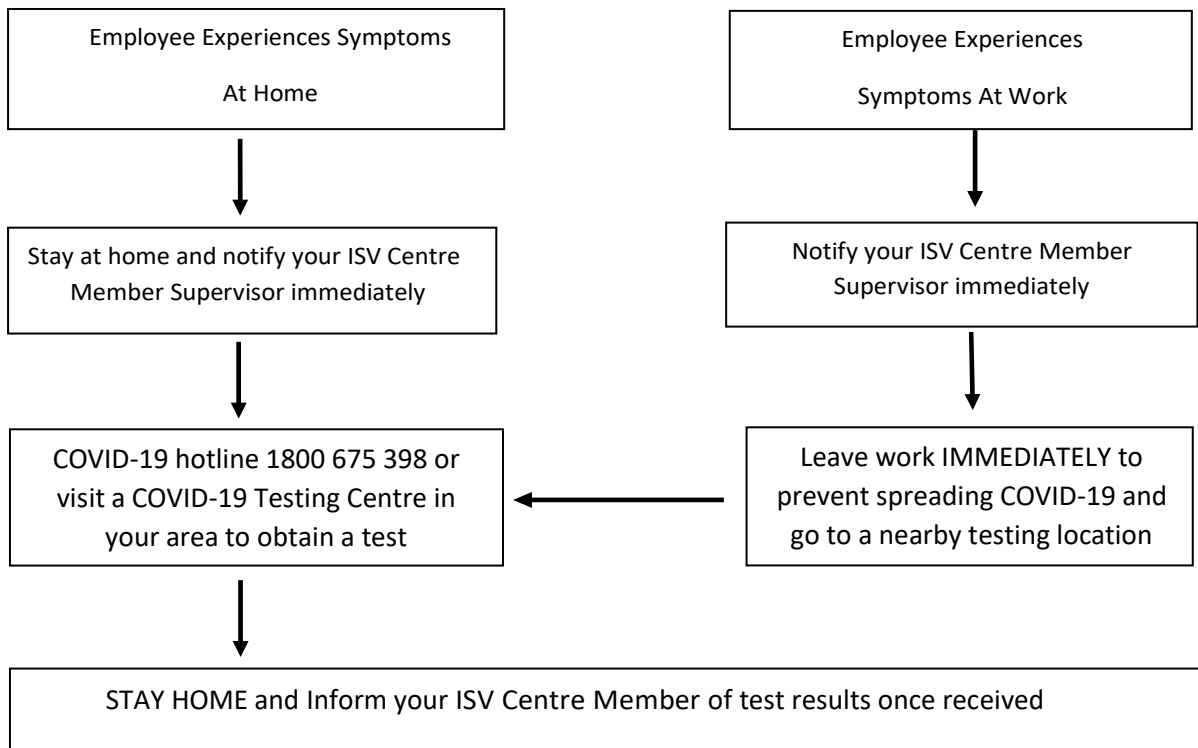




COVID-19 SYMPTOM AND POSITIVE EMPLOYEE TEST REPORTING FLOWCHART

What to do if you are experiencing any of the known COVID-19 symptoms but have not been diagnosed?



NEGATIVE

Negative COVID- 19 test result.
 Provide a copy of the COVID-19 negative result notification via text or email to your ISV Centre Member Supervisor. Await their instructions on when to return to work. If you are still unwell due to another cause, stay home until you feel fit to return back to work as per normal sick day protocol – medical certificate may be requested to return back to site.

POSITIVE

Positive COVID-19 test result
 Follow guidelines set by DHHS and your medical practitioner inclusive of self-isolation to minimise the spread of this virus. Please contact your ISV Centre Member Supervisor who will be reporting this incident immediately to WorkSafe Victoria (we must now report all positive cases) and anyone you have been in contact with. Your health and well-being is our highest priority so please follow medical advice.

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COVID-19 Notification Procedure	Janet Finn	V1.0	Monthly	Janet Finn, 22/11/2020



COVID-19 SYMPTOM AND POSITIVE EMPLOYEE TEST REPORTING FLOWCHART

What to do if you have been identified as having direct contact with someone diagnosed with COVID-19?

Employee is informed of possible contact with COVID-19 through the Department of Health and Human Services (DHHS) or other reporting body or ISV Centre Member.

WORKING AT EMPLOYER

Employee must notify ISV Centre Member (they will initiate the COVID-19 Safe Plan Emergency Process – Immediately)

Follow ISV Centre Member instructions via SAFE PLAN and leave work immediately (if equipment or goods has been shared or used – leave or isolate for deep cleaning).

Employee to contact COVID-19 hotline (1800 675 398) and follow required procedures including self-isolation or seek testing if presenting symptoms. immediately

WHILST AT HOME

Employee to notify ISV Centre Member immediately who in turn will seek advice from DHHS / WorkSafe

Employee to contact COVID-19 hotline (1800 675 398) and follow required procedures. Including mandatory 14-day self-isolation.

Employee to complete the minimum 14-day mandatory self-isolation and contact ISV Centre Member when period is completed or provide with a copy of their COVID-19 Negative test result prior to seek your return to work.

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YG / GZ COVID-19 Notification Procedure	Janet Finn	V1.0	Monthly	Janet Finn, 08/11/2020