COVID-19 HSR CHECKLIST: CONFIRMED CASE

This checklist is meant to be undertaken in the follow-up to a confirmed case of COVID-19 in the workplace. All duties are employer duties: tick the actions below that they have taken.

How was the employer informed about the positive case?

☐ From DHHS? In this case, follow the instructions of DHHS and notify WorkSafe

or

☐ From an employee or contractor? In this case the employer must do the following:

☐ Notify WorkSafe of positive case where the case meets the notification requirements

☐ Confirm what advice the employee or contractor has received from DHHS

☐ Ask employee for information about the onset of their symptoms to inform approach

☐ Record date of onset of symptoms, date of test, infectious period if known (typically 48 hours prior to symptom onset), dates worked during infectious period, shifts worked during infectious period, including locations of employees and contractors at time of potential exposure.

☐ Contact DHHS to seek advice on next steps, including cleaning and other actions including appropriate actions to identify close contacts

☐ If unable to receive timely advice from DHHS, contact WorkSafe for guidance on interim measures and controls

☐ Employees identified as positive cases are advised to self-isolate and not return to the workplace until they have received clearance from isolation from the Department of Health and Human Services

☐ Employer has notified WorkSafe Victoria once becoming aware an employee or contractor has received a confirmed diagnosis of coronavirus (COVID-19) and has attended the workplace within the infectious period, or where a self-employed person has received a confirmed diagnosis and has attended the workplace within the infectious period

☐ Workplace closed or suspected areas of exposure isolated for environmental cleaning

☐ Obtain information to assist DHHS with contact tracing and to advise close contacts

☐ Follow all advice from DHHS regarding identifying and notifying close contacts of the confirmed case

☐ Full environmental cleaning/disinfection undertaken in affected areas.