

Background

The Flinders Ranges Council originally purchased Rapid Antigen Tests (RAT) through an LGA initiative with availability for staff only. This initiative has now expired and Council has distributed all the RAT's to staff and will not be purchasing any more. Therefore, it is now up to staff to purchase RAT's for self testing.

Staff are still required to undertake a RAT if they are showing any symptoms and if a result comes back negative and the employee is still showing signs of symptoms, they must notify their line manager and stay home until they are feeling better/symptoms pass.

If a result comes back positive the staff member must notify their line manager and immediately isolate and follow SA Government guidelines for quarantine and further testing (go to [What to do if I test positive | SA Health](#) for more information). It is also a SA Government mandate that all RAT results must be reported to SA Health (as of 13 January 2022), with reporting details on the above website. All employees are responsible for ensuring that they report their positive RAT results.

Line Managers, Directors and the Chief Executive Officer will continue to monitor stall levels and exposure, and where necessary transit staff across offices to ensure continuity of service to key areas such as the administration office.

Working From Home

If a staff member is asymptomatic or has mild symptoms (i.e. symptoms that would not usually prevent you from attending work if not for COVID directions) – there is an expectation that staff in key positions would continue to work from home to ensure continuity of operations.

Those staff that cannot work from home, e.g., pool supervisors, outdoor staff etc. would be expected to take leave in accordance with the section below.

Leave

Employees will be required to take accrued leave whilst underdoing testing, isolation or quarantine. Employees are encouraged to check payslips or discuss leave entitlements with the payroll officer.

Hardship – where the taking of leave (or more importantly the lack of leave availability) is a concern, it is recommended that you discuss this with your Line Manager, alternative arrangements may be possible in situations of hardship. For example, payment of leave in advance for staff members with continuing employment. These arrangements would need approval from the Director, Finance and Administration or Chief Executive Officer.

Management of Return to Work

Employees must only return to work when they have completed their mandated isolation or quarantine periods as outlined by SA Health and when they return a negative RAT result.

If employees are still experiencing symptoms, they must remain at home but may work from home, if appropriate, until symptoms subside.

Reporting of RAT results internally

If positive:

- Immediate (within the hour preferably / ASAP) notification to Line Manager

RAPID ANTIGEN TEST

Guidelines for Distribution and Use of Rapid Antigen Tests

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Issued
Reviewed
Next Review
GDS

2
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- Line Manager to advise CEO immediately/ASAP
- CEO to review and to introduce control measures, if required, including:
 - Office closures
 - Advising possible close contact staff to get tested
 - Introduction of working from home
 - Reallocation of staff and possible closure of other facilities

If negative:

- Notification to supervisor by COB if within office hours or by 12pm on the next day
- Supervisor to advise CEO if required.