

Memo

Whiddon

Kyogle

To: All employees

From: Chris Mamarelis, Chief Executive Officer Alyson Jarrett, Deputy Chief Executive Officer

Date: 28 January 2022

Subject: COVID Outbreak Loading

We wanted to write to all employees to update them on Whiddon's approach to paying employees during a declared COVID-19 outbreak.

We have managed to obtain clarity from the Government on whether a COVID Outbreak Loading can be applied to worked shifts and claimable via the COVID Support Grants scheme. We are very pleased to confirm that we are now in a position to apply this loading, something we have wanted to do for some time, to acknowledge the hard work and dedication required of our employees to safely navigate an outbreak.

From 28 December 2021, any employee who worked at a service that had/has a declared outbreak will have the **20%** COVID Outbreak Loading applied to any worked shift. This will be applied automatically by Payroll, there is no need for the service or individuals to do anything at their end.

Please see below some FAQ's that may assist with some of your questions. For further information, please speak with your manager in the first instance.

Where is the funding coming from?

Whiddon will pay the COVID Outbreak Loading up front to our employees and seek reimbursement from the Government via the COVID Support Grants program. At any time, the Government can withdraw funding or amend the eligibility criteria. Whiddon will closely monitor this to ensure we meet any adjustments to the funding eligibility criteria.

Will the COVID outbreak loading be applied to all worked shifts?

The loading will be applied to the base hourly rate of any shift worked as per the time sheet during a declared outbreak. Periods of leave are not eligible. It will not impact other loadings that you may or may not be eligible for based on the shifts you have worked, meaning the 20% loading will be paid over and above the usual loading entitlements.

When will the loading apply?

We recently received confirmation that funding for paying increased amounts to support employees who continue/d to work is eligible for reimbursement. This will apply to any periods of declared outbreaks that occurred on or after 28 December 2021. Please note, it is only applicable for the period of the declared outbreak at your service. Any shifts worked during a declared

outbreak period that meet the eligibility criteria will have the COVID outbreak loading applied automatically. Where applicable, back pay will be processed to cover the eligible period of declared outbreak from the 28 December 2021. Once an outbreak is declared over normal rates will apply.

What is the definition of an officially declared outbreak?

The definition of an outbreak is currently 1 COVID Positive Resident or 2 COVID Positive employees that have worked within 72 hours of each other and worked during their infectious period. The PHU will officially declare the outbreak and confirm in writing to the relevant Whiddon service.

For Community Care, the definition of a declared outbreak is where an employee has worked a shift where they have provided care to a COVID Positive client. Any shifts worked for that relevant week or fortnight will be covered by the additional 20% loading.

I had periods of annual/sick leave during the outbreak. Will the loading be applied to these dates?

To be eligible for funding an employee must have worked during the period of the outbreak. Periods of absence regardless of the reason will not attract the COVID Outbreak loading.

My service has had COVID exposures during this time. Will the COVID Outbreak loading be applied in this instance?

No. Eligibility criteria is for officially declared COVID Outbreaks as per the above definition.

If I have a question about my COVID Outbreak loading where do I direct my query?

Please direct any queries related to your payment to payroll@whiddon.com.au

Which Services have had a declared Outbreak and when?

As of 28 January 2022, the following services have had declared Outbreaks:

Residential

- Beaudesert Star – From 11 January 2022 to ongoing
- Casino – From 20 January 2022 to ongoing
- Whiddon Easton Park – From 28 December 2021 to ongoing
- Whiddon Grafton – From 4 January 2022 to ongoing
- Whiddon Hornsby – From 3 January 2022 to 18 January 2022
- Whiddon Kelso – From 7 January 2022 to 19 January 2022
- Whiddon Largs – From 7 January 2022 to 21 January 2022
- Whiddon Laurieton – From 7 January 2022 to 27 January 2022
- Whiddon Maclean – From 13 January 2022 to 28 January 2022
- Whiddon Moree – From 10 January 2022 to 24 January 2022
- Whiddon Robert Young – From 29 December 2021 to 13 January 2022
- Whiddon Redhead – From 30 December 2021 to Ongoing

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- Whiddon Temora – Greenstone – From 2 January 2022 to 12 January 2022
- Whiddon Wingham Primrose – From 7 January 2022 to 21 January 2022

Community Care:

- Whiddon Far North Coast (Kyogle) = From 7 January 2022 to 24 January 2022
- Whiddon South West Sydney (Glenfield) – From 30 December 2021 to 14 January 2022

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