

Travel Diary Procedure

It is **strongly** recommended **not** to travel to the Greater Melbourne Metropolitan area or Mitchell, Moorabool, Golden Plains, City of Greater Geelong, Surf Coast or Colac/Otway Shires whilst Covid restrictions are in place.

The purpose of the Travel Diary is to assess a team member's risk of coming into contact with COVID-19, the risk it may present to other staff and the risk for AME System's business continuity.

Gathering this information is necessary to fulfil AME System's obligations under health and safety legislation to do all that is reasonably practical to protect itself and its employees from risk.

The information provided will be assessed by the Covid-19 Risk Assessment Team (made up by members of the Leadership Team) on a case-by-case basis.

You can obtain a copy of this document by going to AME Website and downloading the PDF file from the *Our People* page, going to the *AME Systems Current Employees* Facebook page (you need to be part of the group first to access this page), by emailing hrd@amesystems.com.au and requesting a copy or calling your Manager or WGS.

If you have travelled to a lockdown or cluster area you cannot simply come back to work; you must submit the diary (reverse of this page) and obtain approval to be in the workplace. Any time away from the workplace will be unplanned.

If you have had friends or family from a lockdown or cluster area visit you must also fill in the diary.

1. If you travelled to a lockdown or cluster area you must contact your WGS/Manager within 30 minutes of your normal start time (as per standard P&P). You are not to attend work.
2. Complete the Travel Diary and email to hrd@amesystems.com.au within 1 hour of your start time.
3. AME Systems will assess your Travel Diary and contact you within 2 hours of submitting it to discuss your work status.

It is an employee's responsibility, as a Victorian citizen, to ensure you are aware of any new restrictions that come into effect, especially out of standard work hours.

You must do all you can to reschedule appointments, conduct them by phone or Skype, email etc. For the same reasons we are protecting our staff, most businesses do not want people unnecessarily coming into the workplace. Ask yourself - can I find another way that doesn't involve travel?

The Diary must be submitted and you must obtain approval prior to returning to the workplace. Failure to comply with this would be considered serious misconduct and may result in immediate dismissal. Do not place yourself, your fellow team or AME Systems at unnecessary risk.

TRAVEL DIARY

AME Systems strongly encourages all staff to install the Covid-Safe App on their phones.

This Diary must be submitted and you must obtain approval prior to returning to the workplace.

If you travelled to the Greater Melbourne Metropolitan area it is highly likely you will not be allowed to return to work for a period of 14 days. If you travelled to Mitchell, Moorabool, Golden Plains, City of Greater Geelong, Surf Coast or Colac/Otway Shires you may also be required to stay away from AME for a period of 14 days.

Employee Name: _____ Date of travel: start _____ finish _____

I travelled to the Greater Melbourne Metropolitan area or one of the Shires listed above by

Train Bus Car

If car, were you the only occupant? Yes No

If not, list the town or suburb the other passengers live in

Occupant 2: Town/Suburb: _____ Occupant 3: Town/Suburb: _____

Occupant 4: Town/Suburb: _____ Occupant 5: Town/Suburb: _____

List the suburbs/towns you visited _____

I visited (note all applicable) House cinema market/shop/shopping centre
 restaurant/café hospital/nursing home other (please note) _____

Did you spend more than 2 hours in a car, room, or house with others or face-to-face with someone for 15 minutes whilst in the area? Yes No

Was your travel essential Yes No If yes, provide details _____

Did you spend time in a known hot spot? Yes No

Did you spend more than 2 hours in a car, room or house or face-to-face for 15 minutes with someone who lives in, or visited in the last 48 hours, the Greater Melbourne Metropolitan area.

(This includes people who have visited you but live in Melbourne.)

Yes No

OFFICE USE ONLY

Name of Reviewer: _____ Name of Endorser: _____

Date of Review: _____ Approved for return to work Yes No

Employee contacted date: _____ Time: _____

Direction provided: _____