## NSW Lockdown Communication to Workers – template

**Instructions**

This template provides a basic communication for members to provide employees impacted by the current NSW Public Health Orders relating to the 12 LGA’s of concern and the potentially applicable requirements for authorised worker permits and vaccinations by the stated dates.

On company letterhead.

We recommend members consider the template communication carefully as it contains content that may require customisation before distribution to your employees.

Please consider any employees with ESL issues.

Dear Employee,

As you are likely aware the NSW Government has imposed additional Public Health Order restrictions for workers who reside and or work in certain Local Government Areas of Sydney. This includes various requirements that workers may need to comply with so as to continue to maintain their authorised workers status and attend work. We outline those requirements as follows.

[For workers leaving an LGA of concern]

For those workers who live in a “Local Government Area of Concern” and are leaving their LGA to attend work you are required under NSW Public Health Orders to comply with the following requirements:

OR

[If the business operates within an LGA of concern]

Given the workplace operates within a “Local Government Area of Concern” all workers will be required to comply with the following requirements from current NSW Public Health Orders:

[Choose the relevant requirements from the following]

* From Monday, 30 August, authorised workers who live in but work outside their ‘LGA of concern’ will only be permitted to work if they have had their first vaccination dose by 30 August or have obtained a ‘medical contraindication certificate’ from your Doctor.
* From 12.01am Saturday, 28 August, authorised workers from the LGAs of concern are required to carry a permit from Service NSW declaring that they are an authorised worker and cannot work from home; and
* From 12.01am Saturday, 28 August, anyone entering an LGA of concern for the purposes of work must carry a worker permit issued by Service NSW.

The company has considered the implementation of rapid antigen testing in the workplace, however it has determined that option is not possible for the company.

As a result of these Public Health Orders, which both the company and workers must comply with, you are required to obtain a permit from Service NSW and or where necessary be able to evidence your vaccination status from those stated dates. The company will require that you can evidence having fulfilled these requirements. Additionally, if approached by NSW Police you are required to provide evidence of your permit, vaccination status and or medical certificate if requested by them.

Unfortunately, a failure or your inability to comply with these requirements could result in you being unable to present yourself ready, willing and able to attend work unless and until you fulfil those requirements. Given these matters are for compliance with NSW law, the company is unable to show discretion for failing to comply with those requirements.

Additionally, you would not be considered an ‘authorised worker’ under the current NSW restrictions for that period even though you are otherwise required to attend for work as usual. As a result, for such a period of absence you would be considered to be on leave without pay.

[Consider the following options]

If this occurs you may make an application for annual leave or long service leave and the company will consider that application.

The company has been fortunate to this point to be able to continue to operate for onsite work throughout the past 18 months. We appreciate your ongoing commitment during these difficult times.

Any worker who requires assistance in understanding these requirements or how they obtain the required permit should first consult their [supervisor, manager or the human resources team].

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*Position: [Signed by appropriate officer]*

*Date:*