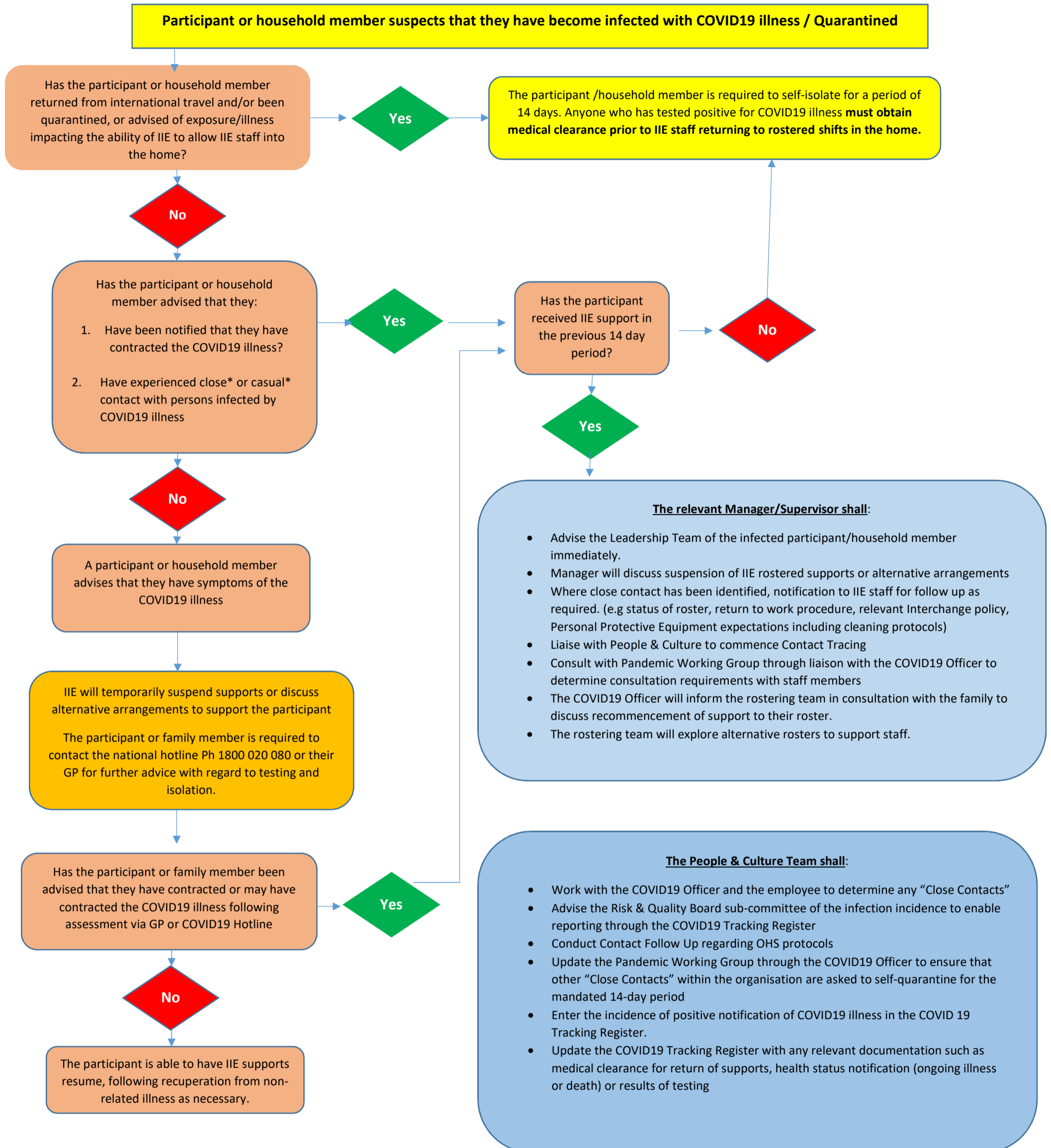


## MANAGEMENT PROCESS – COVID19 CONTACT TRACING (Participants and Household members)



### CLOSE CONTACT

Close contact is defined as:

1. Face to face contact with a person **known** to have contracted the COVID19 illness within the past 14 days for a period of greater than 15 minutes.  
(For example – close working relations, family and social interactions where social distancing has not been implemented)
2. Casual Contact with a person **known** to have contracted the COVID19 illness within the past 14 days for a period of greater than 2 hours.  
(for example- attending a training course or meeting that exceeds this period of time)

## MANAGEMENT PROCESS – COVID19 CONTACT TRACING (Participants and Household members)

Action to be undertaken	Responsible Person
<b>Participants or household members who return from overseas travel</b> are to be directed to self-quarantine for a period of 14 days	COVID19 Officer
<b>Participants or household members who report that they have been diagnosed with COVID19</b> are to be directed to self-quarantine for a period of 14 Days. Employees are NOT to provide any Interchange IE face to face support until a medical clearance is provided.	COVID19 Officer
<b>Participants or household members who report that they have experienced close face to face contact with a person diagnosed with COVID19</b> for a period of greater than 15 minutes are to be directed to self-quarantine for a period of 14 Days and to seek urgent medical advice and testing. Employees are NOT to provide any Interchange IE face to face support until a medical clearance is provided.	COVID19 Officer
<b>Participants or household members who report that they have experienced casual contact with a person diagnosed with COVID19 within a confined space</b> for a period of greater than two hours are to be directed to self-quarantine for a period of 14 Days and to seek urgent medical advice and testing. Employees are NOT to provide any Interchange IE face to face support until a medical clearance is provided.	COVID19 Officer
<b>Participants or household members who report symptoms of COVID19</b> are to temporarily have supports suspended and must seek further advice from their GP or by calling the COVID19 hotline Ph 1800 020 080 to self-quarantine for a period of 14 Days and to seek urgent medical advice and testing. Employees are NOT to provide any Interchange IE face to face support until a medical clearance is provided.	COVID19 Officer
<b>Where employees, participants or household members have been diagnosed with COVID19</b> or exposed to the illness by way of Close Face to face contact or casual contact as defined in this procedure, <b>Contact Tracing must be commenced.</b>	COVID19 Officer /People & Culture
<b>A register of known participants or household members who have contracted or been exposed to COVID19 is to be maintained.</b>	People & Culture /COVID19 Officer
Where possible, all known contacts shall be informed of contact with an infected person, whether they are an Interchange employee, participant or family member.	COVID19 Officer
<b>Where contacts have experienced close or casual contact</b> as defined, they shall be advised that they are required to self-quarantine for a period of 14 days. Employees are NOT to undertake any Interchange IE work during their period of quarantine.	Manager/COVID19 Officer
<b>Conduct Contact Follow Up</b>	People & Culture/ Manager/COVID19 Officer
<b>Consult with affected participants/families regarding cancellation of any shift arrangements</b> when they are required to self-isolate or when recuperating from illness	Manager
<b>Where a participant or household member has been diagnosed with COVID19, extensive</b> cleaning protocols will be implemented including Personal Protective Equipment as required by staff	Manager/ Manager/COVID19 Officer
The Pandemic Working Group shall approve all communications to be sent to the workforce following positive identification of persons with COVID19	Pandemic Working Group