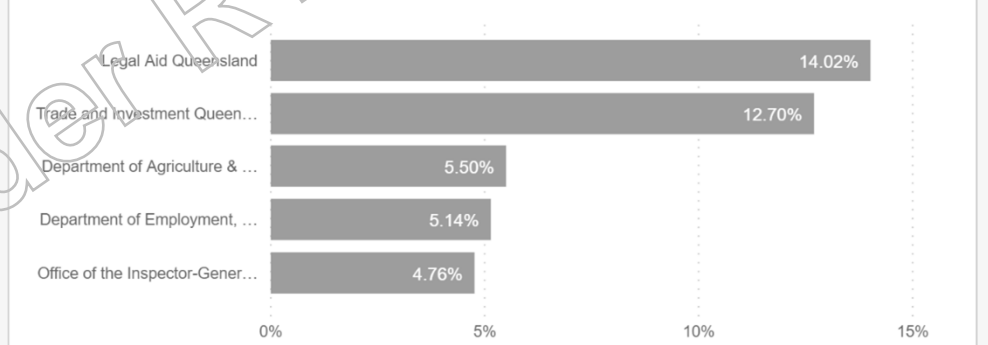
### 2. Caring responsibility not working



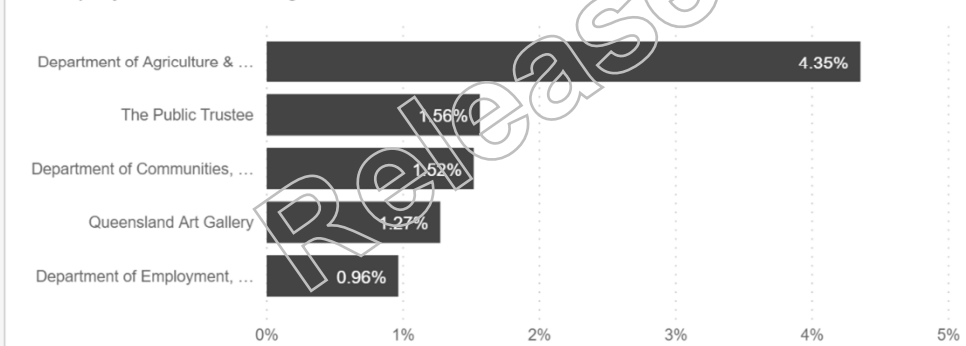
### 3. Self-quarantine not working



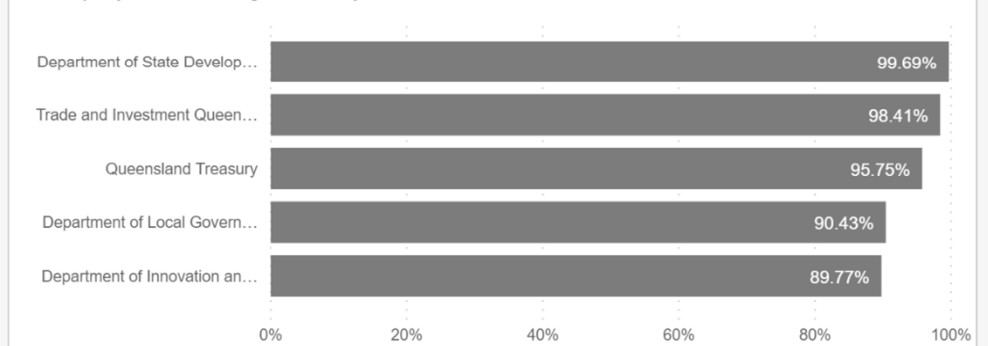
### 4. Self-quarantine working remotely



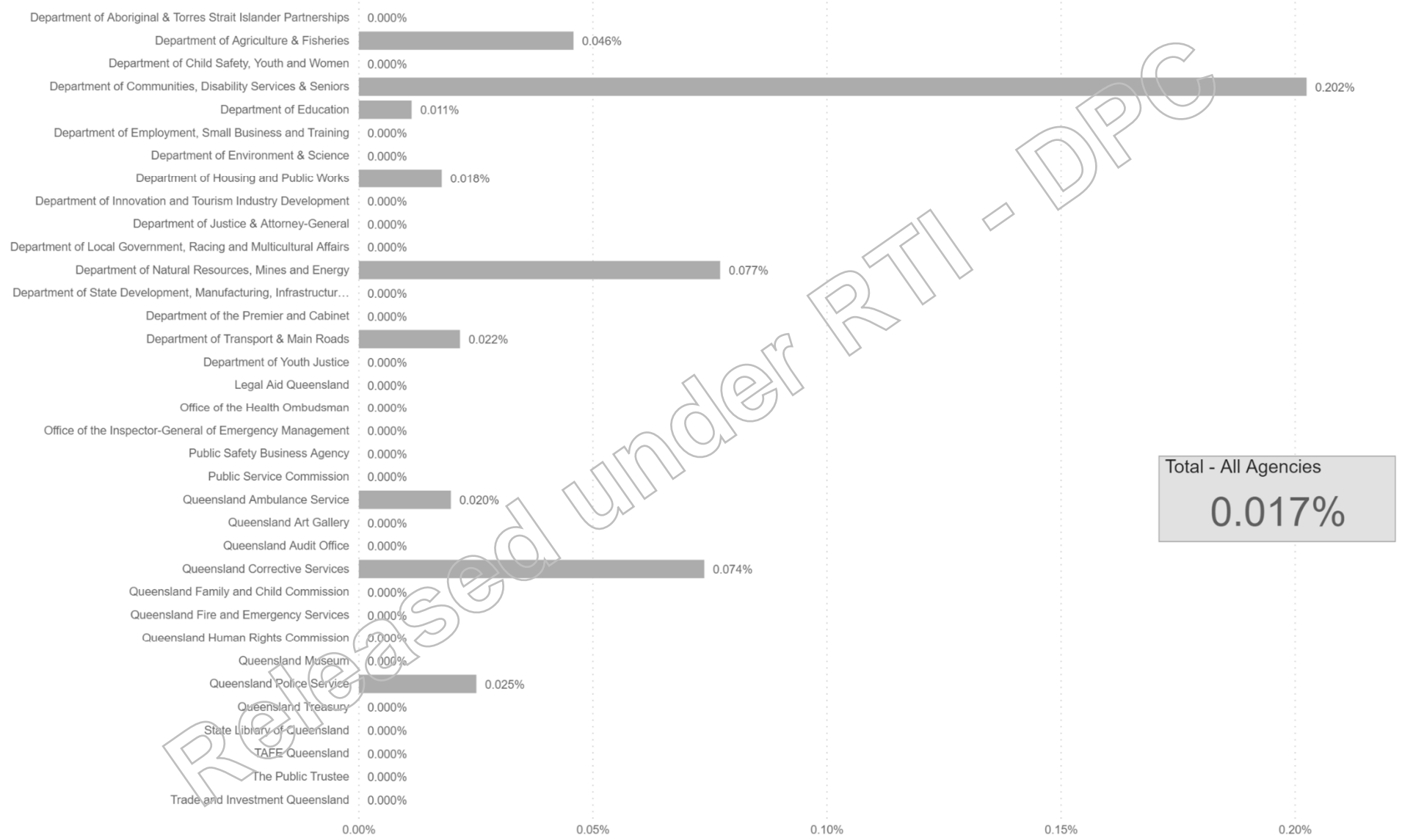
### 5. Employees not working



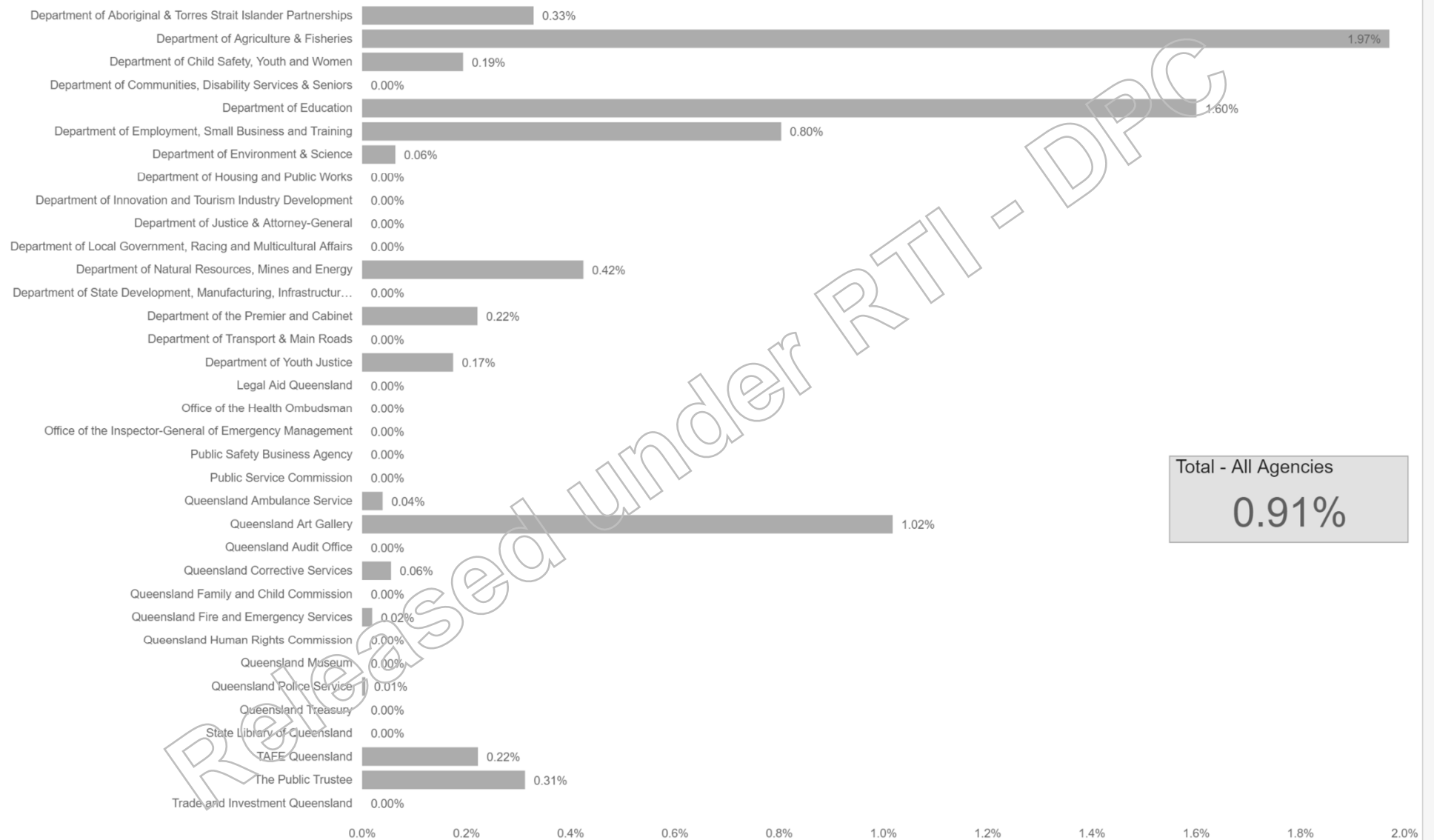
### 6. Employees working remotely



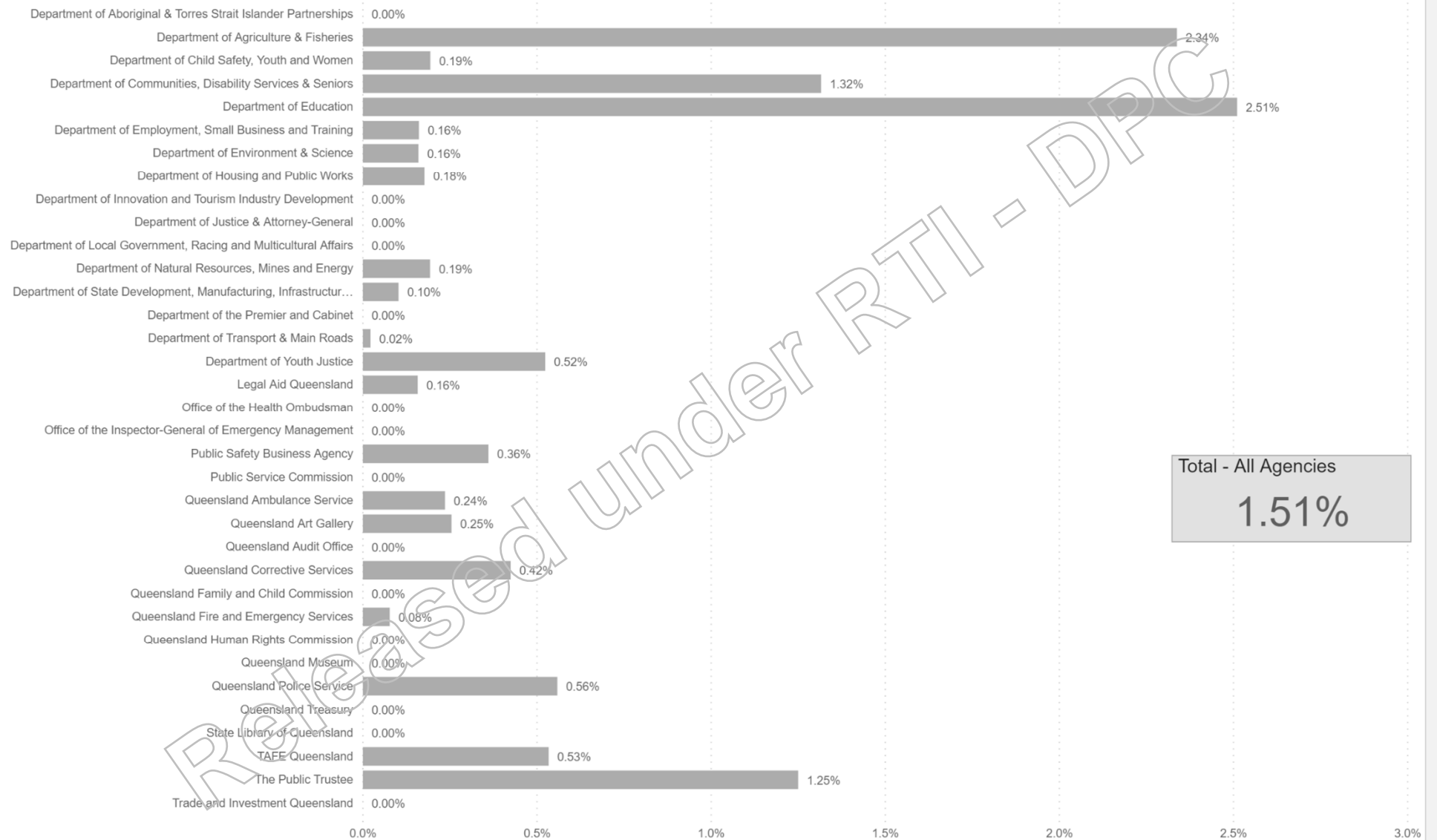
# 1. Percentage of employees unable to work due to testing positive to COVID-19



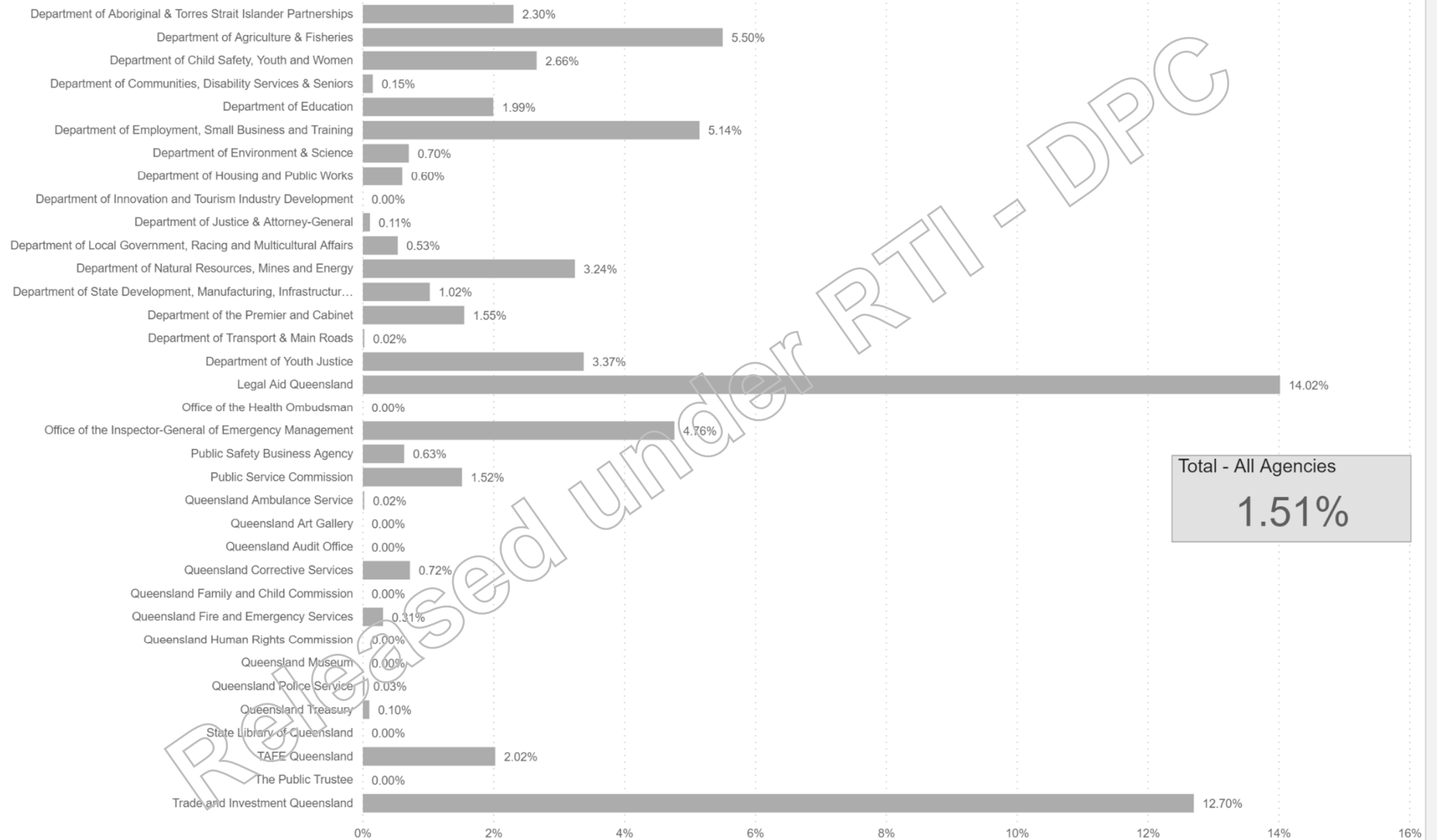
## 2. Percentage of employees unable to work due to caring responsibilities related to COVID-19



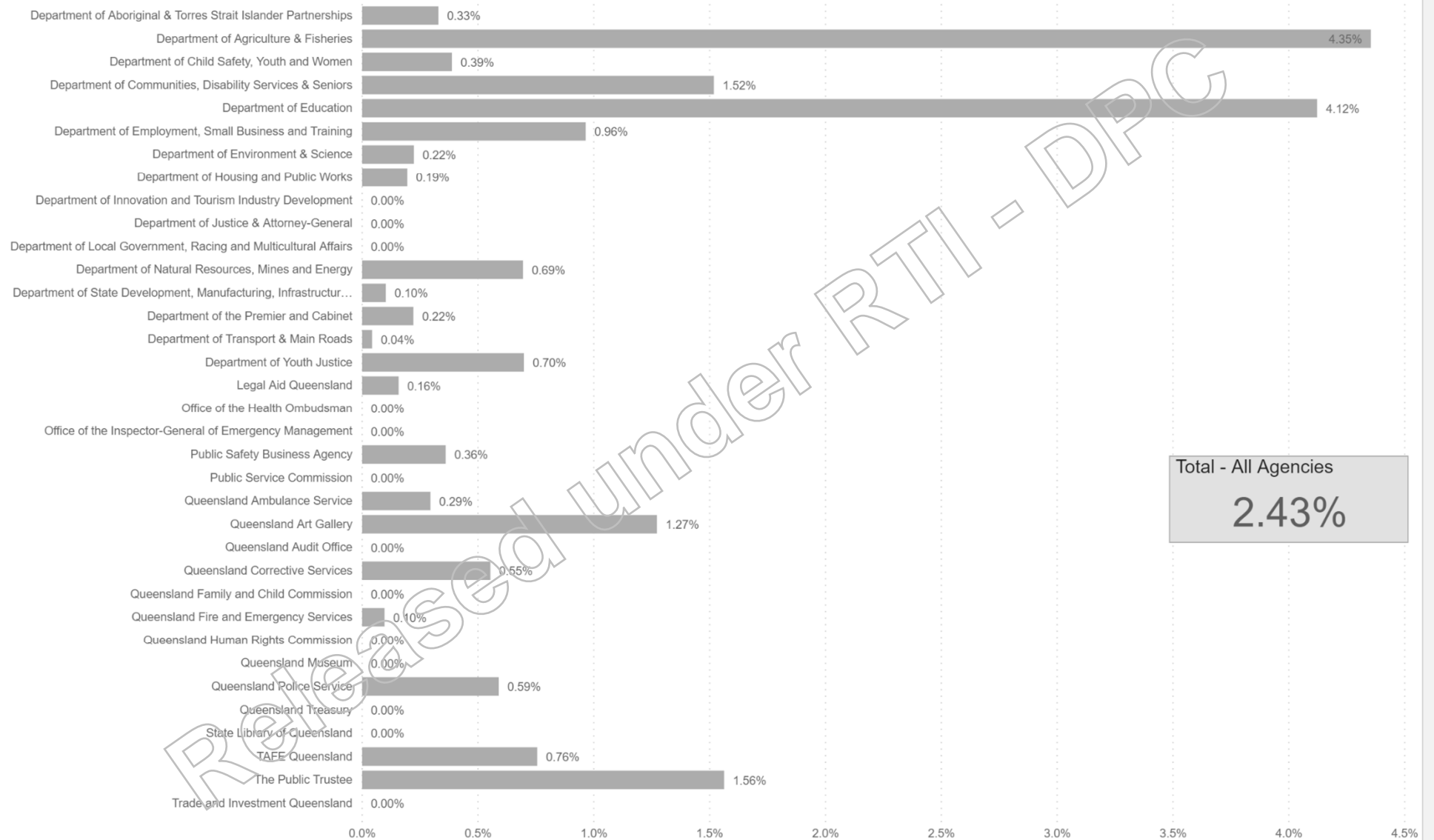
### 3. Percentage of employees required to self-quarantine on health advice due to COVID-19 - not working remotely



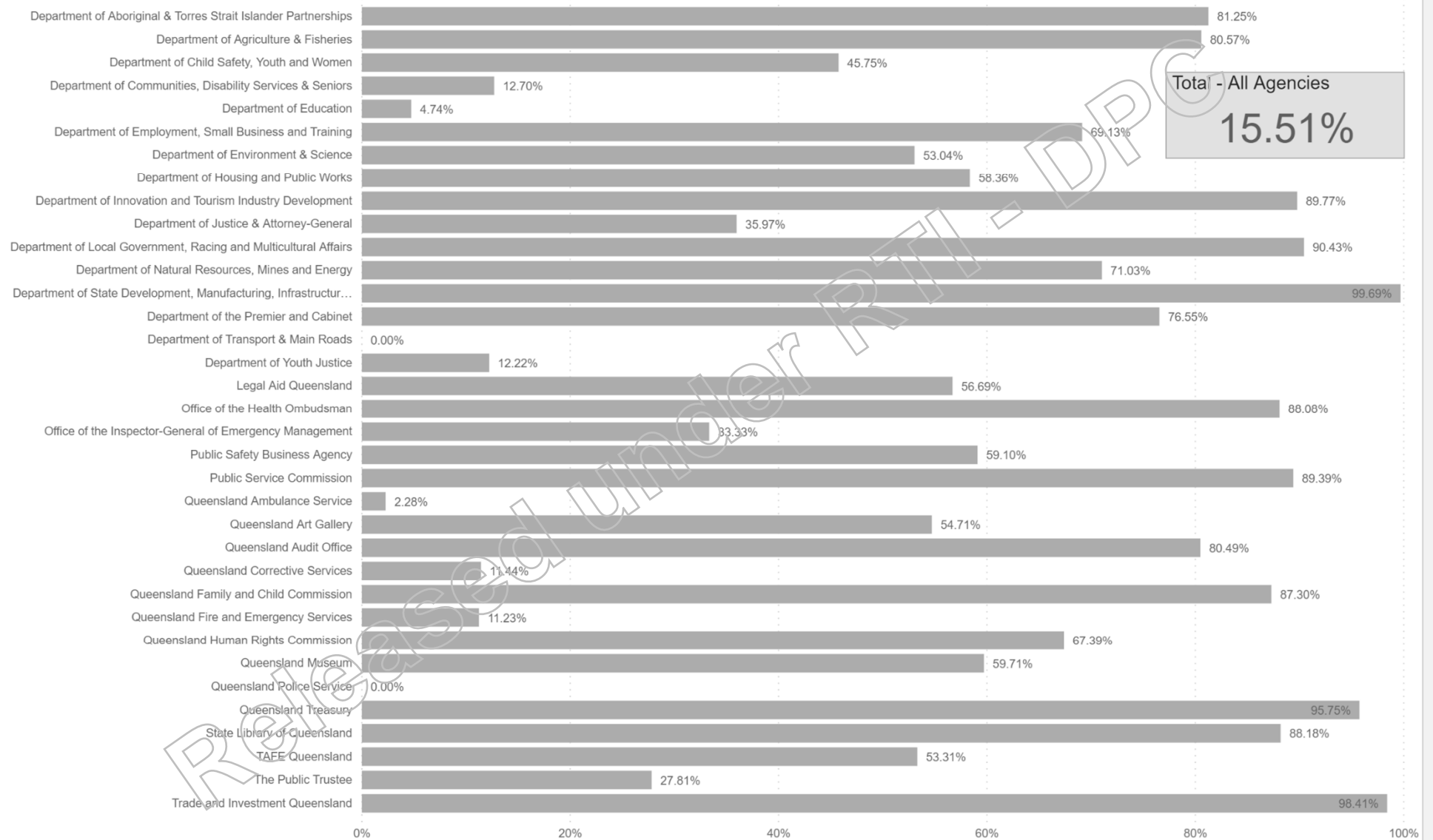
#### 4. Percentage of employees required to self-quarantine on health advice due to COVID-19 - working remotely



## 5. Percentage of employees not working due to COVID-19



## 6. Percentage of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice)





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## COVID-19 Agencies Update

Event	COVID-19	Report ID	R16847122
Update No.	29		
Report Date	15/04/2020 at 1000hrs		

Released under RTI - DPC



Pages 147 through 150 redacted for the following reasons:

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s.73 Not Relevant

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s.73 Not Relevant



**Queensland Public Service Commission**

**Submitted By**

Patricia Galliford

**Date / Time**

14/04/2020 19:54

**Impacts**

- As at 5pm, 14/04/2020, across 35 Queensland public service agencies and representing a total of 141,157 employees:
- **29** positive COVID-19 cases.
- **1,517** employees unable to work due to COVID-19 related caring responsibilities.
- **2,512** employees required to self-quarantine (on health advice) due to COVID-19 and not working remotely.



- **2,515** employees required to self-quarantine (on health advice) due to COVID-19 and working remotely.
- **4,058** public service employees are currently unable to work due to COVID-19.

**Key Activities**

- Total number mobilised: **126**
- Confirmed for mobilisation: **5**
- Indicative demand: **400**
- Key skillsets demanded – regional staff, digital/ICT, business analysts, project managers, administration, call centre, HR and shared services

s.73 Not Relevant

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Page 153 redacted for the following reason:

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s.73 Not Relevant

Released under RTI - DPC

s.73 Not Relevant

## Approval

**Prepared**

Amon Holmes

**Approved**

Shane Holmes

**Next Report**

The next COVID-19 Agencies Update will be issued 16/04/2020 at 1000hrs.

Released under RTI - DPC



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**From:** Robert Setter  
**Sent:** Wednesday, 8 April 2020 12:16 PM  
**To:** denise.spinks@ministerial.qld.gov.au  
**Cc:** Dave Stewart; Megan Barry  
**Subject:** your email of this morning requesting COVID data public service  
**Attachments:** Daily COVID-19 Report 07042020.pdf; COVID-19 Update as at 1000hrs Tuesday, 07 April 2020

Denise

Attached is the latest the daily COVID-19 report for the public service – this goes to DsG once a week, and is informed by agencies daily reporting of covid. It is not for external purposes.

The final slide which captures those working remotely is not complete but a work in progress – there is no health data available. is included in the "COVID-19 Agencies Update" circulated daily (today's due shortly) from the State Health Emergency Coordination Centre – again not for external purposes. I have attached yesterday's report – I would point out that our data was not included in that report – an oversight by SHECC.

The following high level summary is of two reports the PSC collates – the COVID data as above, **and** a report on the Employment Mobility Service we are standing up. This is not for external purposes either.

[Link to original PowerPoint.](#)

#### SDCC Brief

##### COVID-19 Data

- As at 5pm, 07/04/2020, across 35 Queensland public service agencies and representing a total of 141,157 employees:
- **32** positive COVID-19 cases.
- **1,500** employees unable to work due to COVID-19 related caring responsibilities.
- **2,559** employees required to self-quarantine (on health advice) due to COVID-19 and not working remotely.
- **2,741** employees required to self-quarantine (on health advice) due to COVID-19 and working remotely.
- **4,091** public service employees are currently unable to work due to COVID-19.

##### EMS

- Number on deployment today: **64**
- Total number mobilised: **110**
- Ready for mobilisation: **10**
- Current quantified demand: **193**
- Indicative available supply: **2022** (no change)
- Key skillsets demanded – regional staff, digital/ICT, business analysts, project managers, administration, call centre, HR and shared services

That is the extent of our reporting.

Is there something specifically you were interested in?

Rob





**Robert Setter**  
Commission Chief Executive  
Public Service Commission

P 07 3003 2810  
E [robert.setter@psc.qld.gov.au](mailto:robert.setter@psc.qld.gov.au) W [psc.qld.gov.au](http://psc.qld.gov.au)  
Level 27, 1 William Street, Brisbane QLD 4000

## Novel Coronavirus

### What are the symptoms:



Fever



Cough



Fatigue



Sore throat



Shortness of breath

### How to stop it spreading:



Wash hands regularly



Cover coughs and sneezes



Stay home if unwell

If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)

# Daily COVID-19 Brief

Accurate as at: 5pm, 7 April 2020

Released under RTI - DPC



**Queensland**  
Government

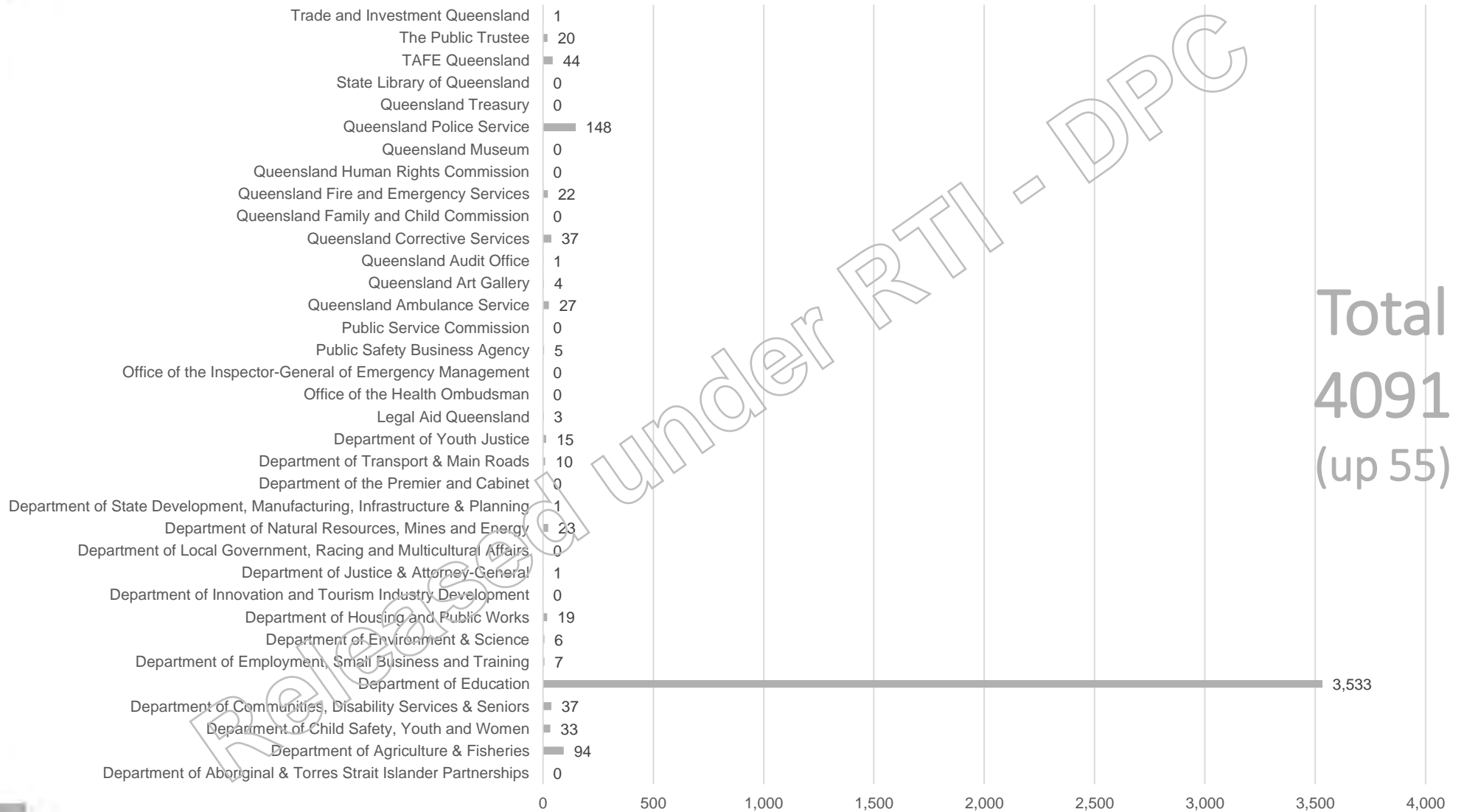
# Summary

- 32 positive COVID-19 cases impacting 11 agencies

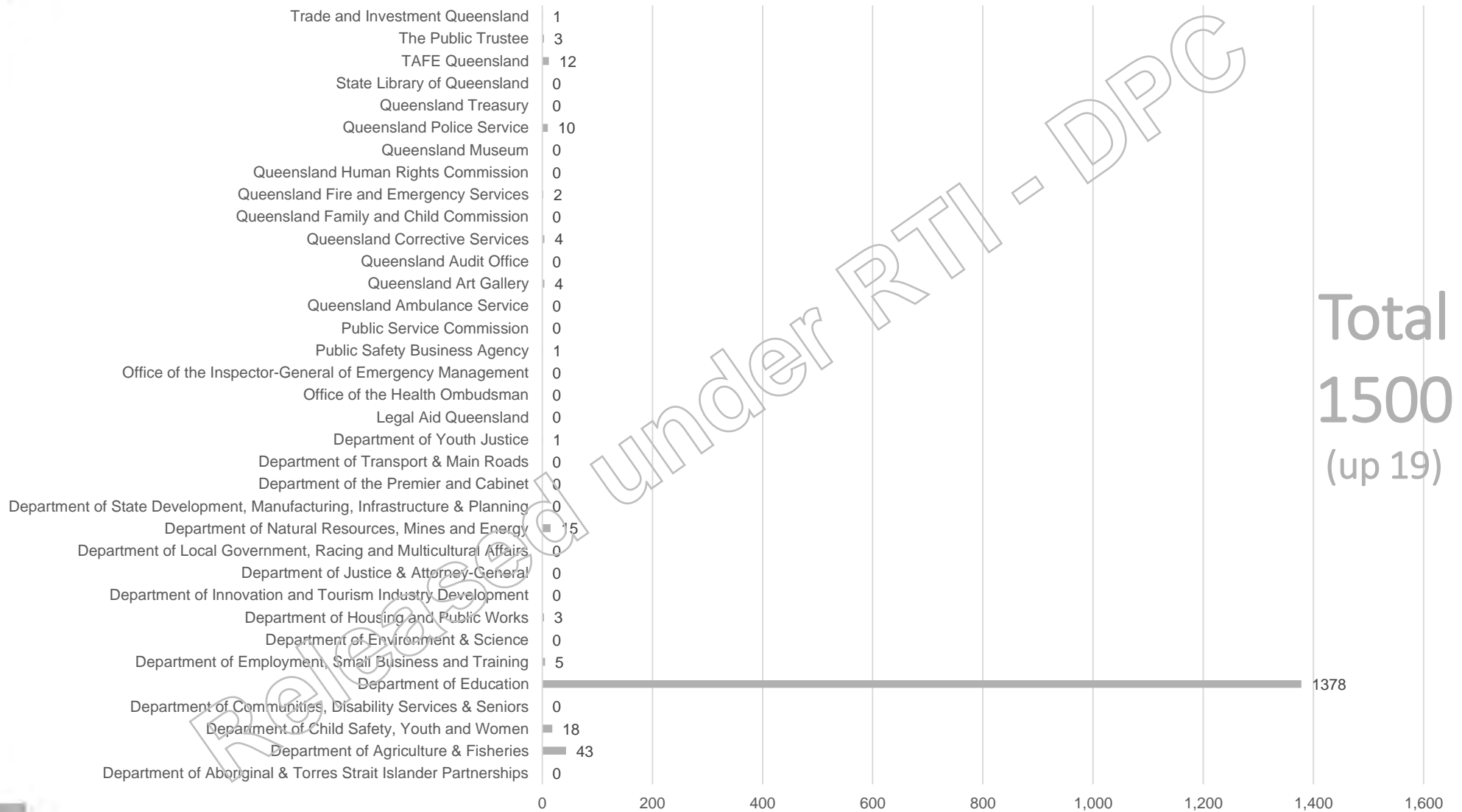
Agencies reporting	Total employees
35	141,157

Queensland public service aggregate data	Number
Number of employees unable to work today due to testing positive to COVID-19	32
Number of employees unable to work due to caring responsibilities that are related to COVID-19	1,500
Number of employees required to self-quarantine on health advice related to COVID-19 - not working from home	2,559
Number of employees required to self-quarantine on health advice related to COVID-19 - working from home	2,741
Total number of employees not working due to COVID-19	4,091
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice)	25,108

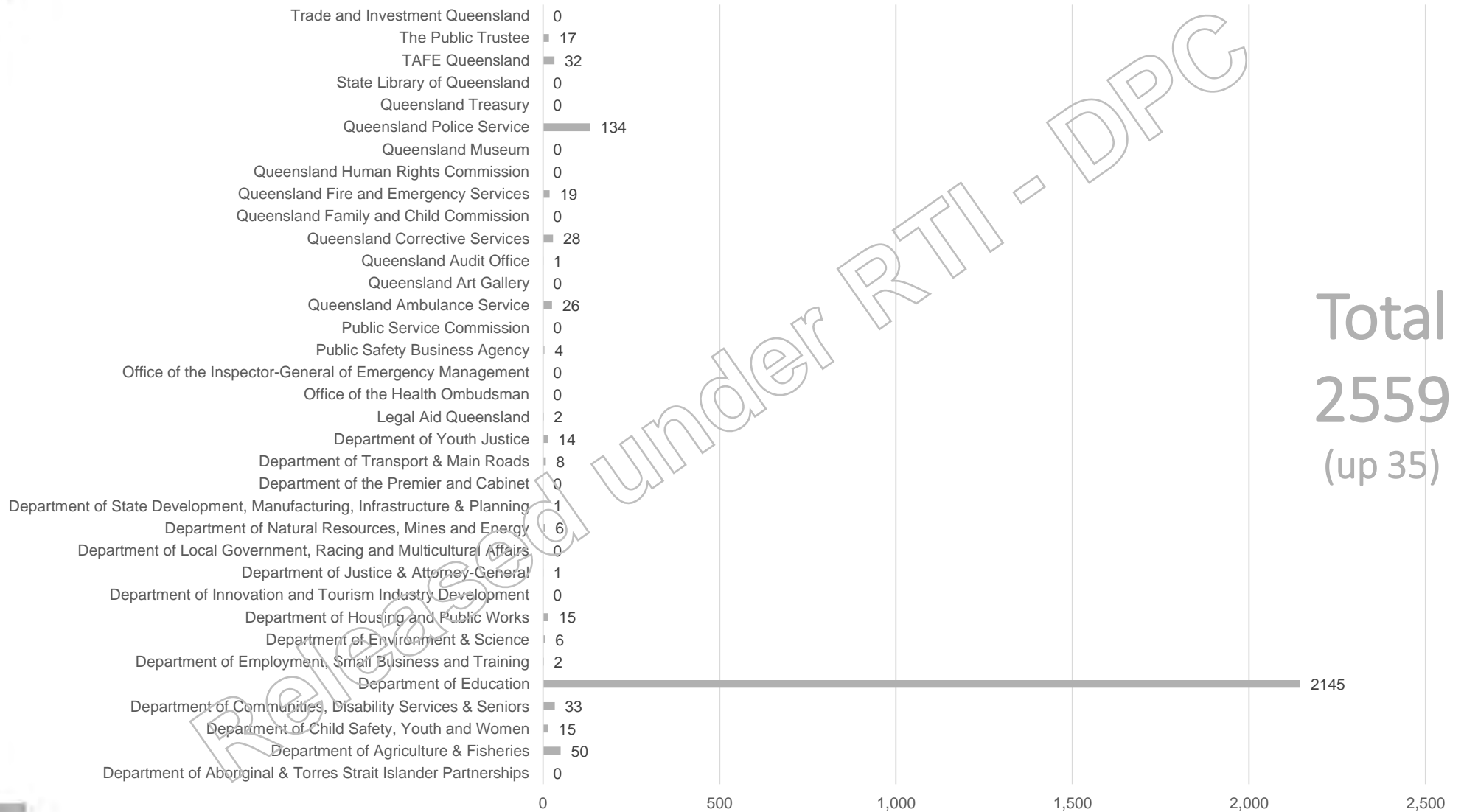
### Total number of employees not working due to COVID-19



## Number of employees unable to work due to caring responsibilities related to COVID-19



Number of employees required to self-quarantine on health advice due to COVID-19 - not working remotely



## Number of employees required to self-quarantine on health advice due to COVID-19 - working remotely



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Developed by the  
**Public Service Commission**

Inquiries: Wade Fuller



[wade.fuller@psc.qld.gov.au](mailto:wade.fuller@psc.qld.gov.au)



**Queensland**  
Government



---

**From:** NGComms <sdccqfes@id.ngcomms.net> on behalf of State Disaster Coordination Centre <sdcc@qfes.qld.gov.au>  
**Sent:** Tuesday, 7 April 2020 10:31 AM  
**To:** Robert Setter  
**Subject:** COVID-19 Update as at 1000hrs Tuesday, 07 April 2020  
**Attachments:** COVID-19 Agencies Update 21 @ 1000 07\_04\_2020.pdf

Dear Mr Robert Setter,

Please find attached the COVID-19 Update as at 1000hrs Tuesday, 07 April 2020.

**State Disaster Coordination Centre | Operations Capability**  
Level 3, DMC, Queensland Emergency Operations Centre, Kedron  
GPO Box 1425 Brisbane QLD 4001  
P: 07 3635 2387 | M: [REDACTED]  
F: 07 3357 4682 | E: [sdcc@qfes.qld.gov.au](mailto:sdcc@qfes.qld.gov.au)

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## COVID-19 Agencies Update

<b>Event</b>	<b>COVID-19</b>	<b>Report ID</b>	<b>R16738922</b>
<b>Update No.</b>	21		
<b>Report Date</b>	07/04/2020 at 1000hrs		

s.73 Not Relevant

Released under RTI - DPC



Pages 166 through 175 redacted for the following reasons:

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s.73 Not Relevant

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s.73 Not Relevant



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## Environmental Summary

### Department of Natural Resources, Mines and Energy

**Submitted By** Mark Ryan **Date / Time** 07/04/2020 06:38hrs

#### Impacts

- No reported impacts to staff or portfolio across water, energy and power generation.

#### Key Activities

- DNRME continues to support Whole of Government staffing plans:

s.73 Not Relevant

- Applying the advice from the Chief Health Officer with workforce thinning (currently over 65% of the workforce now working remotely), and supporting those who are not able to work remotely with advice and workplace re-design.

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Pages 178 through 180 redacted for the following reasons:

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s.73 Not Relevant

Released under RTI - DPC



Released under RTI - DPC

### Approval

**Prepared**

Senior Sergeant Vicki Barrett

**Approved**

Supt Shane Holmes

**Next Report**

The next COVID-19 Agencies Update will be issued 08/04/2020 at 1000hrs.

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**From:** Robert Setter  
**Sent:** Thursday, 2 April 2020 7:51 AM  
**To:** Beth Woods (DAF); Bob Gee (Communities); Chris Sarra (DATSIP); Clare O'Connor (DCDSS); Damien Walker (DITID); Dave Stewart; David Mackie (DJAG); Deidre Mulkerin (CSYW); John Wakefield (Health); Frankie Carroll (Treasury); Greg Leach (QFES); James Purtill; Jamie Merrick (DES); Comm QPS; Liza Carroll (HPW); Mary-Anne Curtis (DESBT); Neil Scales (TMR); Peter Martin (Corrections Services); Rachel Hunter (DSDMIP); Robert Setter; Toni Power (Coordinator Genera); Tony Cook (QED); Warwick Agnew (DLGRMA)  
**Cc:** @PSC ELT; Craig Hunter; Vivian Sawatzki; Adam Stevenson (QFES); Arthur O'Brien; Barbara.Phillips@health.qld.gov.au; Brenda Parker (DNRM); Cecelia Christensen (QT); Doug Smith (QPS); Filly Morgan; Geoff Waite; James Koulouris; Jeff Hunt; Kathy Parton (DATSIP); Kurt Marsden (PSBAHR); Matthew Nye (Communities); Megan Barry; Michael McKee; Michael Metcalfe; peter.cook@justice.qld.gov.au; Phillip Brooks (DYJ); Rebecca Atkinson (DLGRMA); Rhiannan Howell; robyn.turbit@hpw.qld.gov.au; Sandra Mclean; Sinead McCarthy; steven.kay; Susan Chrisp (DES); Tracy.a.o'bryan@tmr.qld.gov.au; Adam Green (CAA); Alarna Lane-Mullins (QBCC); Alison Smith (QCAA); Allan Parsons (Health); AW; Andrea Tamas (BQ); Andrew Nehill (QRA); Anita Hicks (DSDMIP); Asheeka Bhardwaj (SafeFood); Belinda Bayliss; Cassie Broomfield (RTA); Catherine Shrubsole (QAO); Celia Venables; Pond.CharysseA[PCAP]; Lisa Dynes; Christine Granger (QCT); CHRO@health.qld.gov.au; Craig Allen (OIR); Cynthia Turner (QCWA); Darren Fisher (ECQ); David Baldwin (MHRT); David Hall (Health); Debbie Paterson (PSBA); Dewet Coetzee (PLA); Donna Morgan (OIR); Donna Smith (DATSIP); Elizabeth Buckby; Erica Urselmann (QAO); Genevieve Gillies-Day; Hannah Bloch (Health); Hayley Byrne (GFCQ); Heather Elliott; hr@dlgrma.qld.gov.au; hr\_team@qleave.qld.gov.au; HumanResources@qra.qld.gov.au; John Bruce (QCAA); Julie Berry (QLDRA); karen.faux; GRAHAM Karenne; Keiran Burns (TIQ); Keith Tracey-Patte; Kelly Camden; Lauren Gribbin; Lauren Schodel (OIC); Leanne Matheson; Leanne Robertson (Old Ombudsman); Leith Mitchell (QED); Leonie Jones (EWOQ); Lois Craig (Health); mailbox@legalaids.qld.gov.au; Mark Weinert (HPW); Mark Whelan (Health); Maxine McLeod (FRCQ); Office of the information commissioner; Melissa Harris-Tutt (QRA); Michael Corne (QMHC); Michelle Palmer (JAG); Natalie Blackwell (QM); Natalie Townsend (RTA); Neil Smith; Nyree Illingsworth (DJAG); QQPC Corporate Governance; PH; Patsy.Jones; Paul Brelsford (QRIDA); Paul Brown (QRIC); Paul Davey (CAA); Paula Sellin (QLeave); Peter Patmore (Health); Ray Clarke; Rod Francisco (Health); ST; Sandra Lerch; Sandra Slater (TMR); Sarah March (IGEM); Selena Turner (QTC); Shannan Quain; Shannon Cook; Sharon Dickman; Stephanie Attard (DJAG); Stephen Smith; Susan Sampson (Treasury); Suzi Woodrow-Read; Talia Love-Linay; Taresa Rostern (Health); Theresa Hodges; Tony James (OIR); Tracey Fellows (PG); Vanessa Kissane; Vernell Tomasich; VAN DER LAAK Vivienne; Warren Edwards (ADCQ)  
**Subject:** Daily COVID-19 Workforce Report 01 April 2020  
**Attachments:** Daily COVID-19 Report 01042020.pdf; COVID19 EMS Report 01042020.docx



**Importance:** High

**Members of the Leadership Board**

*cc. Chief HR Officers; Heads of Corporate*

I have attached detailed workforce reports of interest to us as system stewards:

- 1. Numbers of COVID impacted staff by agency – (sourced through Chief HR Officers)**
- 2. Numbers Employee Mobilisation Service (EMS) by agency – (sourced through Heads of Corporate)**

These reports provide agency detail behind the high level reporting published daily by the State Disaster Coordination Centre (SDCC):

**01.04.2020**

**COVID19 impacted staff**

- As at 5pm, 01/04/2020, across 35 Queensland public service agencies and representing a total of 141,157 employees:  
**32** positive COVID-19 cases.
- 1,130** employees unable to work due to COVID-19 related caring responsibilities.
- 1,822** employees required to self-quarantine (on health advice) due to COVID-19 and not working remotely.
- 1,910** employees required to self-quarantine (on health advice) due to COVID-19 and working remotely.
- 2,984** public service employees are currently unable to work due to COVID-19.

**EMS**

- Number on deployment today: **84**
- Total number mobilised: **97**
- Ready for mobilisation from Wed 01/4: **116** (up from 28)
- Current demand: **377** (up from 314)
- Available supply (identified and skills specified): **1818** (up from 1718)
- Key skillsets demanded - QPS - data entry, Health – contact tracers, digital/ICT, enforcement, call centre, disaster/emergency management reporting and support, secretariat, administrative/coordination.

It would be helpful if you advise me where your understanding of agency status is different to that in these reports

**Rob**



**Queensland  
Government**

**Robert Setter**

Commission Chief Executive  
Public Service Commission

P 07 3003 2810

E [robert.setter@psc.qld.gov.au](mailto:robert.setter@psc.qld.gov.au) W [psc.qld.gov.au](http://psc.qld.gov.au)

Level 27, 1 William Street, Brisbane QLD 4000

# Novel Coronavirus

## What are the symptoms:



Fever



Cough



Fatigue



Sore throat



Shortness of breath

## How to stop it spreading:



Wash hands regularly



Cover coughs and sneezes



Stay home if unwell

If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)

Released under RTI - DPC

# Daily COVID-19 Brief

Accurate as at: 5pm, 1 April 2020

Released under RTI - DPC



**Queensland**  
Government

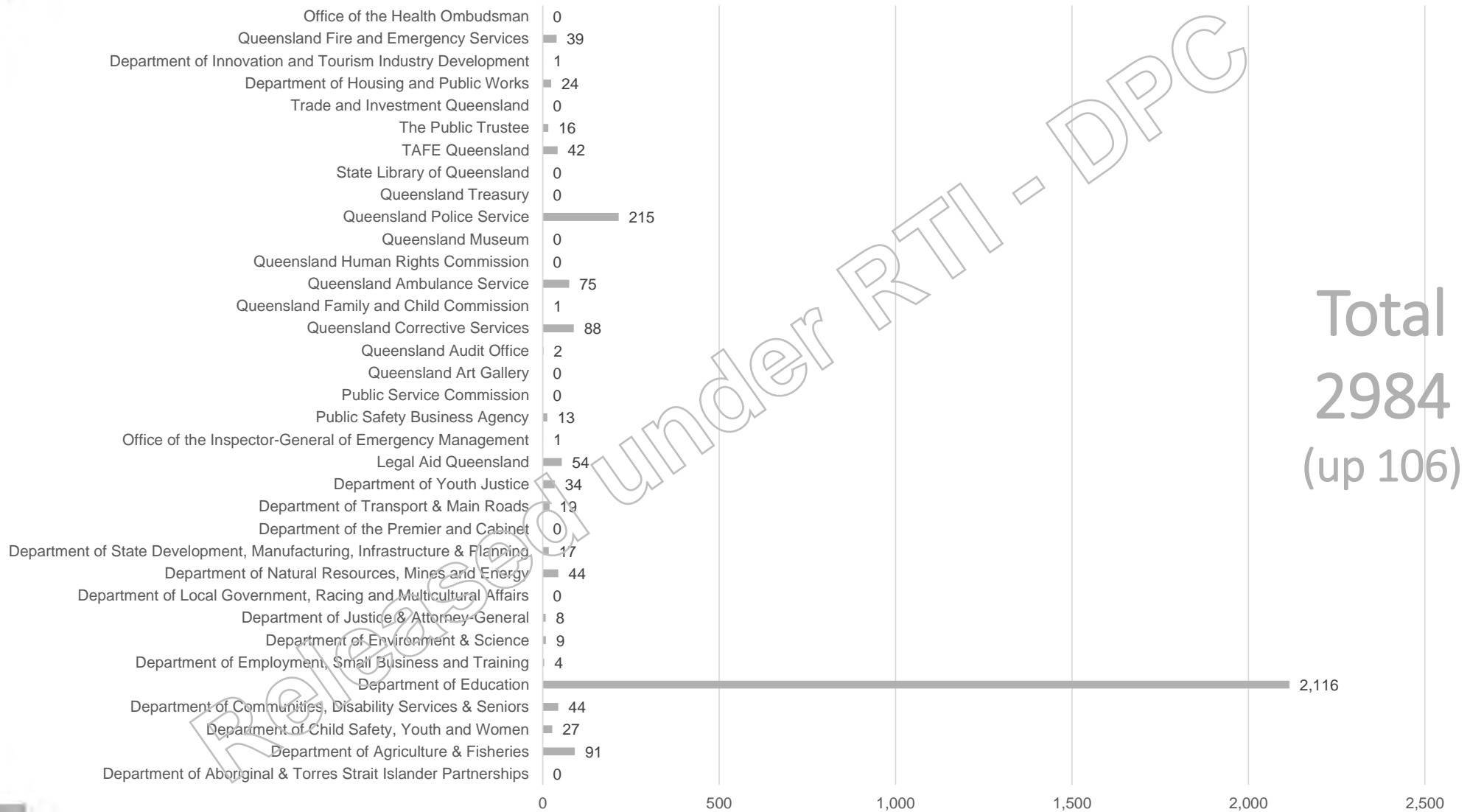
# Summary

- 32 positive COVID-19 cases impacting 9 agencies

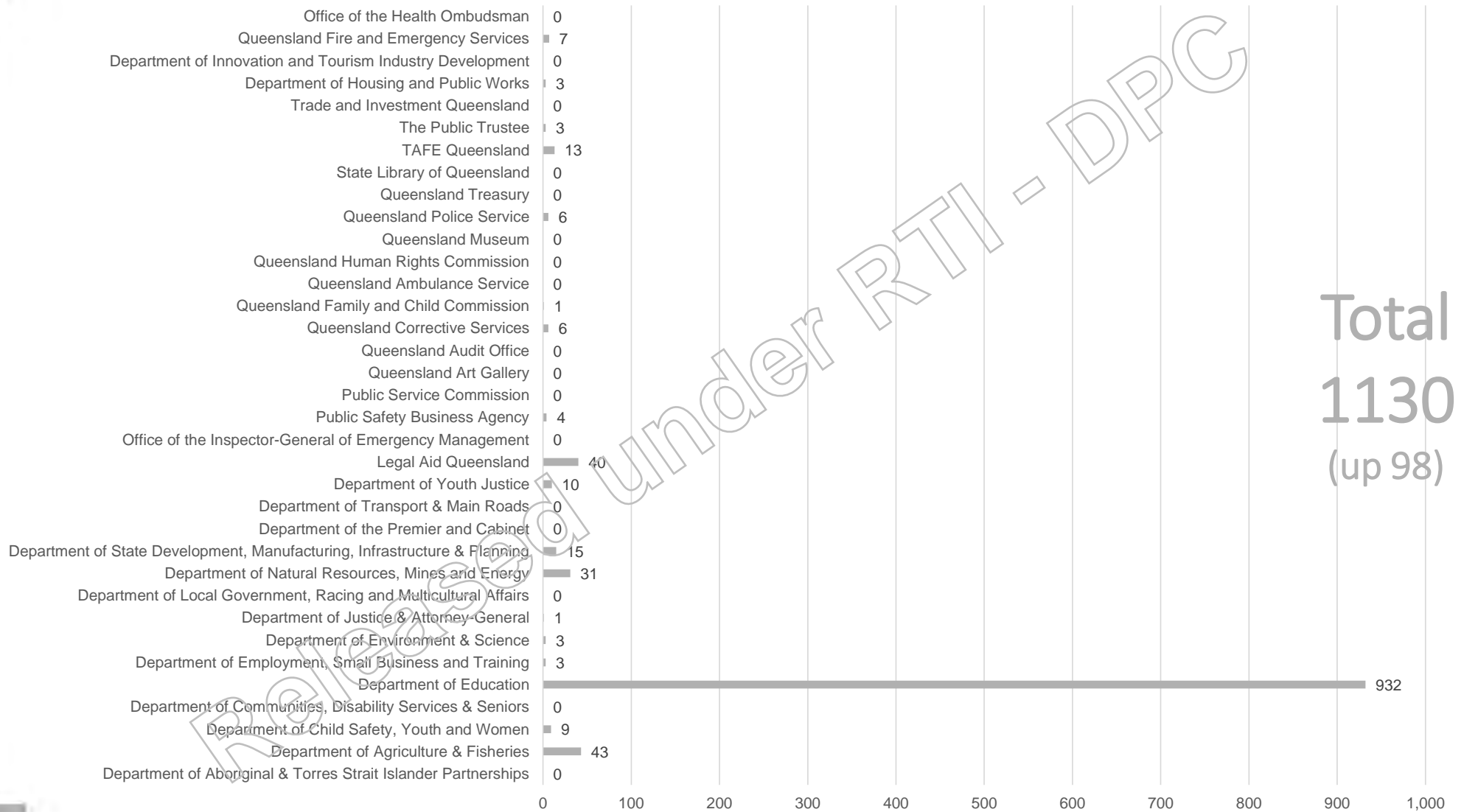
Agencies reporting	Total employees
35	141,157

Queensland public service aggregate data	Number
Number of employees unable to work today due to testing positive to COVID-19	32
Number of employees unable to work due to caring responsibilities that are related to COVID-19	1,130
Number of employees required to self-quarantine on health advice related to COVID-19 - not working from home	1,822
Number of employees required to self-quarantine on health advice related to COVID-19 - working from home	1,910
Total number of employees not working due to COVID-19	2,984
Number of employees working remotely due to COVID-19 (excluding those required to self-quarantine on health advice)	21,770

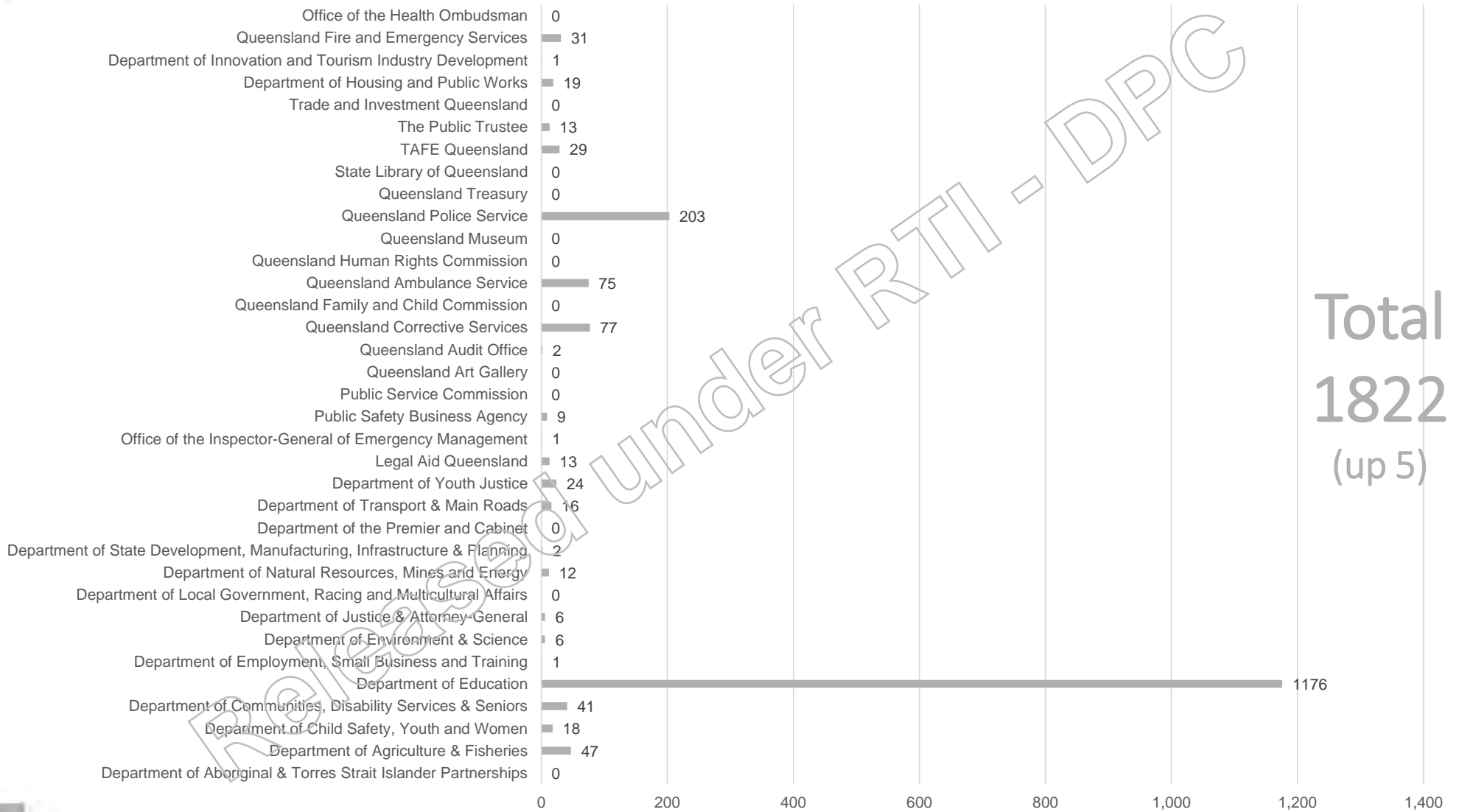
### Total number of employees not working due to COVID-19



## Number of employees unable to work due to caring responsibilities related to COVID-19



Number of employees required to self-quarantine on health advice due to COVID-19 - not working remotely



## Number of employees required to self-quarantine on health advice due to COVID-19 - working remotely





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Developed by the  
**Public Service Commission**

Inquiries: Wade Fuller



[wade.fuller@psc.qld.gov.au](mailto:wade.fuller@psc.qld.gov.au)



**Queensland**  
Government

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**From:** Robert Setter  
**Sent:** Wednesday, 20 May 2020 2:07 PM  
**To:** Megan Barry  
**Subject:** FW: Daily reporting - Queensland public service workforce impacts of COVID-19, 20/3/20. IN CONFIDENCE TO BOARD MEMBERS PLEASE..  
**Attachments:** Daily COVID-19 Report 19032020.pdf  
**Importance:** High

1<sup>st</sup> one

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**From:** Robert Setter  
**Sent:** Friday, 20 March 2020 9:28 AM  
**To:** Beth Woods <beth.woods@daf.qld.gov.au>; Bob Gee (Youth Justice) <Bob.Gee@csyw.qld.gov.au>; Chris Sarra (DATSIP) <Chris.sarra@datsip.qld.gov.au>; Clare O'Connor (DCDSS) <Clare.O'Connor@communities.qld.gov.au>; Damien Walker (DITID) <damien.walker@ditid.qld.gov.au>; Dave Stewart <david.stewart@premiers.qld.gov.au>; David Mackie <david.mackie@justice.qld.gov.au>; Deidre Mulkerin (CSYW) <Deidre.mulkerin@csyw.qld.gov.au>; Dr John Wakefield (Health) <John.Wakefield@health.qld.gov.au>; Frankie Carroll (Treasury) <frankie.carroll@treasury.qld.gov.au>; Greg Leach (QFES) <Greg.Leach@qfes.qld.gov.au>; James Purtill <james.purtill@dnrm.qld.gov.au>; Jamie Merrick (DES) <Jamie.merrick@des.qld.gov.au>; Katarina Carroll (QPS) <commissioner@police.qld.gov.au>; Liza Carroll <liza.carroll@hpw.qld.gov.au>; Mary-Anne Curtis (DESBT) <mary-anne.curtis@desbt.qld.gov.au>; Neil Scales (TMR) <neil.z.scales@tmr.qld.gov.au>; Peter Martin (Corrections Services) <peter.martin@corrections.qld.gov.au>; Rachel Hunter (DSDMIP) <Rachel.hunter@dsdmip.qld.gov.au>; Robert Setter <Robert.Setter@psc.qld.gov.au>; Toni Power (Coordinator General) <toni.power@coordinatorgeneral.qld.gov.au>; Tony Cook (QED) <Tony.COOK@qed.qld.gov.au>; Warwick Agnew (DLGRMA) <warwick.agnew@dlgrma.qld.gov.au>  
**Cc:** Lynn Snoddy (PSC) <lynn.snoddy@psc.qld.gov.au>; Megan Barry <megan.barry@psc.qld.gov.au>; Suzi Woodrow-Read <suzi.woodrow-read@psc.qld.gov.au>; Wade Fuller <wade.fuller@psc.qld.gov.au>; Adam Stevenson (QFES) <Adam.Stevenson@qfes.qld.gov.au>; Arthur O'Brien <Arthur.O'Brien@csyw.qld.gov.au>; Barbara.Phillips@health.qld.gov.au; Brenda Parker (DNRM) <Brenda.Parker@dnrm.qld.gov.au>; Cecelia Christensen (QT) <cecilia.christensen@treasury.qld.gov.au>; Doug Smith <doug.smith@qfes.qld.gov.au>; Filly Morgan <filly.morgan@premiers.qld.gov.au>; Geoff Waite <geoff.waite@treasury.qld.gov.au>; James Koulouris <James.Koulouris@dcs.qld.gov.au>; Jeff Hunt <Jeff.Hunt@dete.qld.gov.au>; Kathy Parton (DATSIP) <kathy.parton@datsip.qld.gov.au>; Kurt Marsden (PSBA) <kurt.marsden@psba.qld.gov.au>; Matthew Nye (Communities) <matthew.nye@communities.qld.gov.au>; Michael McKee <Michael.McKee@dsdmip.qld.gov.au>; Michael Metcalfe (QAS) <michael.metcalfe@ambulance.qld.gov.au>; peter.cook@justice.qld.gov.au; Rebecca Atkinson (DLGRMA) <rebecca.atkinson@dlgrma.qld.gov.au>; Rhiannan Howell (DESBT) <rhiannan.howell@desbt.qld.gov.au>; robyn.turbit@hpw.qld.gov.au; Sandra Mclean <Sandra.mclean@ditid.qld.gov.au>; Sinead McCarthy <Sinead.McCarthy@daf.qld.gov.au>; Steven Kay (DITID) <steven.kay@ditid.qld.gov.au>; Susan Chrisp (DES) <susan.chrisp@des.qld.gov.au>; Tracy.a.o'bryan@tmr.qld.gov.au; Anita Hicks (DSDMIP) <Anita.Hicks@dsdmip.qld.gov.au>; Belinda Bayliss <belinda.bayliss@dsdmip.qld.gov.au>; Celia.Venables <celia.venables@dnrme.qld.gov.au>; Charysse Pond (Police) <Pond.CharysseA@police.qld.gov.au>; Chief\_HR\_Officer@tmr.qld.gov.au; CHRO@health.qld.gov.au; Debbie Paterson (PSBA) <debbie.paterson@psba.qld.gov.au>; Donna Smith (DATSIP) <Donna.Smith@datsip.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Genevieve Gillies-Day (YJ) <Genevieve.Gillies-Day@csyw.qld.gov.au>; Heather Elliot (DLGRMA) <heather.elliott@dlgrma.qld.gov.au>; Karenne Graham <karenne.graham@daf.qld.gov.au>; Lauren Gribbin (OIR) <lauren.gribbin@oir.qld.gov.au>; Leith.MITCHELL@qed.qld.gov.au; Louise Barrett <Louise.Barrett@psba.qld.gov.au>; Mark Weinert (HPW) <Mark.Weinert@hpw.qld.gov.au>; Michelle Palmer (JAG) <michelle.palmer@justice.qld.gov.au>; Neil Smith <neil.smith@communities.qld.gov.au>; OED.HR@justice.qld.gov.au; Patsy.Jones@corrections.qld.gov.au; PH

<Paige.Heather@ditid.qld.gov.au>; Ray Clarke <ray.clarke@ambulance.qld.gov.au>; Samantha Thompson (QFES) <Samantha.Thompson@qfes.qld.gov.au>; Sandra Lerch <Sandra.Lerch@psc.qld.gov.au>; Shannan.Quain@csyw.qld.gov.au; Shannon Cook <shannon.cook@premiers.qld.gov.au>; Sharon Dickman <sharon.dickman@dsiti.qld.gov.au>; StephenA.Smith@qfes.qld.gov.au; Sue.Sampson@treasury.qld.gov.au; theresa.hodges2@health.qld.gov.au; Vernell Tomasich <vernell.tomasich@dsdmip.qld.gov.au>; Vivienne.VanDerLaak@des.qld.gov.au

**Subject:** Daily reporting - Queensland public service workforce impacts of COVID-19, 20/3/20. IN CONFIDENCE TO BOARD MEMBERS PLEASE..

**Importance:** High

**Members of Leadership Board**

cc: Heads of Corporate Services, Strategic Workforce Council

Thank you all for agency contributions to date to inform the government and the Leadership Board on workforce impacts of COVID-1.

We now have 30 out of 32 agencies reporting, with the remaining two in contact to advise they are finalising internal reporting processes to support this process.

Going forward we will be looking at options to **include the base data from this reporting in the daily COVID-19 Agencies Update** coordinated by the State Disaster Coordination Centre.

This data will ensure we can maintain visibility of public service impact.

Together with the implementation of **a centralised system to identify employees who may be able to be deployed to fill essential roles**, these initiatives will inform our efforts to maintain service delivery to the people of Queensland during this health pandemic.

If you have any questions about the data collation and reporting please do not hesitate to contact **Wade Fuller** on [REDACTED] or email [wade.fuller@psc.qld.gov.au](mailto:wade.fuller@psc.qld.gov.au).

We will be talking to agencies shortly about how we will support the employee mobilisation.

My thanks

**Rob**



**Queensland  
Government**

**Robert Setter**

Commission Chief Executive  
Public Service Commission

P 07 3003 2810

E [robert.setter@psc.qld.gov.au](mailto:robert.setter@psc.qld.gov.au) W [psc.qld.gov.au](http://psc.qld.gov.au)

Level 27, 1 William Street, Brisbane QLD 4000

# Novel Coronavirus

## What are the symptoms:



Fever



Cough



Fatigue



Sore throat



Shortness of breath

## How to stop it spreading:



Wash hands regularly



Cover coughs and sneezes



Stay home if unwell

If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)

Released under RTI - DPC

# Daily COVID-19 Brief

Accurate as at: 5pm, 19 March 2020

Released under RTI - DPC



**Queensland**  
Government

# Summary

- One new positive COVID-19 reported. Now three positive COVID-19 cases impacting two agencies.
- Further 3 agencies began reporting on 19 March.
- Agency data collection methodologies are improving, contributing in part to increased numbers.

Agencies reporting	Total employees
30	64,155

Queensland public service aggregate data	
Number of positive COVID-19 cases	3
Number of employees unable to work due to COVID-19 relating caring responsibilities	56
Number of employees not ill but required to self-quarantine – working from home	374
Number of employees not ill but required to self-quarantine on health advice – not working from home	437
Total number of employees not working due to COVID-19	433

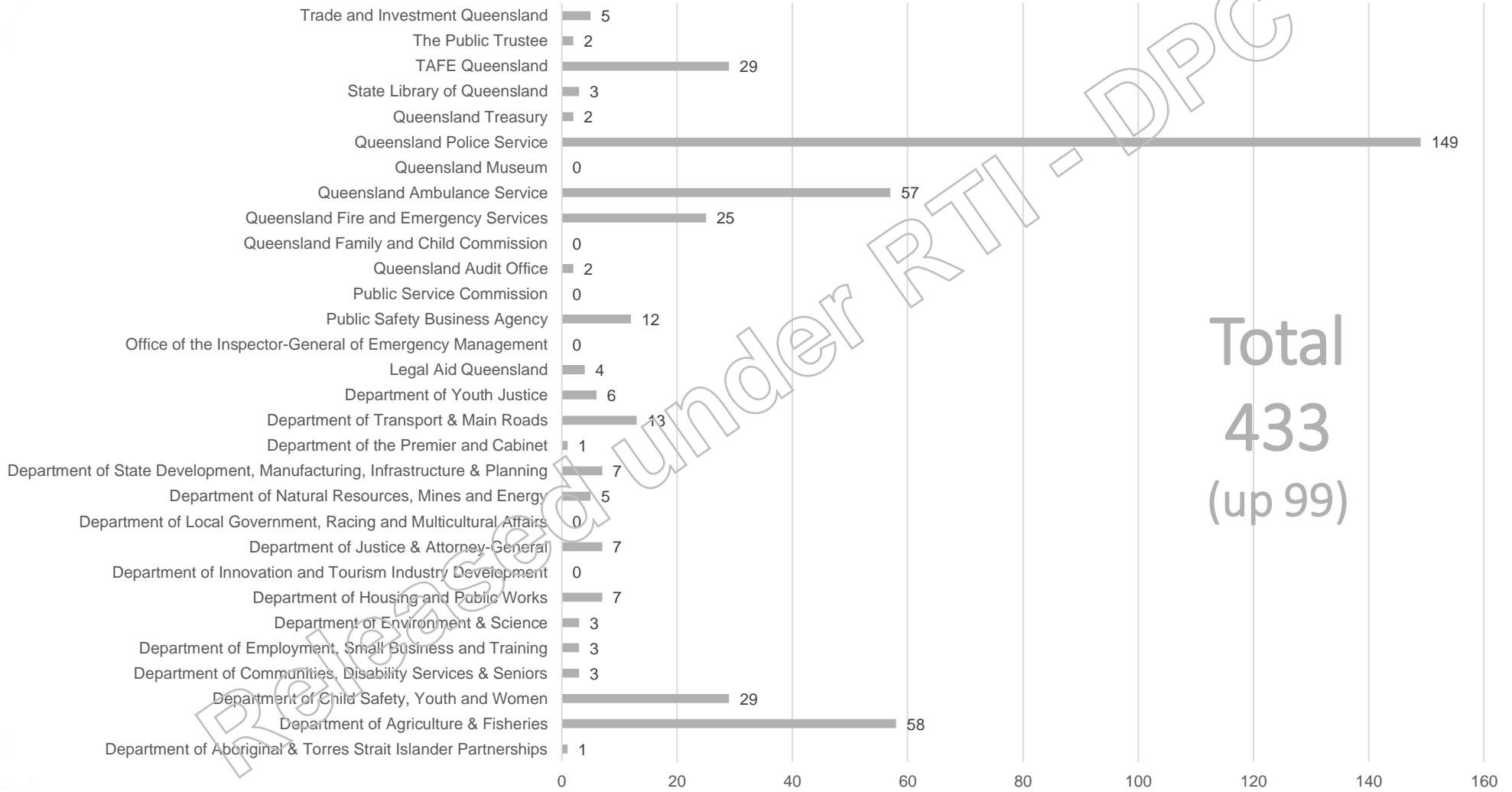
# Awaiting reporting from the following agencies

- Queensland Health and Queensland Corrective Services have advised they are finalising internal reporting processes.
- Non-reporting agencies represent 164,846 employees.

Department of Education
Office of the Health Ombudsman
Queensland Art Gallery
Queensland Corrective Services
Queensland Health (including HHS, excluding QAS)
Queensland Human Rights Commission

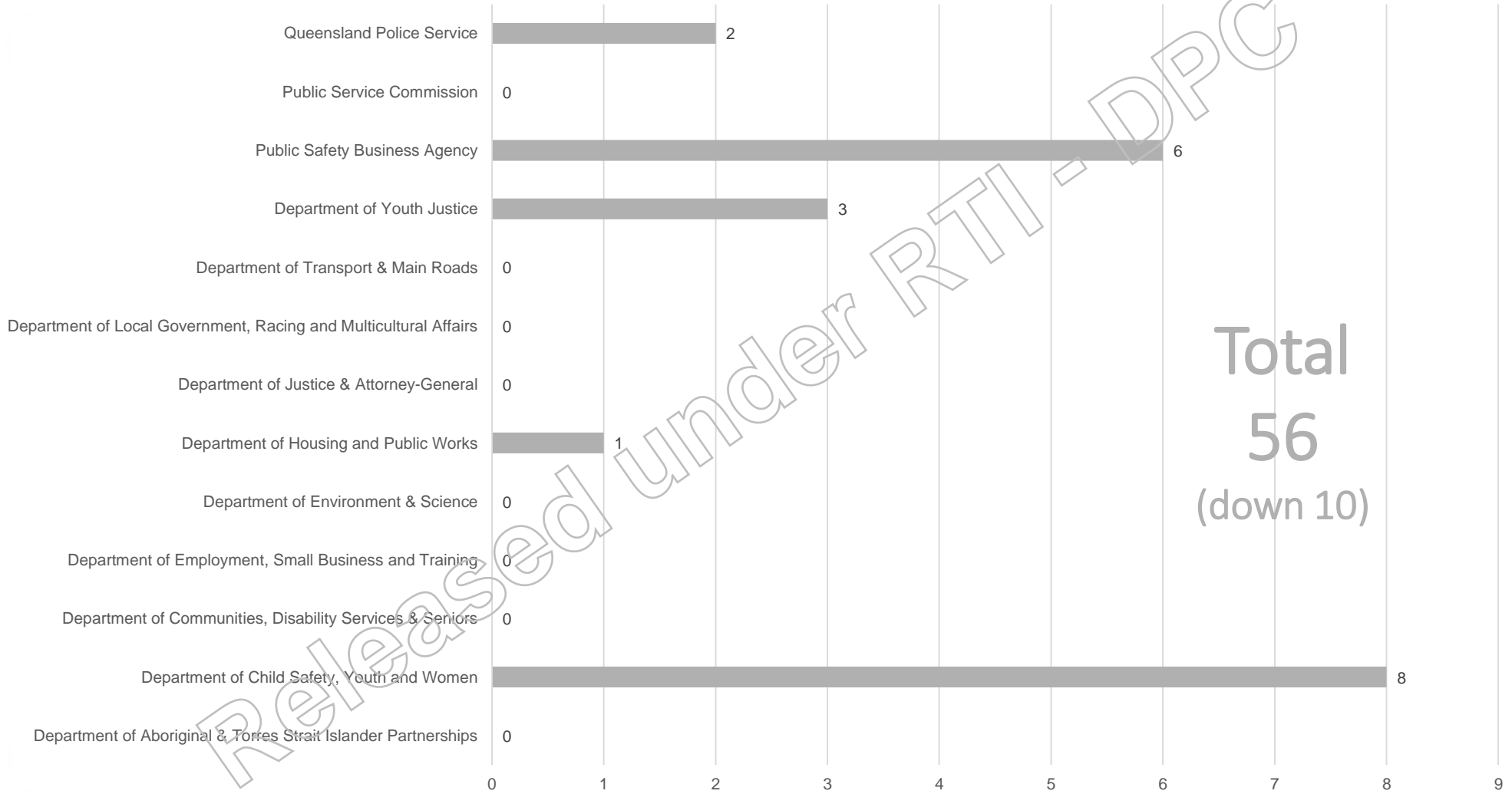
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### Total number of employees not working due to COVID-19

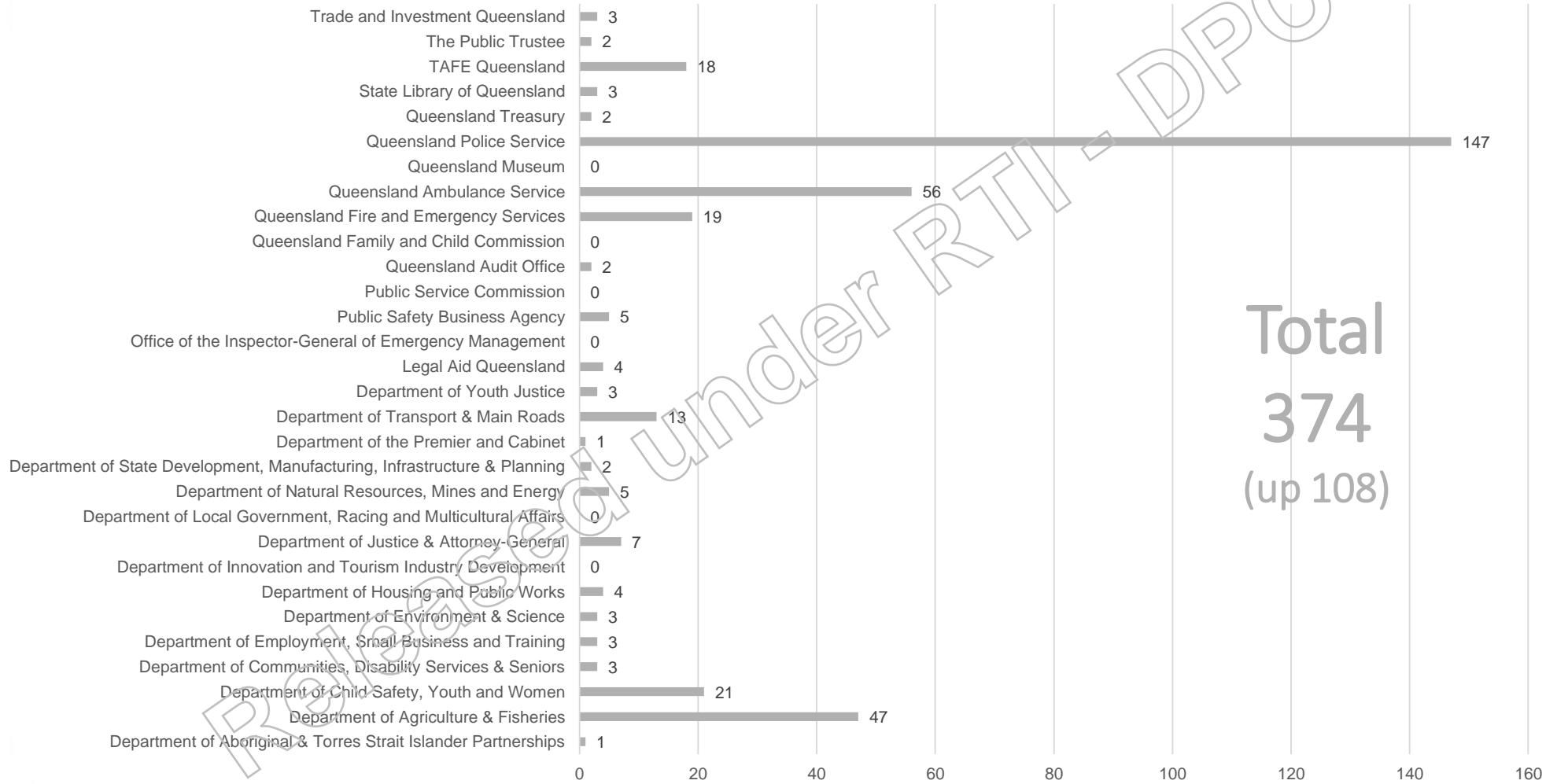




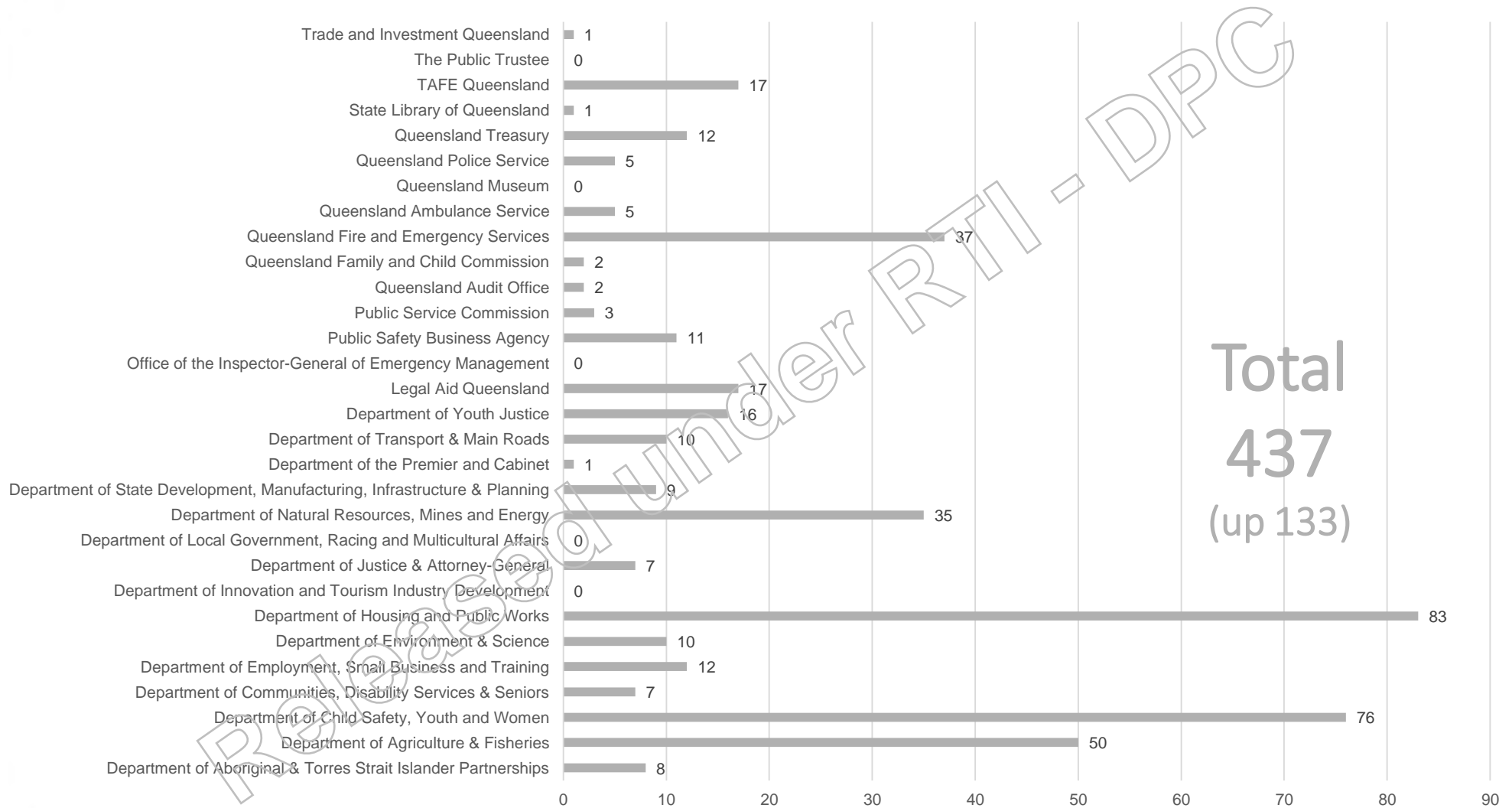
Q2: Number of employees unable to work due to caring responsibilities related to COVID-19



Q3a: Number of employees required to self-isolate on health advice due to COVID-19 - not working from home



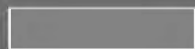
Q3b: Number of employees required to self-isolate on health advice due to COVID-19 - working from home



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Developed by the  
**Public Service Commission**

Inquiries: Wade Fuller



[wade.fuller@psc.qld.gov.au](mailto:wade.fuller@psc.qld.gov.au)



**Queensland**  
Government

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**From:** Robert Setter  
**Sent:** Wednesday, 20 May 2020 2:07 PM  
**To:** Megan Barry  
**Subject:** FW: Whole-of-sector Workforce Activities for COVID-19  
**Attachments:** PSC COVID-19 Brief 18032020.pptx

---

**From:** Robert Setter

**Sent:** Wednesday, 18 March 2020 6:17 PM

**To:** Beth Woods <beth.woods@daf.qld.gov.au>; Bob Gee (Youth Justice) <Bob.Gee@csyw.qld.gov.au>; Chris Sarra (DATSIP) <Chris.sarra@datsip.qld.gov.au>; Clare O'Connor (DCDSS) <Clare.O'Connor@communities.qld.gov.au>; Damien Walker (DITID) <damien.walker@ditid.qld.gov.au>; Dave Stewart <david.stewart@premiers.qld.gov.au>; David Mackie <david.mackie@justice.qld.gov.au>; Deidre Mulkerin (CSYW) <Deidre.mulkerin@csyw.qld.gov.au>; Dr John Wakefield (Health) <John.Wakefield@health.qld.gov.au>; Frankie Carroll (Treasury) <frankie.carroll@treasury.qld.gov.au>; Greg Leach (QFES) <Greg.Leach@qfes.qld.gov.au>; James Purtill <james.purtill@dnrm.qld.gov.au>; Jamie Merrick (DES) <Jamie.merrick@des.qld.gov.au>; Katarina Carroll (QPS) <commissioner@police.qld.gov.au>; Liza Carroll <liza.carroll@hpw.qld.gov.au>; Mary-Anne Curtis (DESBT) <mary-anne.curtis@desbt.qld.gov.au>; Neil Scales (TMR) <neil.z.scales@tmr.qld.gov.au>; Peter Martin (Corrections Services) <peter.martin@corrections.qld.gov.au>; Rachel Hunter (DSDMIP) <Rachel.hunter@dsdmip.qld.gov.au>; Robert Setter <Robert.Setter@psc.qld.gov.au>; Toni Power (Coordinator General) <toni.power@coordinatorgeneral.qld.gov.au>; Tony Cook (QED) <Tony.COOK@qed.qld.gov.au>; Warwick Agnew (DLGRMA) <warwick.agnew@dlgrma.qld.gov.au>

**Cc:** Robert Setter <Robert.Setter@psc.qld.gov.au>; Adam Stevenson (QFES) <Adam.Stevenson@qfes.qld.gov.au>; Arthur O'Brien <Arthur.O'Brien@csyw.qld.gov.au>; Barbara Phillips <Barbara.Phillips@health.qld.gov.au>; Brenda Parker (DNRM) <Brenda.Parker@dnrm.qld.gov.au>; Cecelia Christensen (QT) <cecilia.christensen@treasury.qld.gov.au>; Doug Smith <doug.smith@qfes.qld.gov.au>; Filly Morgan <filly.morgan@premiers.qld.gov.au>; Geoff Waite <geoff.waite@treasury.qld.gov.au>; James Koulouris <James.Koulouris@dcs.qld.gov.au>; Jeff Hunt <Jeff.Hunt@dete.qld.gov.au>; Kathy Parton (DATSIP) <kathy.parton@datsip.qld.gov.au>; Kurt Marsden (PSBA) <kurt.marsden@psba.qld.gov.au>; Matthew Nye (Communities) <matthew.nye@communities.qld.gov.au>; Megan Barry <megan.barry@psc.qld.gov.au>; Michael McKee <Michael.McKee@dsdmip.qld.gov.au>; Michael Metcalfe (QAS) <michael.metcalfe@ambulance.qld.gov.au>; peter.cook@justice.qld.gov.au; Rebecca Atkinson (DLGRMA) <rebecca.atkinson@dlgrma.qld.gov.au>; Rhiannan Howell (DESBT) <rhiannan.howell@desbt.qld.gov.au>; robyn.turbit@hpw.qld.gov.au; Sinead McCarthy <Sinead.McCarthy@daf.qld.gov.au>; Steven Kay (DITID) <steven.kay@ditid.qld.gov.au>; Susan Chrisp (DES) <susan.chrisp@des.qld.gov.au>; Tracy.a.o'bryan@tmr.qld.gov.au; Sandra Mclean <Sandra.mclean@ditid.qld.gov.au>; Anita Hicks (DSDMIP) <Anita.Hicks@dsdmip.qld.gov.au>; Belinda Bayliss <belinda.bayliss@dsdmip.qld.gov.au>; Celia Venables <celia.venables@dnrme.qld.gov.au>; Charysse Pond (Police) <Pond.CharysseA@police.qld.gov.au>; Chief\_HR\_Officer@tmr.qld.gov.au; CHRO@health.qld.gov.au; Debbie Paterson (PSBA) <debbie.paterson@psba.qld.gov.au>; Donna Smith (DATSIP) <Donna.Smith@datsip.qld.gov.au>; Elizabeth Buckby <Elizabeth.Buckby@premiers.qld.gov.au>; Genevieve Gillies-Day (YJ) <Genevieve.Gillies-Day@csyw.qld.gov.au>; Heather Elliot (DLGRMA) <heather.elliott@dlgrma.qld.gov.au>; Karenne Graham <karenne.graham@daf.qld.gov.au>; Lauren Gribbin (OIR) <lauren.gribbin@oir.qld.gov.au>; Leith.MITCHELL@qed.qld.gov.au; Louise Barrett <Louise.Barrett@psba.qld.gov.au>; Mark Weinert (HPW) <Mark.Weinert@hpw.qld.gov.au>; Michelle Palmer (JAG) <michelle.palmer@justice.qld.gov.au>; Neil Smith <neil.smith@communities.qld.gov.au>; OED.HR@justice.qld.gov.au; Patsy.Jones@corrections.qld.gov.au; PH <Paige.Heather@ditid.qld.gov.au>; Ray Clarke <ray.clarke@ambulance.qld.gov.au>; Samantha Thompson (QFES) <Samantha.Thompson@qfes.qld.gov.au>; Sandra Lerch <Sandra.Lerch@psc.qld.gov.au>; Shannan.Quain@csyw.qld.gov.au; Shannon Cook <shannon.cook@premiers.qld.gov.au>; Sharon Dickman <sharon.dickman@dsiti.qld.gov.au>; StephenA.Smith@qfes.qld.gov.au; Sue.Sampson@treasury.qld.gov.au; theresa.hodges2@health.qld.gov.au; Vernell

Tomasich <vernell.tomasich@dsmip.qld.gov.au>; Vivienne.VanDerLaak@des.qld.gov.au

**Subject:** Whole-of-sector Workforce Activities for COVID-19

**Members of Leadership Board**

cc: Heads of Corporate Services, Strategic Workforce Council

You will be aware that the Public Service Commission has been tasked with leading two whole-of-sector workforce priorities to support response to the COVID-19 outbreak:

1. **daily data collection** to inform Leadership Board on the workforce impacts of COVID-19
2. establish a **centralised system to identify employees whose work has diminished due to COVID-19, and are able to be deployed to fill essential roles across the sector.**

Many agencies have mobilised and responded to the call for daily data input and I thank your teams for working quickly to support this collection. Please find attached an initial summary of workforce impacts and I will continue to provide these to you on a regular basis.

I am also aware that you are all in the process of reprioritising your work programs in accordance with business continuity planning activation.

To ensure ongoing service delivery to Queensland communities, and deliver against the second priority we now need your support to identify suitable employees within your agency and establish a process to deploy them to fill essential roles across the sector. Ultimately this system will support agencies who are no longer able to identify internal contingency or redirect internal resources, in line with standard business continuity planning to meet essential business needs.

To effect this, we will need to work with you to understand:

- your identified **non-essential workforce that could be mobilised** to address sector-wide critical workforce gaps
- the **potential critical gaps in your workforce** caused by effects of COVID-19 (caused by increased community demand and/or decreased workforce supply).

This data will enable PSC to support the sector to manage identified gaps, and ensure your total workforce is engaged in collectively responding to this challenge. We acknowledge that this may include your employees working outside their normal agency and in alternative roles.

PSC will work with Heads of Corporate Services in the coming days to collect this data and discuss the practicalities of this approach.

I thank you for your ongoing support. If you have any questions please contact Deputy Commissioner, Megan Barry on [megan.barry@psc.qld.gov.au](mailto:megan.barry@psc.qld.gov.au) or [REDACTED]

**Rob**



**Robert Setter**

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Public Service Commission

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# Novel Coronavirus

## What are the symptoms:



Fever



Cough



Fatigue



Sore throat



Shortness of breath

## How to stop it spreading:



Wash hands regularly



Cover coughs and sneezes



Stay home if unwell

If you're concerned, visit your GP or call 13HEALTH (13 43 25 84)

Released under RTI - DPC

# **PSC COVID-19 Brief**

Accurate as at: 5pm, Tuesday 17 March

Released under RTI - DPC



# Summary

- Data has been received from 20 agencies, accounting for 52,903 Queensland public service employees.
- Data yet be received from the two largest service delivery agencies.
- Currently 2 positive COVID-19 cases reported, impacting one agency only.
- Currently a total of 265 employees reported as unable to work as a result of COVID-19.

## Queensland public service aggregate data @ 17/3/2020

Number of positive COVID-19 cases	2
Number of employees not ill but required to self-quarantine – working from home	166
Number of employees not ill but required to self-quarantine on health advice – not working from home	209
Number of employees unable to work due to COVID-19 relating caring responsibilities	54

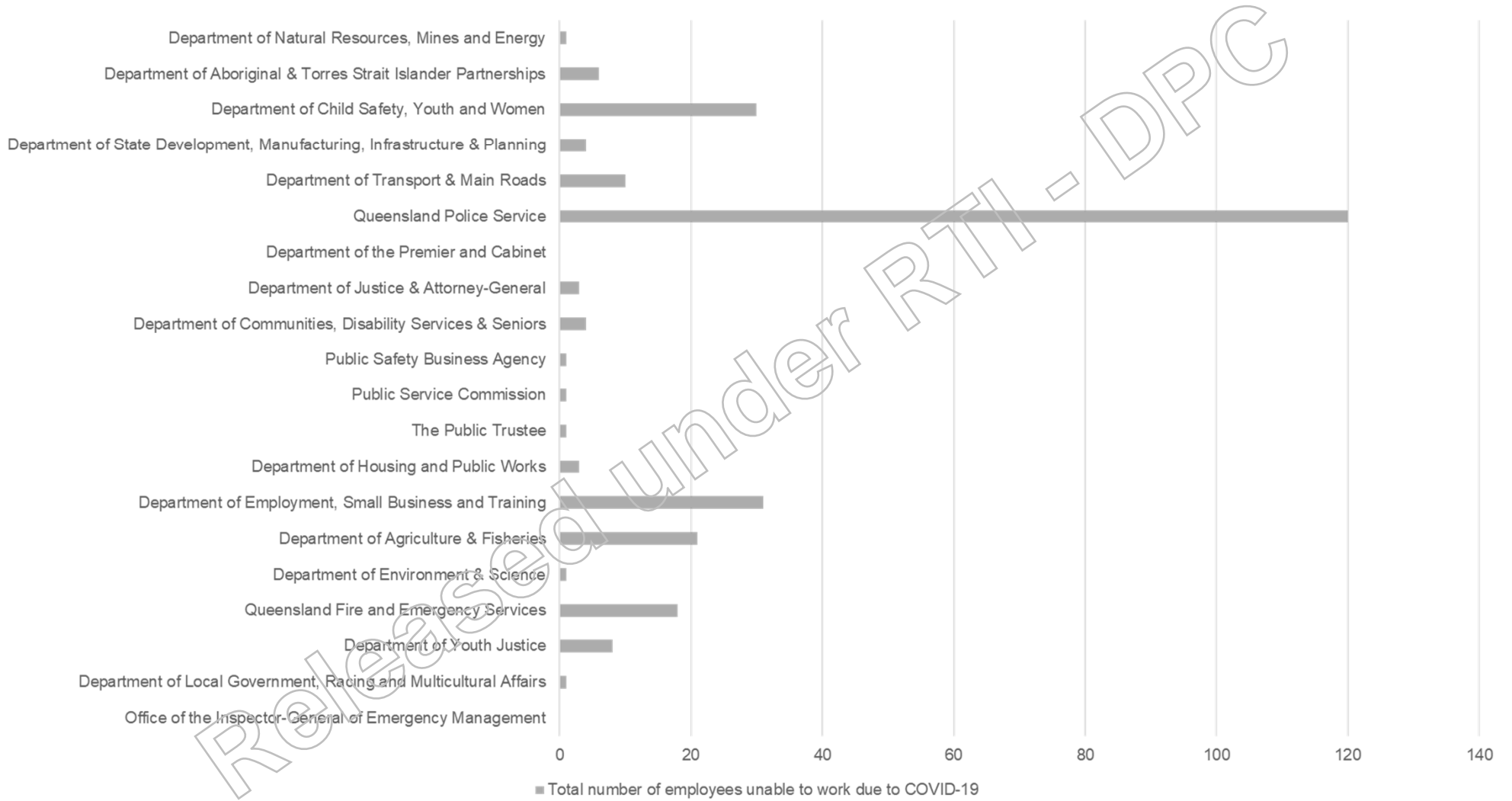
# Awaiting data from following agencies

Department of Education
Department of Innovation and Tourism Industry Development
Electoral Commission Queensland
Legal Aid Queensland
Office of the Health Ombudsman
Queensland Art Gallery
Queensland Audit Office
Queensland Corrective Services
Queensland Health (including HHS, excluding QAS)
Queensland Ambulance Service
Queensland Human Rights Commission
Queensland Museum
State Library of Queensland
Trade and Investment Queensland

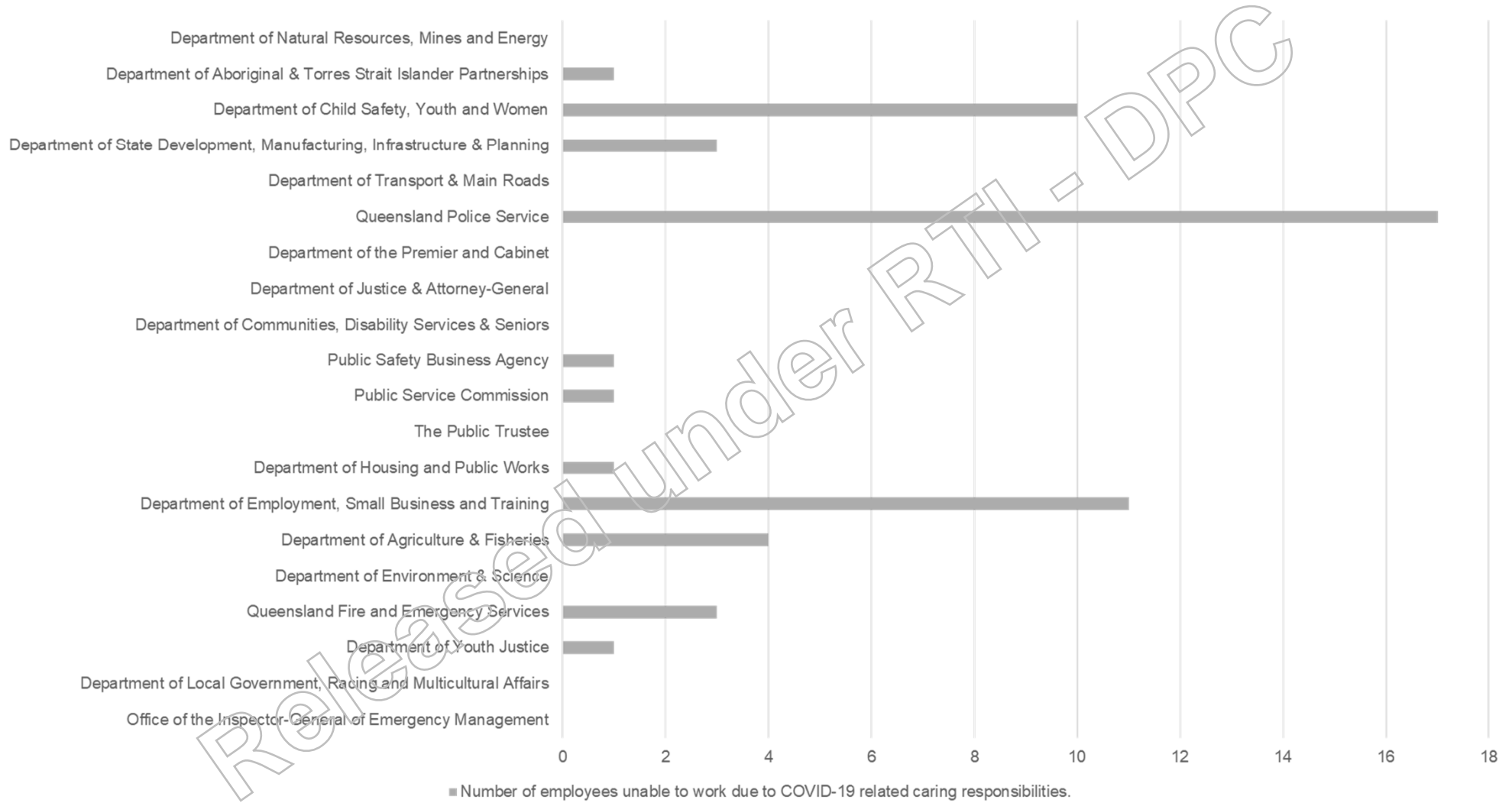
## Notes:

- A number of agencies have made contact with PSC indicating they will be submitting data in next collection
- Some Statutory Authorities have been reported in Portfolio Department. These will be separated tomorrow

### Total number of employees unable to work due to COVID-19



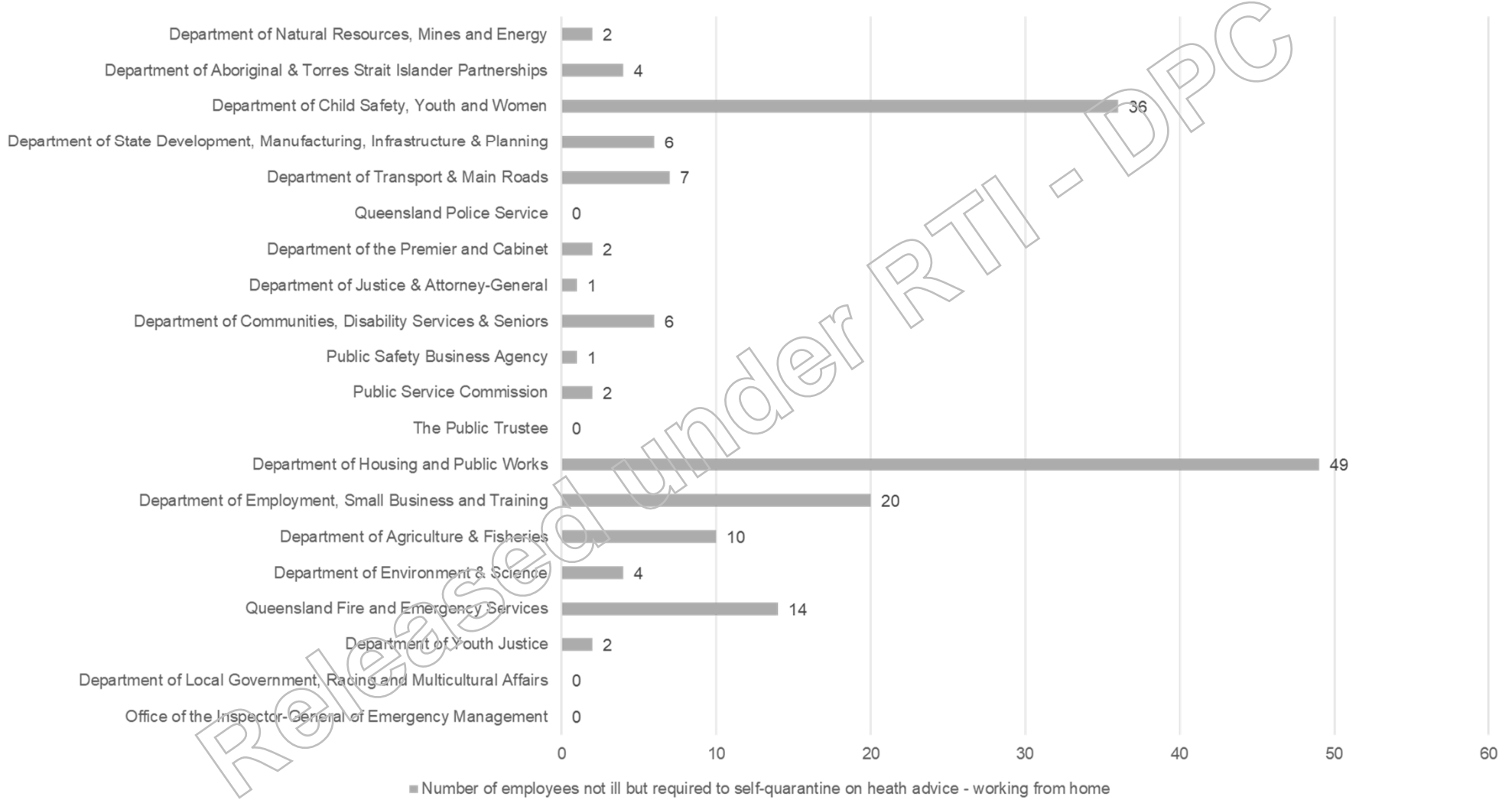
Number of employees unable to work due to COVID-19 related caring responsibilities.



### Number of employees not ill but required to self-quarantine on heath advice - not working from home



### Number of employees not ill but required to self-quarantine on heath advice - working from home



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