

# COVID-19 Log sheet



Western Health

COVID - 19

Be Safe -- Be Smart -- Be Kind

## What is the COVID-19 Log sheet?

The COVID-19 log sheet (see copy in Appendix 1) is used to record all staff and visitors who enter a patient space (room or bay), when the patient is suspected or confirmed to have COVID-19.

## Which patients should the COVID-19 Log sheet be used with?

The COVID-19 Log sheet should be used for ALL patients suspected or confirmed to have COVID-19. The COVID-19 Log sheet should be used until the patient is cleared.

## Why do we use a COVID-19 Log sheet?

The Department of Health and Human Services require Western Health to maintain and retain a log of staff who care for patients with suspected or confirmed COVID-19. The log can be used if required to support contact tracing processes.

## Where do I access the COVID-19 Log sheet from?

The Western Health COVID-19 Log sheet has recently been updated and is available for download from the Western Health Forms database (form ID number WHAD24.2)  
<http://teams.wh.org.au/div/MedicalRecords/forms/Lists/Medical%20Records%20Forms/Form%20Category.aspx>.

## Where should I put the COVID-19 Log sheet?

The COVID-19 Log sheet should be located on the outside of the patient room or space. The location of the log should make it easy for staff to locate and record their details. Completed log sheets should be filed in the patient's medical record to enable scanning in to Bossnet.

## Reference

Department of Health and Human Services. (2020). *Minimising the risk of COVID-19 transmission through healthcare worker movement. COVID-19 update 15 April 2020*. Retrieved from:  
<https://www.dhhs.vic.gov.au/health-services-and-general-practitioners-coronavirus-disease-covid-19>

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## Appendix 1 COVID-19 Log sheet

Western Health  
COVID-19 Log sheet

Footscray Hospital       Williamstown Hospital  
 Sunshine Hospital       Sunbury Day Hospital

PATIENT IDENTIFICATION LABEL

Please record ALL staff and visitors who enter this patient space. This process is required for all patients with suspected or confirmed COVID-19.

	Date	First name	Surname	Mobile contact number	Time in	Time out
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
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20						
21						
22						

WHAD24.2

COVID-19 Log sheet

WHAD24.2

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