

COVID Update

- **Lockdown has been extended in the Greater Sydney region until end of September.**
- **DO NOT come on-site if you have any symptoms.** Get tested and remain in isolation until you receive your test results.
- **If you are notified by NSW Health contact tracers as being a close or causal contact, please let peoplehelp@garvan.org.au know as soon as possible.**
- If your **COVID test is positive**, notify your People Leader immediately and follow the [Garvan response procedure](#).
- Stay up to date with NSW latest [restrictions](#)

PROCESS	ADVICE	SUMMARY	CHANGE LEVEL																	
VACCINATIONS	<ul style="list-style-type: none"> • Children of Garvan Staff aged 12 -16 have access to priority Pfizer vaccination appointments via SVH Vaccination Hub at Sacred Heart. To make a booking please make a request by registering with the SVH Emergency Operations Committee . At question 9, make sure you specify your child's name and age, and your contact phone number. Once registered SVH will be in contact to confirm an appointment. • SVH have moved the pop up COVID-19 vaccination clinic to the SVH Vax Hub at the Sacred Heart Building, Level 2 <ul style="list-style-type: none"> ○ Open Monday to Friday 12pm-3pm. Staff can walk in anytime. No booking necessary ○ Bring your Medicare card to the appt. Only AstraZeneca vaccine available at this stage Limited bookings for household members. • SVH Vaccination Hub bookings are also available via the NSW Health Vaccine booking system • If a Garvan staff member needs a priority appointment, they can request by clicking here. • SVH COVID-19 FAQ's are available here. 	Ongoing	Updated																	
PROOF OF VACCINATION REQUIRED TO ENTER GARVAN AND ABR BUILDINGS	<ul style="list-style-type: none"> • Garvan staff and contractors will need to show proof of vaccination to come on site, based on the timeframes below. <table border="1"> <thead> <tr> <th>Garvan Staff</th> <th>LGA of Concern</th> <th>Standard LGA</th> </tr> </thead> <tbody> <tr> <td>Darlinghurst Site</td> <td colspan="2">Staff must continue to show proof of vaccination on entry. Staff must also have their 2nd vaccine by 14 November</td> </tr> <tr> <td rowspan="2">Moss Vale Site</td> <td>1st dose of vaccine by 19 September</td> <td>1st dose of vaccine by 19 September</td> </tr> <tr> <td>2nd dose of vaccine by 14 November</td> <td>2nd dose of vaccine by 14 November</td> </tr> <tr> <th>Contractors</th> <th>LGA of Concern</th> <th>Standard LGA</th> </tr> <tr> <td>Darlinghurst Site</td> <td>1st dose of vaccine by 19 September</td> <td>1st dose of vaccine by 30 September</td> </tr> </tbody> </table>	Garvan Staff	LGA of Concern	Standard LGA	Darlinghurst Site	Staff must continue to show proof of vaccination on entry. Staff must also have their 2 nd vaccine by 14 November		Moss Vale Site	1 st dose of vaccine by 19 September	1 st dose of vaccine by 19 September	2 nd dose of vaccine by 14 November	2 nd dose of vaccine by 14 November	Contractors	LGA of Concern	Standard LGA	Darlinghurst Site	1 st dose of vaccine by 19 September	1 st dose of vaccine by 30 September	From 30/8	No change
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VISITORS	<ul style="list-style-type: none"> Where staff are unable to meet the vaccination requirements by these deadlines, Garvan will continue to work with staff on a case by case basis to determine the options available to them. Staff who have a recognised medical condition preventing them from taking up the vaccination will be assessed in accordance with the NSW Health COVID-19 Vaccine Medical Contraindication process and form. Further information is available below. <ul style="list-style-type: none"> Why is Garvan limiting site access to vaccinated staff ? I have only had my first vaccination, will I be allowed to come on-site? How do I prove my vaccination status? What if I'm not vaccinated? What if I don't have a Medicare card? Reach out to People and Culture if you wish to discuss your personal situation further or visit FAQ's. 	Ongoing	No change						
WORKING ON-SITE – CODE RED	<p>If you cannot do your work remotely:</p> <ul style="list-style-type: none"> Please speak to your People Leader. If your People Leader agrees that your work is essential and can only be done on-site they will escalate to your ELT member for consideration; If endorsed by your ELT member your EA will assist with provision of written approval to work on-site (you should not be on-site without that written approval). <p>If you do not receive approval to work on-site and do not have any work you can do remotely:</p> <ul style="list-style-type: none"> Please work with your People Leader and People & Culture who will assist with some alternate work you can do remotely. ELT have approved interim arrangements (subject to change/review) that you will continue to be paid your usual pay until 30 September. For more details see information at the bottom of the decision tree <p>If you do receive approval to work on-site you should:</p>	Ongoing	No change						

	<ul style="list-style-type: none"> • Always minimise the amount of time you spend on-site, eg if the on-site activity can be completed in 3 hours, then you should only spend those 3 hours on-site, not the entire day. • Adhere to the 1 person per 4m² rule by following the room capacity signage indicated for code RED. Wear face masks everywhere on-site, hallways, car parks, lifts, shared spaces e.g kitchens and stairwells. 		
HEALTH & WELLBEING RESOURCES	<ul style="list-style-type: none"> • Staff will be given Friday 17th September and Monday 20th September as Garvan Recharge Days to enjoy an extended weekend. If you cannot take leave on the Garvan Recharge Days due to critical experiments, animal care etc, alternate days should be agreed with your People Leader, ideally, it will be the closest possible rostered working day. • Share, comment and like photos with the Mental Health and Wellbeing's photo page #FoundinmyHood. • National Mental Health Commission has developed this useful resource to provide tips on dealing with Pandemic fatigue • Black Dog Institute has a range of resources to support you personally and professionally during this challenging time. • COVID-19 resources for managers & workers • Working from home: a checklist for lockdown • HeadGear: a free, easy-to-use and personalised app that helps build your mental fitness. • Strategies to help you manage financial stress <p>Additional resources</p> <ul style="list-style-type: none"> • This article highlights the importance of checking in with family and friends during lockdown. • Short guide for People Leaders to use when they have one to one meetings with team members. 	Ongoing	No Change
CONTRACTORS ON-SITE NOT FROM AN LGA OF CONCERN	<ul style="list-style-type: none"> • It is Garvan's preference that contractors do not come on-site unless it is essential. Please refer to the visitor tree for information. • Contractors coming onsite to Darlinghurst or Moss Vale sites must also abide by the NSW Health directives regarding vaccination deadlines as outlined above. • Complete request form in Workday to seek approval for contractor to come on-site. Instructions here. • When on-site all contractor MUST adhere to all on-site safety requirements including rapid access check in / out; temp checking; mask on at all times; physical distancing; hand washing; only being on site for the minimum time required to complete the essential on-site tasks. 	From 28/8/21	No Change
CONTRACTORS ON SITE FROM LGA OF CONCERN	<ul style="list-style-type: none"> • It is Garvan's preference that contractors do not come on-site unless it is essential. Please refer to the visitor tree for information. • Contractors coming onsite to Darlinghurst or Moss Vale sites must also abide by the NSW Health directives regarding vaccination deadlines as outlined above. 	From 28/8/21	No Change

	<ul style="list-style-type: none"> • Complete request form in Workday to seek approval for contractors in LGA of concern. Instructions here. • If contractor is from an LGA of concern and approval has been given to come on-site, the following applies; <ul style="list-style-type: none"> ○ Written confirmation no-one else can do the required work from an alternate LGA ○ Valid Service NSW Permit ○ They have received at least the first dose of the vaccination or have evidence of a medical exemption. • The Garvan contact must meet with contractor on entry to the building and check evidence of vaccination • All contractors must carry a copy of the letter provided to them by Garvan to work on-site and their valid Service NSW permit at all times • When on-site all contractor MUST adhere to all on-site safety requirements including rapid access check in / out; temp checking; mask on at all times; physical distancing; hand washing; only being on site for the minimum time required to complete the essential on-site tasks. 		
<p>ENTRY SCREENING</p>	<ul style="list-style-type: none"> • Rapid Access sign in and out – this a legal requirement as we are using Rapid Access instead of NSW COVID Check in app. Failure to check-in is not only a breach of Garvan Safety requirements, it is now also a breach of NSW Law. • Temperature screening • Please show the Concierge that you have signed in successfully when getting your temperature checked. • Revolving Door – is locked so please enter the building through the other door. Swipe to enter, proceed straight to Concierge. • Car park entry – if you enter the building via the car park you must also follow the process above, no one is exempt. 	<p>On going</p>	<p>No Change</p>
<p>EXTENSION OF 75% FLEXIBILITY RULE</p>	<p>Extended until 30th September</p> <ul style="list-style-type: none"> • If you can complete at least 75% of your accountabilities across the week (as agreed with your people leader) you do not need to take any leave for the balance of time spent on your carer responsibilities or having a COVID test. • For more information, please see the FAQ page or discuss your personal situation with People and Culture 	<p>Until 30th Sept</p>	<p>No Change</p>
<p>SERVICE NSW PERMITS REQUIRED FROM SATURDAY 28TH AUGUST</p>	<ul style="list-style-type: none"> • From Saturday, 28 August, you will need to register for a Service NSW website, permit if you meet the following criteria. <ul style="list-style-type: none"> ○ Authorised workers living in a LGAs of concern and you need to leave your area to work. This includes travelling to another LGA of of concern ○ Anyone entering an LGAs of concern for the purposes of work ○ Anyone from an area not of concern and needs to travel more than 50 km outside of Greater Sydney to work, and cannot work from home. 	<p>From 28/8/21</p>	<p>No change</p>

	<ul style="list-style-type: none"> ○ You can check your travel location and see if you need to register here 		
NO SURVEILLANCE TESTING REQUIRED FOR THE 12 LGA's OF CONCERN	<ul style="list-style-type: none"> ● It is no longer a requirement for LGAs of concern to have 72 hours surveillance testing if they have approval to come on-site. ● Under the Public Health Order 'Employers must require an employee to work from home if the employee is reasonably able to do so' or fines apply. ● Please contact your People Leader or view the decision tree, if you need approval to come on-site. 	Ongoing	No change
MANDATORY QR CODE SIGN IN AND SIGN OUT IN LOWY PACKER BUILDING	<ul style="list-style-type: none"> ● All staff and contractors entering the Lowy Packer for any reason need to use the QR code to sign in (e.g. – going to Stores or the Cryogenics room) and then sign out using a different QR code. More information here. ● The QR Codes have been placed in LP building on level 3 in the following areas, Loading Dock, Stores Counter, Cryogenics Room, on the walls where you enter LP from either Garvan or TKCC. ● Please Note: There is one QR code to sign in and a then a different QR code to sign out. 	Ongoing	No change
UPDATE PERSONAL AND EMERGENCY CONTACT DETAILS IN WORDAY	<ul style="list-style-type: none"> ● Important to ensure your personal contact information and your emergency contact details are up to date in WORKDAY. ● This is especially important at the moment as we are referring to home addresses regularly, based on LGA updates in the Public Health order. This is also in case of emergency, so we can get help to you when you are working remotely. ● See tip sheet - How do I update my personal and emergency contact details in Workday? 	Ongoing	No change
ADDITIONAL SYDNEY LGA'S OF CONCERN	<ul style="list-style-type: none"> ● Stay at home orders continue to apply to the local government areas of Blacktown, Campbelltown, Canterbury-Bankstown, Cumberland, Fairfield, Georges River, Liverpool, Parramatta, some suburbs of Penrith and will now include Bayside, Burwood and Strathfield. ● Check the latest lockdown restrictions for these LGAs here. ● Check here to find out if you are located in LGA's of concern. 	Until further Notice	No change
WORKING FROM HOME REQUIREMENT	<ul style="list-style-type: none"> ● Garvan's preference has always been for staff to work remotely if it is reasonable to do so. ● Updated working from home order 'Employers must require an employee to work from home if the employee is reasonably able to do so'. ● Fines are now in place - \$10,000 for corporations and \$2,000 for individuals that are on-site when they do not need to be. 	Ongoing	No change
CLINICAL ACTIVITIES TKCC	<ul style="list-style-type: none"> ● Clinical trials occurring in TKCC fall under St Vincent's Hospital guidelines. ● Contact danielle.peterman@svha.org.au for information about TKCC trials or issues. 	Until further notice	No change
CLINICAL ACTIVITIES GARVAN	The following measures are in place for Garvan trials and research to keep our staff and participants safe during lockdown	Until further notice	No change

	<ul style="list-style-type: none"> Recruitment or commencement of new participants in on-site clinical research or clinical trials where intervention is not considered life-extending is on hold until further notice Collection of data from participants on-site at Garvan in clinical research or clinical trials where there is not an intervention remains on hold until further notice In clinical trials where intervention has commenced and is concluding, on-site data collection may continue under the following guidelines; <ul style="list-style-type: none"> Risk assessment of each study and its impact on Garvan staff and the institute. Risk mitigation strategies including full PPE for staff and participant Participant does not reside in the any of 5 locked down LGA's NO traffic in clinical research facilities outside of the essential research staff Participant drives in and parks in Garvan car park Participant can show proof of a negative COVID test performed one day prior 		
BUILDING ACCESS	<ul style="list-style-type: none"> To assist in the event contact tracing is required we will be implementing holiday access measures throughout the building. These measures will restrict access .You will need to swipe 24/7 to use lifts and, all common doors with access control points including admin on level 3. Use the swipe points at each opportunity even if someone has activated it already, this will improve contact tracing capability. This will assist in minimising building impact and prioritising areas for deep cleans which will ultimately help us keep Garvan open in the event we have a confirmed case on site. It is important to avoid socialising in communal areas e.g kitchen or breakout areas and to minimise your presence when on-site 	Until further notice	No change
PARKING @ GARVAN	<ul style="list-style-type: none"> From 22nd July car parking will be FREE for Garvan staff To ensure car parking availability, book via the parking app on your Okta dashboard. If you don't have the app please email, ithelp@garvan.org.au and cc l.croft@garvan.org.au with your Casual Parking Application - Your Name - Car Registration number, in the subject line. 	Until further notice	No change