

COVID-19 Notification Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

These procedures outline the University's approach to managing the notification of a suspected or confirmed case of COVID-19.

3. Scope

These procedures apply to:

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

4. Definitions

Notifiable condition	a disease or medical condition which presents a serious threat to the community.
COVID-19	Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases. COVID-19 is the disease caused by a new coronavirus.

5. Notification of a suspected or confirmed case of COVID-19

COVID-19 is a notifiable disease or condition. If the University is notified that a staff member, student or other person on a University premises or site has a suspected or confirmed case of COVID-19 it will act in accordance with the following procedures:

5.1. Notified by Department of Health

- a. The Associate Director, Work Health and Safety (WHS) (or nominee) is the University's contact for notifiable conditions.
- b. Upon notification from a Department of Health (South Australian, Northern Territory or other state or territory equivalent) of any confirmed case(s) of COVID-19, the Associate Director, WHS will inform the Critical Incident Management Team as per the Critical Incident Alert Matrix. Notification from the Department of Health will usually involve a series of instructions to the University of required actions. This can vary case by case.
- c. The University should be prepared to provide the following information on request:
 - i. work area or, if a student, course / topic(s) and building location(s)
 - ii. last time the person was on University premises or site(s)
 - iii. number of people likely to have been in contact e.g. number of staff in office area and type of contact (i.e. casual or close)
 - iv. lectures / tutorials enrolment lists (if an exam, may include seating locations) and length of time these ran
 - v. events or placement locations
 - vi. if they were symptomatic at the time when attending site.
- d. This information is to be provided to the Associate Director, WHS (or nominee), unless the relevant Department of Health specifies an alternative University contact(s) e.g. Health, Counselling and Disability, Director, Flinders Living, Flinders NT representative.
- e. The relevant Department of Health will also specify if additional actions are required, such as:
 - i. isolating requirements of other person(s)
 - ii. closing a facility / building
 - iii. cleaning of a facility / building
 - iv. communication to those who may be impacted and what that communication should include.

5.2. Notified by staff member, student or other person on University premises/site

- a. If a College / Portfolio area is notified that a staff member, student or other person on University premises or site has a suspected or confirmed case of COVID-19 then the area must notify the WHS Unit and the relevant Dean / Director of the area as soon as practicable.
- b. The Associate Director, WHS will contact the relevant Department of Health to confirm where possible the status and any actions required by the University.
- c. The WHS Unit will gather any requested information from the relevant area(s) of the University.
- d. The Associate Director, WHS will notify the Critical Incident Management Team as per the Critical Incident Alert Matrix and relevant College / Portfolio management.
- e. The WHS Unit will seek advice from the relevant Department of Health regarding any further action required, including:
 - i. isolating requirements of other person(s)
 - ii. closing a facility / building
 - iii. cleaning of a facility / building

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- iv. communication to those who may be impacted and what that communication should include.

6. Contact tracing / management

- a. The relevant Department of Health will attempt to carry out contact tracing and management for all confirmed COVID-19 cases and any individuals they deem as having had [close contact](#). This information may be supplied by the individual or by the University (particularly in the case the individual is unwell).
- b. The following information will be required:
 - i. work area, or if a student, course/ topic(s) and building location(s)
 - ii. last time the person was on University site
 - iii. number of people likely to have been in contact e.g. number of staff in office area and type of contact (i.e. casual or close)
 - iv. lectures / tutorials enrolment lists (if an exam that may include seating locations) and length of time these ran
 - v. event or placement locations
 - vi. if they were symptomatic at the time when attending site.

7. Confidentiality

- a. A person with a notifiable condition is entitled to confidentiality 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 a Department of Health and to assist in case information, tracking of contacts or to identify areas of action.

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 to track potential Workers Compensation or other management needs.

9. Cleaning of areas

- a. Cleaning protocols for a person self-isolating and non-symptomatic only requires normal cleaning processes.
- b. If a symptomatic case is identified as being on a University premises or site, then the area will request additional cleaning services that can be arranged via ServiceOne or equivalent (personal details of the case are not required).
- c. Cleaning for a confirmed case will be on advice from the relevant Department of Health and communicated to the WHS Unit who will work with Property, Facilities and Development and/or the local area to ensure the clean is conducted as advised.

Note: the cleaning protocol may range from routine cleaning through to a shut down and a full deep clean of a building. This will be determined on a case by case basis on information provided by the relevant 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 a Department of Health, including self-isolation requirements b. staff and students that are not well are sent home and recommended to seek medical advice c. if notified that a staff or student has a confirmed case of COVID-19, notify the WHS Unit.
Workers, students,	d. Not attend work or study if unwell. e. Follow any restrictions or self-isolation requirements specified by the Australian Government or a Department of Health.

12. Related legislation and guidelines

[Disability Discrimination Act 1992](#)

[Section 48 - infectious diseases](#)

[Medical practitioner - notifiable conditions](#)

[South Australian Public Health Act 2011](#)

[South Australian Public Health \(Notifiable and Controlled Notifiable Conditions\) Regulations 2012](#)

[SA Health - communicable disease control branch](#)

[Work Health and Safety Act 2012 \(SA\)](#)

[Work Health and Safety Regulations 2012 \(SA\)](#)

[Work Health and Safety Act 2011](#)

[Work Health and Safety \(National Uniform Legislation\) Regulations 2011](#)

[Australian Work Health and Safety Strategy-2012-2022](#)

[Northern Territory Public and Environmental Health Act 2011](#)

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

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*** Unless otherwise indicated, this procedure will still apply beyond the review date.**

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