

# Suspected or confirmed case of COVID-19 at work

## If the suspected or confirmed case of COVID-19 is at work



### 1. ISOLATE

Isolate the person from others, provide them with a disposable surgical mask if available and isolate them in a separate room.



### 2. TRANSPORT

Ensure the person has transport to their home or medical facility.



### 3. ESCALATE

Notify your manager immediately, manager to escalate to ELT. Initiate Critical Incident Process.



### 4. INFORM

Manager to ring the national COVID-19 hotline (1800 020 080). Follow the advice of health officials.

## CRITICAL INCIDENT TEAM (CIT)



### 5. CLOSE / ISOLATE

CIT to determine the level of isolation or closure of site, staff or public to be evacuated from area / site.



### 6. IDENTIFY

CIT to identify who at the site had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



### 7. CLEAN

CIT to determine the level of cleaning required. Engage cleaning company Smart Clean to conduct decontamination clean (0422 289 744).



### 8. REVIEW / OPEN

CIT to review: risk management controls relating to COVID-19, whether work may need to change and if site can re-open. Keep employees and public up to date with what is happening.

If the suspected or confirmed case of COVID-19 (Staff or Public) is not at site when diagnosed – START AT STEP 3