COVID-19 Notification Procedures

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1. Governing Policy

Work Health and Safety Policy

Work Health and Safety Management System

2. Purpose

a. These procedures have been updated to reflect the changing situation of COVID-19 in Australia in 2022 and the processes that apply during this time when there is medium to high transmission in the community and the changes reflected in Government requirements.

b. These procedures outline the University’s approach to managing the notification of a confirmed positive case or close contact of COVID-19.

3. Scope

These procedures apply to:

a. all University premises and sites
b. all staff and students.

4. Definitions

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<tr>
<th>COVID-19</th>
<th>COVID-19 is the disease caused by the SARS-CoV-2 virus.</th>
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<tr>
<td>Department of Health</td>
<td>The government agency responsible for managing health. This includes SA Health, NT Health and the equivalent departments in each jurisdiction.</td>
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Notifiable conditions | A disease or medical condition which presents a serious threat to the community, as defined by the South Australian Public Health Act 2011 & WHS Act 2012 or equivalent in each State or Territory.

5. Notification, Testing and Isolation

a. Staff and students who test positive for COVID-19, regardless if by PCR or a Rapid Antigen Test, must follow all notification, testing and isolation requirements as specified by the relevant Department of Health in each State or Territory.

b. Staff and students who test positive for COVID-19 and who were on University premises or sites during their infectious period (this includes the two days prior to testing positive and/or symptoms developing) must notify the University via the WHS Unit (whs@flinders.edu.au) in addition to informing their supervisor / Course Coordinator.

c. Upon notification the WHS Unit will seek to gather information from the person who tested positive themselves, but may also need to gather information from their supervisor / Topic Coordinators, in order to determine if there are any close contacts, cleaning or other actions required.

d. Information sought will seek to identify:
   i. work area, or if a student, course/topic(s) and building location(s)
   ii. last time the person was on a University site
   iii. when they tested positive, if they were indoors, wearing a mask and/or if social distancing
   iv. people they have been in contact with e.g. staff in office area or meeting room
   v. where relevant, attendance lists. If exam or event this may include seating locations
   vi. if at a placement, location and details of attendees
   vii. possible source of infection, only if that is identified by the person who tested positive.

e. The WHS Unit will implement any necessary notifications and/or cleaning.

f. Staff and Students who have been identified as a close contact of a positive COVID-19 case (either by the University or other external source) must notify the University by completing the online Staff and Student Close Contact Form.

6. Reporting and Notification

6.1. Reported to the University

Where a COVID-19 infection has been reported to the University and can be reliably identified and attributed to a University workplace exposure, the WHS Unit will enter an incident record into FlinSafe.

6.2. Notified by Department of Health

a. The Department of Health no longer routinely notifies the University of COVID-19 cases. However, in the event that it does (such as when a cluster is suspected) then such reports should be made via the Associate Director, WHS (or nominee) who will notify the University Critical Incident Management Team as per the Critical Incident Management Procedures.

b. Notification from the Department of Health will usually involve a series of instructions to the University of required actions. This can differ case by case and the University should be prepared to provide information on request in line with that specified in s.5.d. above.

c. The WHS Unit will normally be the liaison point unless the Department of Health has specified they need to liaise directly with others in the University e.g. Health & Counselling, Director, Flinders Living or other.

d. The Department of Health will specify if additional actions are required, such as:
   i. isolating requirements of other person(s)
ii. cleaning of a facility / building
iii. communication to those who may be impacted and what that communication should include.

6.3. Notification to Other Regulators

a. Notification to the regulator Safe Work SA or NTWorkSafe (or equivalent) is required if a case of COVID-19 virus:
   i. can be reliably attributed to a workplace exposure, and either
   ii. the person is required to have treatment as an in-patient in hospital, or
   iii. the person dies.

b. Workers who contract COVID-19 that can reliably be attributed to have occurred in the course of their work may be eligible to submit a workers’ compensation claim.

7. Confidentiality

a. A person with a notifiable condition is entitled to confidentially and a workplace / study environment free from discrimination.

b. Confidentiality will be respected, and names and details will only be exchanged as required to provide sufficient information to assist in case information, tracking of contacts or to identify areas of action such as cleaning.

8. Register

a. The WHS Unit will keep a register of all known confirmed COVID-19 cases.

b. This register will be kept confidential and will only be used for close contact tracing, Workers Compensation, notification to a regulator such as Safe Work SA or Department of Health or other management needs.

9. Cleaning of areas

If a positive COVID-19 case is identified as being on a University premises or site within the last 72 hours, then the area can request additional general cleaning services that can be arranged via Service One or equivalent (personal details of the case are not required).

Note: the cleaning protocol may range from routine cleaning through to a high touch point clean of a location. This will be determined on a case by case basis, on information provided specific to the area and if further cleaning is requested by the Department Health.

10. Support

Support is available to staff and students as follows:

- Staff can access an EAP provider
- Students can seek support through the University Health, Counselling and Disability Services.
11. Responsibilities

**College Deans / Portfolio Directors**

Ensure:
- a. they and their staff are following any restrictions required by the Australian Government or relevant State or Territory Departments of Health
- b. staff and students that are not well or have any COVID-19 related symptoms are instructed not to attend the University premises or site, and if they become unwell while on site will be sent home, and informed to follow testing requirements of the Department of Health in the relevant State or Territory
- c. if notified that a staff member or student was a confirmed case of COVID-19 when they have attended a University site, they are to notify the WHS Unit if the case was on site within 72 hrs of infectious period arrange for a clean of the area.

**Staff members, students**

- a. Not attend work or study if unwell or have any COVID-19 related symptoms.
- b. If tested positive for COVID-19 or a close contact of a positive COVID-19 case, follow any notification, testing, isolation or other requirements specified by the Department of Health.
- c. Notify their supervisor or Course Coordinator and the WHS Unit if they test positive to COVID-19 and were on University premises or sites during their infectious period (this includes the two days prior to testing positive and/or symptoms developing).

12. Related legislation and guidelines

- Government of South Australia – SA Health – COVID-19
- Northern Territory Government – COVID-19
- Work Health and Safety Act 2012 (SA)
- Work Health and Safety Regulations 2012 (SA)

Note: equivalent legislation applies in each Australian State and Territory.

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<tr>
<th>Approval Authority</th>
<th>Vice-President (Corporate Services)</th>
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<tr>
<td>Responsible Officer</td>
<td>Director, People and Culture</td>
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<tr>
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<td>26 March 2020</td>
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* Unless otherwise indicated, this procedure will still apply beyond the review date.

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