

WHAT TO DO IF AN EMPLOYEE HAS COVID-19

Confirmed COVID-19 case while at work: (Steps 1-6)

Confirmed COVID-19 case while not at work: (Steps 3-6)



1. Isolate

Isolate from others. If available, provide them with a surgical mask.



2. Transport

Ensure the employee has safe transport to their home or a medical facility.



3. Communicate

Call the COVID-19 hotline. Follow advice of health professionals.



4. Identify

Identify those who have come into close contact with the person in the last 24 hours. Ask them to self-isolate for 14 days and seek medical attention if they develop symptoms.



5. Disinfect

Clean all the areas where the person, and those who have come into contact with the person, are known to have been.

[Download our "Spread Via Surfaces" Flyer](#)



6. Review

Review your COVID-19 risk management strategy. Communicate updates with employees as they happen.

REMEMBER:



Ensure the appropriate PPE is provided to those who need it.



Privacy obligations need to be met.



Health advice from professionals must be followed at all times.

For more information visit:

[World Health Organisation](#)

Care was taken when writing this guide and this information was correct at the time of publishing, however the COVID-19 situation evolves rapidly. Refer to the Australian Government Department of Health's website for the latest information.

