



# KAMS & KRS Travel Guideline to help prevent the spread of COVID-19

**Effective at 5 June**

The health of our clients, employees and partners is our primary concern.

In light of global precautions for the COVID-19 Coronavirus, and building upon recommendations from the World Health Organization (WHO), Commonwealth Government and WA Government, we are closely monitoring the situation and introducing and amending policies and guidelines as required.

Staff are required to check this Guideline before making any travel plans.

## **The following guideline applies to staff:**

- Who do not have a fever or flu like symptoms (coughing, sore throat, headache);
- Who are travelling to for work purposes to places outside your normal work location as identified in your contract of employment;
- And includes recommendations if you are travelling for personal reasons.

## **Any Travel inside or outside of the Kimberley Region:**

All Staff

- Before you travel, you will need to complete the updated Travel Approval Form on LogiQC, answer all questions and submit to your manager for review.
- Final approval of all travel will be through the CEO.
- You will be required to complete a COVID Screening (Pre-Travel) Questionnaire 24 hours prior to your travel commencing (available on LogiQC).
- You are required to see a doctor if you develop any symptoms (fever, sore throat, cough, tiredness, difficulty breathing, loss of smell or taste). Telephone the local hospital or 000 in any case of emergencies.
- Travel is not permitted unless signed off by the CEO

## **Staff who elect travel overseas or outside the Kimberley for personal reasons:**

- Are expected to comply with Australian Government travel restrictions.  
<https://www.homeaffairs.gov.au/news-media/current-alerts/novel-coronavirus>
- Will be required to stay away from work for a further 14 days upon returning to the Kimberley.



**This Guideline will be regular reviewed and emailed to all staff as determined by KAMS COVID-19 Leadership Group.**

**For further queries regarding travel, please contact your Executive Manager.**