

ACTPS ADVICE RELATING TO TRAVEL (INTERNATIONAL AND DOMESTIC) DURING NOVEL CORONAVIRUS (COVID-19)



What is Coronavirus?

Coronaviruses are a group of viruses that can affect humans and animals. In humans, coronaviruses can cause mild illness, such as the common cold and gastrointestinal infections, as well as more severe illness. There is currently an outbreak of a disease caused by a new strain of coronavirus that is called 'COVID-19'. Please refer to [ACT Health's website](#) for updates.

Official ACT Public Sector Travel

Under section 113 of the *Public Sector Management Standards 2016* and part 7.1 of the preserved *Public Sector Management Standards 2006*, all official international travel must be authorised by the Minister or delegate with adequate resources and procedures established to ensure the appropriate precautions are taken to protect the health and safety of the traveller¹.

To manage potential risk to our workforce, the Head of Service is taking a precautionary approach in line with other Australian jurisdictions to protect the ACT Public Sector and our community.

It is advised that **all work-related international travel** for the ACT Public Sector is **on hold** until further notice. Due to the isolation requirements on entry, this includes travel to New Zealand.

This restriction extends to international school excursions planned for Term 3, 2020.

All domestic travel should be placed on hold. Employees will need to seek Director-General approval for critical travel to proceed. Domestic travel currently booked should be re-evaluated in line with the most up to date travel advice.

No ACT public servant will be required to travel if they prefer not to travel, including delegations.

For employees that have upcoming personal travel planned, precautions should be taken as advised by the Australian Government on the smart traveller website. Staff are encouraged to discuss flexible work arrangements with supervisors/managers that can be safely performed during isolation (e.g. taking work laptops home).

Travel Restrictions

Please visit the Department of [Home Affairs website](#) for any updates on travel restrictions. All travel alerts regarding COVID-19 can be found at [Smart traveller](#).

Staff Entitlements

The ACT Government recognises the impact that events like this can have on the health and wellbeing of ACTPS employees. It is important for employees to prioritise wellbeing and practice good self-care during these times.

¹ Sections 522(4) and 539, *Public Sector Management Standards 2006*.

Employees are encouraged to talk to their supervisor or HR area about supports that may be available during these times, such as flexible work arrangements where this is appropriate, and personal leave to manage well-being.

Please refer to the [Emergency Response – ACTPS Advice Relating to Staff Entitlements and Access to Leave during Novel Coronavirus \(COVID-19\) Outbreak](#) for information on staff entitlements and access to leave during COVID-19 outbreak.

Employees should be reminded that the ACT Government Employment Portal provides links to [mental health and well-being supports](#) for ACTPS employees and their families, including access to the [Employee Assistance Program](#).

More Information on Coronavirus

All staff should visit the ACT Health [website](#) for more information on COVID-19 and how to minimise the spread from person to person.

All employees have a duty to take reasonable care for their own and others' health and safety. This includes practising good hygiene, such as frequent hand washing, to protect against infections.

Guidance and Resources

For the most up to date advice and guidance on COVID-19, please visit:

- [Smart traveller](#)
- Home Affairs, [COVID-19 travel restrictions](#)
- The Commonwealth, Department of Health's [daily alert on medical advice](#)
- ACT Health's information on [COVID-19 in the ACT](#)