Rapid Antigen Testing Procedures

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1. Governing Policy
COVID-19 Vaccination Policy

2. Purpose
a. Any staff member covered by the COVID-19 Vaccination Policy who has not provided evidence by 28 February 2022 that they have been vaccinated in accordance with the requirements of s.4.1.a of the policy will be required to undertake a self-administered Rapid Antigen Test (RAT) in accordance with s.4.1.b of the policy and these procedures.
b. These procedures are issued under the COVID-19 Vaccination Policy and should be read in conjunction with that policy.

3. Procedures

3.1. General
a. Every staff member who has not provided evidence by 28 February 2022 that they have been vaccinated as required by s.4.1.a of the COVID-19 Vaccination Policy will be provided with written confirmation of the requirement to undertake a self-administered RAT and provide evidence of their RAT result at regular intervals in order to be able to attend campus.
b. Staff can update their vaccination status by following the Workday user guides located on the People and Culture website.
c. Staff members will be required to undertake a TGA-approved RAT at their own expense, except for those who have provided evidence of a valid medical exemption under s.4.2.c of the policy whose reasonable RAT costs will be reimbursed by the University.

3.2. Testing and evidence requirements
a. Staff will be required to undertake a RAT and provide evidence of their result via the Workday system. Full-time staff will be required to do this each Monday and Thursday and staff working less than full-time, the first rostered workday each week.
b. A RAT should be undertaken at home on the morning of the designated day noted in a. above and a time stamped photograph uploaded to Workday following the Workday user guides located on the People and Culture website.
c. Failure to provide the required evidence on each designated day will be a breach of the policy and s.4.4.c of the policy will apply.
d. Staff should also undertake testing at any time they experience COVID-19 symptoms, in accordance with public health recommendations.

3.3. Testing results
a. If the result is negative the staff member will be able to commence work in person on campus.
b. If the result is positive, the staff member should notify their supervisor and not attend at campus. In this situation:
   i. staff should take personal (sick) leave for the period of the acute illness and isolation
   ii. take annual or long service leave if no personal leave is available
   iii. if no leave accruals are available, the staff member will be placed on unpaid leave
   iv. casual employees who have no leave entitlements will not be paid for shifts which they may otherwise have been rostered on during the period of acute illness and isolation.

c. If a staff member does not comply with this procedure, they will be subject to disciplinary action in accordance with the Enterprise Agreement, or otherwise as relevant, up to and including termination.

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<th>Approval Authority</th>
<th>President and Vice-Chancellor</th>
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<tr>
<td>Responsible Officer</td>
<td>Director, People and Culture</td>
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<td>Approval Date</td>
<td>18 February 2022</td>
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<td>Effective Date</td>
<td>18 February 2022</td>
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<tr>
<td>Review Date*</td>
<td>Ongoing and in any event by 30 June 2022</td>
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<td>Last amended</td>
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<td>CM file number</td>
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* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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