

# 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 and provide a disposable surgical mask, if available, for the person to wear.



### 2. INFORM

Ring the national COVID-19 hotline. Follow the advice of health officials.



### 3. TRANSPORT

Arrange transport of the person to their home or medical facility.



### 4. CLEAN

Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.



### 5. IDENTIFY

Identify who had close contact with the person in the last 24 hours and send them home to isolate. Allow employees to raise concerns.



### 6. CLEAN

Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.



### 7. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

## If the suspected or confirmed case of COVID-19 is not at work when diagnosed



### 1. INFORM

Ring the national COVID-19 hotline and follow advice of health officials.



### 2. IDENTIFY

Identify who had close contact with the person in the last 24 hours and send them home to isolate. Allow employees to raise concerns.



### 3. CLEAN

Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.



### 4. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

### Remember:

- > Workers assisting the person who has suspected or confirmed with COVID-19 should be provided with appropriate PPE, if available, such as gloves and a mask. They should also follow hand hygiene procedures.
- > Be aware of privacy obligations.
- > Follow the advice of health officials at all times.