

Contact with public exposure sites – guidance for staff and managers

Updated 11 August 2021



Western Health

COVID - 19

Be Safe – Be Smart – Be Kind

Staff contact with Department of Health declared public exposure sites

The health of our community, patients, support persons, carers, visitors, contactors and staff is our biggest priority during the outbreak of COVID-19. We have put in place a number of measures to keep our community safe while supporting the provision of the highest level of care.

The current COVID-19 situation is rapidly evolving and the status of public exposure sites is regularly changing. Therefore staff should continue to regularly monitor the list of public exposure sites [here](#).

It is important that staff who have visited a Department of Health declared public exposure site are identified and managed as quickly as possible, to minimize any risk of COVID-19 transmission and to facilitate prompt return to work.

What should staff do if they have visited a Department of Health declared public exposure site?

In the first instance, staff should follow the Department of Health directives found [here](#) which correspond to the public exposure site Tier (i.e. Tier 1, Tier 2 or Tier 3). Guidance relates to the staff member's responsibilities for COVID-19 testing and isolation.

Staff should then refer to the table below to direct who they notify at Western Health. This will include their manager, but may also include the Western Health COVID-19 Staff Enquiries team. In general:

- **Managers:** will play an active role in managing a staff member's return to work following primary close contact exposures to Tier 1 & 2 public exposure sites. This helps to facilitate timely return to work.
- **COVID-19 Staff Enquiries:** will play a more active role in providing furlough guidance for *Tier 1* and *high risk Tier 2* public exposure sites. They will also manage *secondary close contact exposures* of Tier 1 & 2 public exposure sites.

How are public exposure site exposures managed at Western Health?

Depending on the perceived level of risk, Western Health's guidance relating to an exposure to a public exposure site may be consistent with Department of Health guidance, or may be more conservative. When Western Health guidance is more conservative, the **COVID-19 Staff Enquiries** will facilitate clearance to return to work on site.

Advice for staff who have attended an exposure site		
	Responsibility	
	Staff Member	Manager
Tier 1 Exposure OR Primary close Contact	<ul style="list-style-type: none"> Inform your manager Do not attend work on site Get tested Furlough for 14 days Contact Department of Health for quarantine requirements – 1300 651 160 Contact the Staff Enquiries Helpdesk for WH furlough requirements - whscovid-19staffclinicenquiries@wh.org.au <p>Exceptions include:</p> <ul style="list-style-type: none"> If your exposure is related to <i>an exposure while at work on a WH site</i>, please contact Infection Prevention 	<ul style="list-style-type: none"> Provide support to the staff member throughout furlough period Sight the staff member's Department of Health Clearance certificate and then authorise the staff member returns to work <p>Exceptions include:</p> <ul style="list-style-type: none"> If WH has imposed a staff member's furlough from work (eg. WH's furlough requirements are more conservative than the Department of Health), the staff Enquiries Helpdesk will authorise return to work
Tier 2 Exposure	<ul style="list-style-type: none"> Inform your manager Do not attend work on site Get Tested Forward your negative test results to your manager who may authorise your return to work <p>Exceptions include:</p> <ul style="list-style-type: none"> Exposures related to schools Exposures related to any apartment buildings Exposures related to designated sites of concern: CS Square Shopping Centre <p>In these instances, staff must contact the Staff Enquiries Helpdesk for authorisation to return to work - whscovid-19staffclinicenquiries@wh.org.au</p> <ul style="list-style-type: none"> ❖ Please check exposure sites regularly. Be aware that exposure sites may change from Tier 2 to Tier 1 ❖ Please monitor symptoms and get tested with the mildest of symptoms 	<ul style="list-style-type: none"> Be aware of and guide staff on exceptions to Tier 2 exposures (<i>outlined opposite</i>) Sight the staff member's negative result and then authorise the staff member's returns to work <p>Note:</p> <ul style="list-style-type: none"> Where exceptions apply, authorisation to return to work must be sought from the Staff Enquiries Helpdesk
Advice for staff where a household member is identified as having attended an exposure site		
Tier 1 Exposure OR Primary Close Contact	<p>Contact the Staff Helpdesk fro advice specific to your situation - whscovid-19staffclinicenquiries@wh.org.au</p>	