**Effective noon, Monday 23 March 2020 registered and licensed clubs have been directed by Government to close. The directive is the Government’s stage 1 response to attempt to slow the spread of coronavirus.**

Accordingly, pursuant to section 524(1)(c) of the *Fair Work Act 2009*, our operations will cease at midday and employees will be stood down effective immediately.

If the Government directs that we may reopen then we will contact you as soon as possible – however based on current advice the stand down will apply at least until [13 April 2020].

What does this mean for staff?

Stand down under the FW Act means that you will not be required to attend for work, and you will not be paid for the period of the stand down.

It is important to note that, despite the stand down, permanent employees’ employment with us will continue and you will continue to accrue leave entitlements during this period.

During this time, you may seek employment elsewhere, but before accepting any offer of employment you must advise us of any change to your employment circumstances.

**#OPTIONAL** Payment options

As an alternative to a stand down without pay and/or alternative employment, we wish to afford permanent staff the opportunity to access accrued leave types as follows:

1. Access to your annual leave entitlements – including with agreement to payment at half pay for double the period;
2. Take annual leave in advance - subject to a written agreement and deduction authority;
3. Eligible staff with at least 7 years’ service may access their pro-rata accrued Long Service Leave.

If you wish to access one or more of the above options please submit your request [HOW] and to [WHO].

Ongoing communications

During this period we will remain in contact with you by [insert method - it may be by text message, e-mail, or phone call] – please ensure we have your current contact details.

We appreciate that this is a challenging time for everyone, and are mindful that this arises from a Government heath directive. It is imperative that we comply with this directive and all persons take appropriate steps to ensure their health and wellbeing during this time.

***OPTION #1*** Staff requiring additional support at this time can access Employee Assistance Program, which is a confidential and free counselling service then please call [insert number].

***OPTION #2*** Staff requiring additional support at this time may wish to access the Government’s mental health online resource and referral system [Head to Health](https://headtohealth.gov.au/) ([www.headtohealth.gov.au](http://www.headtohealth.gov.au)).