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| Confirmed case of coronavirus (COVID-19) in the workplace  |
| Checklist  |

As an employer, you must respond quickly when you become aware of a confirmed case of coronavirus (COVID-19) in your workplace. Responding quickly assists the Department of Health and Human Services (DHHS) to limit further exposure and contain potential outbreaks.

This checklist guides you through the steps you need to take to fulfill your obligations and respond to a confirmed case of coronavirus (COVID-19) at your workplace. It is part of the [**Confirmed case in workplace information pack**](https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19)and supports DHHS to identify close contacts, manage confirmed cases and limit the spread of coronavirus (COVID-19).

**Refer to the other documents in the** [**Confirmed case in workplace information pack**](https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19) **to complete this checklist. DHHS will support you through this process.**

More detailed guidance on each of the steps can be found in [Workplace guidance for suspected or confirmed cases](https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19) on our website.

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| **Workplace name:** |
| **Site address:** |
| **Key contact name:** |
| **Job title:** |
| **Phone:**  |
| **Email:** |

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| **Confirmed case in the workplace checklist** | **Date** | **Actions taken**(optional field) |
| You must do the following **immediately** after being notified that a worker or staff member has tested positive for coronavirus (COVID-19). |
|  | **Ask worker to return home and** [**isolate**](https://www.dhhs.vic.gov.au/self-quarantine-coronavirus-covid-19)**.** If a worker finds out that they have tested positive for coronavirus (COVID-19) when they are at work, you must direct them to go home immediately, whether or not they have symptoms. Once home, the worker must wait for further instructions from the Department of Health and Human Services.Note: The worker should use private transport and **not** take public transport. If necessary, ring **1300 651 160** for non-emergency patient transport to be organised. If they are unable to leave immediately, they should isolate away from others in a separate room or area and wear a fitted face mask.  |  | *[For example only – delete this text]**Joe (confirmed case) went straight home in his car to isolate after having a test.* |
|  | **Notify the Department of Health and Human Services.**If the worker attended work anytime during the 48 hours before they developed symptoms, you must complete an **[Employer COVID-19 Notification Form](https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19)** and email it to covidemployernotifications@dhhs.vic.gov.au. For workers with no symptoms, the important time period will be 48 hours (or 2 calendar days) before their test date.If DHHS has not contacted you within 24 hours of notification please call **1300 651 160.**  |  | *[For example only – delete this text]**Sent email 11.56am Tuesday 8 September.* |
|  | **Notify all workers, suppliers and customers.**Advise all workers, suppliers and customers (if relevant) to watch out for coronavirus (COVID-19) symptoms, and to get tested and isolate if they have any symptoms. **Do not** **disclose the identity of the confirmed case** unless they have given you permission to do so. Posters and letter templates are available in the [Confirmed case in the workplace](https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19) information pack <https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19> |  | *[For example only – delete this text]**Put poster up for customers, emailed workers and suppliers.* |
|  | **Notify** [**WorkSafe**](https://www.worksafe.vic.gov.au/report-confirmed-positive-case-covid-19) **and other relevant industry bodies.** DHHS will ask you to contact WorkSafe and any other relevant entities for your sector. WorkSafe may provide further directions that you must comply with. |  |  |
| You must do the following **within 48 hours** of being notified of a confirmed case of coronavirus (COVID-19). |
|  | **Complete the** [**Workplace risk assessment**](https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19)**.** This will help you and DHHS to determine what actions need to be taken. This may include deep cleaning, full or partial closure of the worksite, and any other actions needed to reduce the risk of transmission. DHHS will support you through this process to ensure all required public health actions are taken. You must complete a risk assessment for each identified suspected or confirmed case. |  | *[For example only – delete this text]**Done.* |
|  | **Identify workplace close contacts.**Had face-to-face contact with a confirmed case during their infectious period; orShared a closed space with a confirmed case during their infectious period, where there is reasonable risk of transmission based on a risk assessment performed by the PHU, taking into account:* transmission having been proven to have readily occurred in this (or a similar) setting;
* the specific variant of SARS‑CoV‑2;
* the adequacy of air exchange in an indoor environment; or
* the nature of the exposure (e.g. type of contact, mask use, whether shouting or singing, size of venue etc.).

Using rosters, timesheets, sign-in sheets, visitors logs and the attendance register, complete the [**Close contact spreadsheet**.](https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19) This will help DHHS identify close contacts and begin contact tracing.The close contact spreadsheet is comprehensive. Please fill it in with as much detail as possible. |  | *[For example only – delete this text]**Completed the spreadsheet with all close contacts who attended the worksite within the 2 days before the worker developed symptoms.* |
|  | **Submit forms.**Send your completed [**Workplace Risk Assessment**](https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19) and [**Close Contact Spreadsheet**](https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19) to the department by emailing: covidemployernotifications@dhhs.vic.gov.au. These forms do not need to be submitted together, submit them as soon as they are completed.The close contact spreadsheet is comprehensive, fill it in with as much detail as possible. |  | *[For example only – delete this text]**Email sent 11.03 am Wednesday 9 September.* |
|  | **Notify the identified close contacts and explain that they need to quarantine.**Call close contacts, explain the need for them to [quarantine](https://www.dhhs.vic.gov.au/self-quarantine-coronavirus-covid-19) and to wait for further instructions from DHHS. If they do not answer, send them an SMS. There is an SMS template you can use in [Workplace guidance for managing suspected and confirmed cases](https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19). You should aim to call close contacts and add as much detail to the [**Close contact spreadsheet**](https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19) as possible. DHHS will attempt to get in touch with you and all the close contacts, provide information on quarantine requirements and support available and offer support to them throughout their quarantine period., **Do not** **disclose the identity of the confirmed case** unless they have given you permission to do so.  |  | *[For example only – delete this text]**Called 5 contacts, texted 2.*  |
|  | **Consider closing or vacating the workplace** if required.DHHS will provide information foryou on the measures you need to take and advise when it is safe to reopen. This step is informed by the [Workplace risk assessment](https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19). |  |  |
|  | **Deep clean as required.**Complete a deep clean of the workplace or areas of the workplace identified in the [Workplace risk assessment](https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19).[Cleaning and disinfecting after a coronavirus (COVID-19) case in the workplace (Word)](https://www.dhhs.vic.gov.au/cleaning-and-disinfecting-reduce-covid-19-transmission-building-and-construction-sites)[Cleaning and disinfecting to reduce COVID-19 transmission](https://www.dhhs.vic.gov.au/cleaning-and-disinfecting-reduce-covid-19-transmission-tips-non-healthcare-settings) |  |  |

After reviewing your response, DHHS may work with you and your workplace to determine if any additional actions are required and when it is safe to reopen.

Reopening will typically occur after all confirmed cases and close contacts have entered isolation and quarantine, deep cleaning has been completed, and any additional measures have been implemented.

To receive this document in another format phone 1300 651 160 using the National Relay Service 13 36 77 if required, or email covidemployernotifications@dhhs.vic.gov.au.

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Available at: [DHHS.vic – coronavirus (COVID-19)](https://www.dhhs.vic.gov.au/coronavirus) <**https://www.dhhs.vic.gov.au/coronavirus>**