Manager Guide: Managing COVID-19 Cases and Exposures Guide. Issue Date 6 July 2022

Use self-assessment guide - has the person been confirmed to have COVID-19, or is displaying COVID-19 symptoms?

NO → If the person is unwell, but not with COVID-19 symptoms, direct them to go or stay home until they are well. No further action required.

▼ **YES**

Ask the employee and note:

- If you have symptoms, when did they start?

- Have you been confirmed to have COVID-19? If so, what type of test did you take (PCR or RAT) and when? When did you receive your result?

- If you have been in the same household or setting with a confirmed case during their infectious period: who, when, where and for how long?

- In the time since you were confirmed to have COVID-19; or in the 48 hours before your symptoms started (or you had a test if you do not have symptoms)

- Were you at work onsite - confirm worksite details, including zones if applicable.

- Who is your emergency contact and their details?

▼ **YES**

Advise the employee:

- If they are not yet confirmed to have COVID-19, they may need to get tested and self-isolate.

- The health authority will advise their period of isolation.

- To tell you of any test results for themselves.

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If the person is confirmed to have COVID-19 or is a close/household contact, report it using the **COVID-19 Incident Management** form in the Australia Post COVID-19 Safety Record.
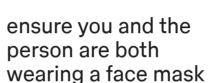
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APG has a range of support materials and FAQs available at https://ourpost.com.au/people-resources/corona-virus-updates. If you have further questions after reviewing this information, contact your safety partner.

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Follow up with employee to check on their welfare and obtain results of any COVID-19 test.

If the person notifies you whilst at work, take the following precautions:

ensure you and the person are both wearing a face mask

maintain 1.5m distance

ensure the person leaves site quickly and avoids others (collect belongings for them if necessary). Ensure they can return home or travel to a testing site safely eg not via public transport

conduct questioning via telephone

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