

Mark Hamilton-Smith (DTF)

From: out of scope (DTF)
Sent: Monday, 2 March 2020 3:18 PM
To: (DTF)
Cc: out of scope (DTF)
Subject: RE: OFFICIAL-SENSITIVE: FW: OFFICIAL: Request to continue to work from home for next week

Hi out of scope

We have been referring to the advice on the DHHS web page to guide our response to concerns about coronavirus: <https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19#what-you-need-to-do>

At present, this guidance recommends that people self-isolate where they have been in mainland China (excluding Hong Kong SAR, Macau and Taiwan) or Iran in the past 14 days, or where they have been in contact with someone with coronavirus. We are supporting people to work from home for several weeks if they fit into these categories. I am assuming that out of scope does not fit into these categories?

If out of scope wants to work from home, or if he wants to change his work practices I recommend that you have a conversation with him about setting up flexible work agreement. However, this shouldn't be in the context of concern about coronavirus, because at this point unless he fits into one of the above categories, we don't have reason to endorse self-isolation of out of scope or any other staff members on the basis of concern over coronavirus.

Here's some [guidance on our flexible work practices](#).

If out of scope is feeling anxiety about coronavirus, he can reach out to our employee assistance program Converge on 1300 687 327.

I hope this helps! Please let me know if you have any further queries about this.

Kind regards, out of scope

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This office is located on the land of the Traditional Owners of the Kulin Nation.



Treasury
and Finance



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From: out of scope (DTF) <out of scope @dtf.vic.gov.au>
Sent: Friday, 28 February 2020 1:52 PM
To: out of scope (DTF) <out of scope @dtf.vic.gov.au>; out of scope (DTF)

< [out of scope](#) @dtf.vic.gov.au>

Subject: FW: OFFICIAL-SENSITIVE: FW: OFFICIAL: Request to continue to work from home for next week

Hi [out of scope](#)

[out of scope](#) is concerned about the coronavirus and considers himself at high risk (due to age). We have agreed to working from home next week but wondered whether there is any policy or guidance on working from home longer term as a precautionary measure>

Would be keen on your views!

Thanks

[out of scope](#)

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OFFICIAL-SENSITIVE

From: [out of scope](#) (DTF) <[out of scope](#) @dtf.vic.gov.au>
Sent: Friday, 28 February 2020 1:01 PM
To: [out of scope](#) (DTF) <[out of scope](#) @dtf.vic.gov.au>
Subject: OFFICIAL-SENSITIVE: FW: OFFICIAL: Request to continue to work from home for next week

Hi [out of scope](#)

Could you please get some advice from [out of scope](#) about handling precautionary requests to work from home like [out of scope](#) or get People and Culture to think about the issue and provide advice.

A week is no drama, but it would be good to think through the pros and cons were such a request to extend into months.

Thanks.

[out of scope](#)

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