

Directions for staff phone contact after notification of a positive test result

Calculating the Infectious Period

This table provides additional information on how to calculate the period of time that a case has been infectious. It is extremely important that this is done accurately. Please double check with a supervisor or another colleague.

Determine the following dates:

What date did the confirmed COVID-19 case first develop symptoms?	/ /
Two days before symptoms first started	/ /
What date was the test for the positive COVID-19 case?	/ /
Two days before test was done	/ /
What is the earliest of the above dates? (This is the first date of the infectious period)	/ /

Documentation

- The completed calculation of infectious period
- a copy of current working roster which is your roster that shows who was actually on shift
- Your staff allocation sheets unless your working roster shows allocation of staff to wings/areas
- Current staff list

Please email all 4 completed documents to myself and Simone and please include in email exactly where the positive test is located e.g., resident A Room 6 Elizabeth Court, staff S. Claus tested positive in 26th December and worked 0630 – 1500 on 25th December in Elizabeth Court (or shifts that fit in with the calculated infectious period

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Contact tracing

1. Complete the flowchart for yourself to assess your level of exposure
2. Then your CN and AA
3. Then you must complete flow charts for all staff currently on the premises when notified of positive test result
4. Follow the actions as laid out in the flow chart for each staff member
5. Complete resident full assessment for all residents
6. Then staff who are coming on for the next shift – so if you are notified Saturday 10 am you must complete flow chart and actions for all staff on the premises and all staff coming on to a late shift and night duty

7. HR and CG will liaise with you and will allocate staff to assist with to contact tracing staff not on the premises