

COVID-19 Advice: International House

Dear employees of International House Sydney / Bondi / Darwin / Melbourne / Business College,

Today I am writing to everyone regarding COVID-19, the Corona Virus.

As your employer, your health and safety are of the utmost priority for me and your managers.

In the event that anyone feels unwell, it is important that you make an appointment with a healthcare professional immediately. Please make certain to inform your manager of this appointment, and please report back to us once your appointment is complete.

If any staff member is exposed to someone with COVID-19, we need you to please:

1. Notify your immediate manager by text or telephone that you have been exposed to someone with COVID-19. You should contact your healthcare professional immediately for testing.
2. If requested or required to do so, please remain at home for the 14 day quarantine period.
3. All full time staff have a minimum of 10 days of sick leave annually. This will be applied if you are quarantined.
4. For all casual staff: We will address this situation with you on a case by case basis.
5. We need your full cooperation and truthfulness to accurately list any staff members, students, or industry personnel with whom you may have had contact. It is of utmost importance that we contain any outbreak.

If any staff member is diagnosed with COVID-19, we need you to please:

1. Notify your immediate manager by text or telephone that you have been diagnosed with COVID-19. Please follow the requirements of your healthcare professional.
2. All full time staff have a minimum of 10 days of sick leave annually. This will be applied to anyone being diagnosed with COVID-19. Extended leave may be granted under special circumstances.
3. For all casual staff: We will address this situation with you on a case by case basis.
4. We need your full cooperation and truthfulness to accurately list any staff members, students, or industry personnel with whom you may have had contact. As stated above, it is of utmost importance that we contain any outbreak.

In the very unlikely event that IH would need to close temporarily, we will contact everyone – all staff and students involved - with detailed information on our procedures and the duration of the closure.