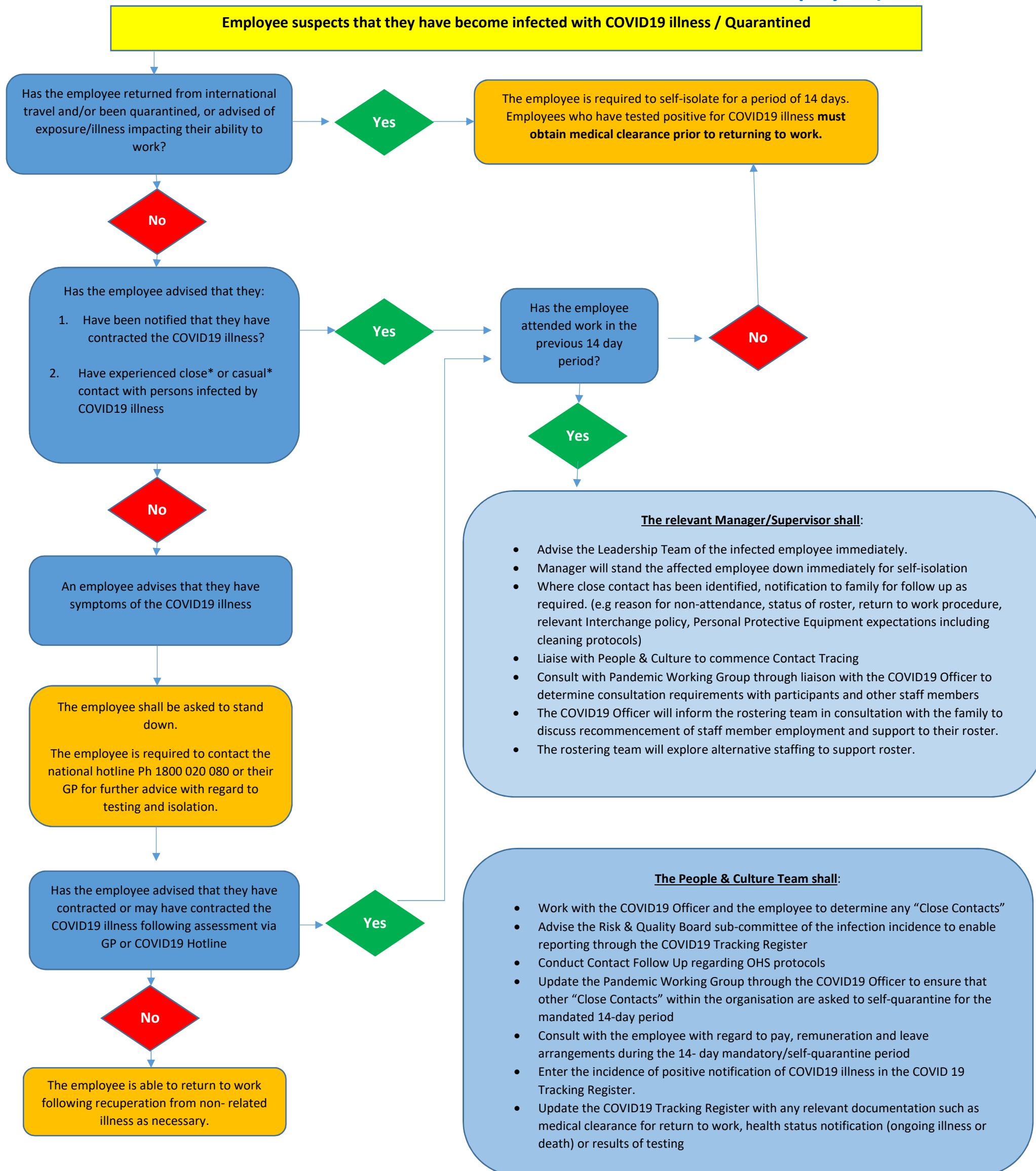


MANAGEMENT PROCESS – COVID19 CONTACT TRACING Employees)



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 Employees)

Action to be undertaken	Responsible Person
Employees, participants or household members who return from overseas travel are to be directed to self-quarantine for a period of 14 days	Manager/COVID19 Officer
Employees, participants or household members who report that they have been diagnosed with COVID19 are to be directed to self-quarantine for a period of 14 Days. Employees are NOT to undertake any Interchange IE work until a medical clearance is provided.	Manager/COVID19 Officer
Employee, participants or household members s who report that they have experienced close face to face contact with a person diagnosed with COVID19 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 undertake any Interchange IE work until a medical clearance is provided.	Manager/COVID19 Officer
Employees , participants or household members who report that they have experienced casual contact with a person diagnosed with COVID19 within a confined space 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 undertake any Interchange IE work until a medical clearance is provided.	Manager/COVID19 Officer
Employees who report symptoms of COVID19 are to be temporarily stood down and 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 undertake any Interchange IE work until a medical clearance is provided.	Manager/COVID19 Officer
Where employees, participants or household members have been diagnosed with COVID19 or exposed to the illness by way of Close Face to face contact or casual contact as defined in this procedure, Contact Tracing must be commenced .	Manager/COVID19 Officer /People & Culture
A register of known employees, participants or household members who have contracted or been exposed to COVID19 is to be maintained.	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.	Manager/COVID19 Officer
Where contacts have experienced close or casual contact 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
Conduct Contact Follow Up	People & Culture/ Manager/COVID19 Officer
Consult with affected employees with regard to remuneration and leave arrangements when required to self-isolate or when recuperating from illness	People & Culture / Manager
Where an employee has been diagnosed with COVID19 and has attended an Interchange IE office or home, extensive cleaning protocols will be implemented including Personal Protective Equipment as required	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