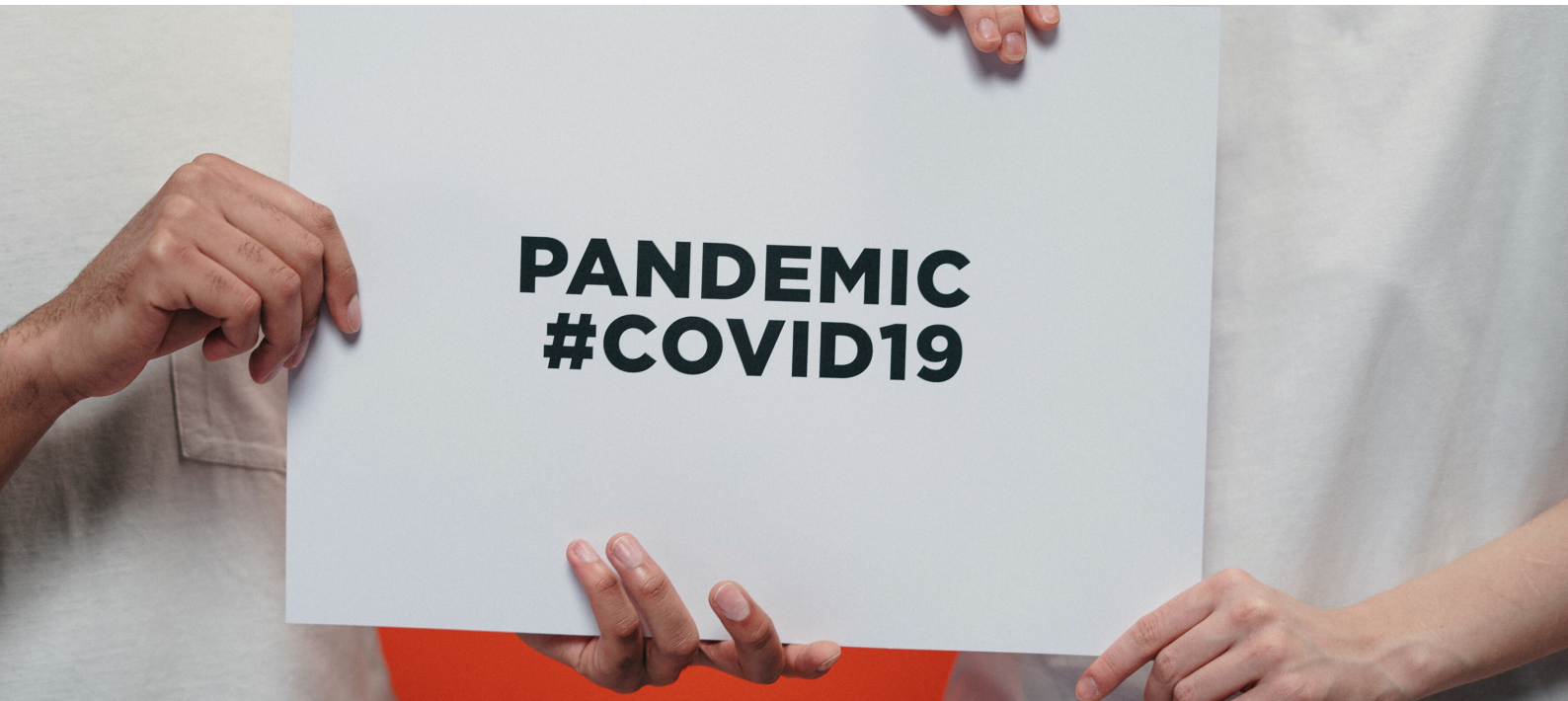




## COVID-19 IN MY BUSINESS?



### NAVIGATING A CASE OF CORONAVIRUS (COVID-19) IN THE WORKPLACE

While you may have put in place every cleaning, hygiene and social distancing measure possible, you get the call no employer wants... an employee has tested positive for COVID-19. You naturally panic, now what do you do? The truth is, the better prepared you are prior to the event, the quicker you can respond. This scenario must be an essential element of your COVIDSafe plan.

The reality is, you will be contacted by the Department of Health for your State and asked for a number of documents, registers and specific information. They may enforce immediate measures on your workplace such as shutdowns and mandatory virus testing, etc. You must cooperate with their directions and requests for information.

We suggest you have the following information readily available (24 hours a day):

- The contact information of all employees - now might be a good time to make sure that you have all your employees' up to date information
- A contact-tracing questionnaire, that can quickly and effectively identify close contacts of a positive case within the workplace - Ensure you correctly understand the definition of a close contact . You should run through this questionnaire with the affected person as soon as possible following notification.
- A pre-prepared script for contacting a close contact of a positive case - it is essential that you maintain absolute privacy of the employee who has the virus
- A Floor Plan that shows the workspace of each employee
- A record of all visitors and contractors to the workplace Attendance records of who is on site each day and for how long Cleaning and hygiene records Contact information for a cleaning contractor who can complete a pandemic clean - this should be arranged as soon as possible following the notification of a positive case
- A communications and action plan - consider the following:
  - Do you have a key point of contact if there is a positive coronavirus case? Ensure all managers and employees know who this is
  - Who needs to be notified ( internally) immediately if there is a positive case? Consider having a response team
  - Who will liaise with the affected employee and close contacts?
  - How will you communicate with your employees? Consider things like a workplace shut down or the need for mandatory testing; how will you ensure all employees get the message?
  - Who will take the lead on this?



- Does your workplace have a union? If so, what is the plan to notify them of a positive case?
- Who will liaise with the affected employees on an ongoing basis?
- Who will be the key point of contact for liaising with the Department of Health?
- How will you communicate and reassure your employees when it is safe to return to the workplace?
- Do you want to release a media statement if you have a positive case? - Keep in mind the department of health releases the name of impacted workplaces





While the thought of an employee testing positive to COVID-19, and subsequent ramifications for your business, is somewhat terrifying, the reality is, as we see daily in the media, that it is happening and will continue to happen into the foreseeable future.

Get prepared so that you can act quickly if this happens in your workplace. The better prepared you are, the less likely your business will be shut down for an extended period

For any help navigating this landscape or general HR advice, please book a [complimentary Discovery Session](#) with one of our Experts

