



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

## Effective at 21 July

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 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

- Travel forms are not required for day trips but the trip must be agreed and approved by the relevant Executive Manager.
- Travel forms are not required for staff included on the GP Roster; or travelling on the regular Friday Kutjungka Charter Plane.
- For any travel longer than a day trip, you will need to complete the updated Travel Approval Form on LogiQC, answer all questions and submit to your line manager (if applicable) for recommendation and comments.
- Final approval of all Travel Forms will be by the relevant Executive Manager.
- If you become unwell - do not attend work, contact your manager and cancel or postpone your travel.
- 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.

### 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.**