

COVID-19 Remote Working Preparation

This document forms part of our COVID-19 planning process in the event of a second wave in WA. We ask all staff to take the time to complete this questionnaire to help inform our planning so we can be properly prepared.

Should any information you provide us with change; please update the form and re-submit.

☐ Approved

Status

Expires

Assigned to

Due

Submitted

Approved

Equipment and Systems

I confirm my mobile number and other contact details are up to date in our personnel records.

☐ Yes

☐ No

I confirm I take my work laptop home on a daily basis OR I have a suitable computer / laptop at home that I can use for work purposes. *In the event we have to work remotely with immediate effect, or if you are showing symptoms but are still well enough to continue working from home.*

☐ Yes

☐ No

I have what I need (i.e. space, set-up) to effectively work remotely on a longer-term basis

☐ Yes

☐ No

If no, please specify: _____

I confirm I have internet access at home

☐ Yes

☐ No

I have received OR have access to the training and support I need to effectively deliver my role remotely

☐ Yes

☐ No

If no, please specify: _____

Safety

Are you in a high-risk category for developing serious illness from the virus? Please refer to the Department of Health (Commonwealth) website www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#if-you-are-at-risk

☐ Yes

☐ No

Is a member of your household in a high-risk category for developing serious illness from the virus? Please refer to the Department of Health (Commonwealth) website: www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#if-you-are-at-risk

☐ Yes

☐ No

If you answer YES to any of the above 2 questions, please provide information: If you do not provide information, we may seek this from you at a later date.

In the event of a second wave of community transmission here in WA, if given the option, I would prefer to work:

☐ 100% remotely

☐ A combination of remote and office-based work

☐ 100% office-based

Comments
