

Checklist



JobKeeper enabling directions

Action	Check
The direction was given after 9 April 2020	<input type="checkbox"/>
The employer qualified for the JobKeeper scheme when the direction was given	<input type="checkbox"/>
The employee is an eligible employee for the JobKeeper scheme	<input type="checkbox"/>
The employer has given the employee at least 3 days' written notice before giving the direction, or the employee has genuinely agreed to less than 3 days' notice	<input type="checkbox"/>
The employer has consulted the employee (or their representative) about the direction	<input type="checkbox"/>
The direction is not unreasonable in all the circumstances	<input type="checkbox"/>
Stand down direction (including reduced hours)	
The employee cannot usefully be employed for their normal days or hours during the period of the direction because of changes to the business attributable to the COVID-19 pandemic or government initiatives to slow the transmission of COVID-19	<input type="checkbox"/>
The implementation of the direction is safe, having regard to (without limitation) the nature and spread of COVID-19	<input type="checkbox"/>
Duties of work direction	
If the employee is required to have a licence or qualification in order to perform the duties, the employee has that licence or qualification	<input type="checkbox"/>
The duties are reasonably within the scope of the employer's business operations	<input type="checkbox"/>
The duties are safe, having regard to (without limitation) the nature and spread of COVID-19	<input type="checkbox"/>
The employer has information leading it to reasonably believe the direction is necessary to continue the employment of one or more employees of the employer	<input type="checkbox"/>
Location of work direction	
The place is suitable for the employee's duties	<input type="checkbox"/>
If the place is not the employee's home, the employee does not have to travel a distance that is unreasonable in all the circumstances, including the circumstances surrounding the COVID-19 pandemic	<input type="checkbox"/>
Performing the duties at the location is safe, having regard to (without limitation) the nature and spread of COVID-19, and reasonably within the scope of the employer's business operations	<input type="checkbox"/>
The employer has information leading it to reasonably believe the direction is necessary to continue the employment of one or more employees of the employer	<input type="checkbox"/>