

Daily Staff Attestation & Attendance Log QRG

Updated 25 August 2021



Western Health

COVID - 19

Be Safe -- Be Smart -- Be Kind

Western Health Staff, Student and Contractor COVID-19 Daily Symptom Checks & Attendance Log

All Western Health staff must complete COVID-19 symptom self-screening to attest that they are well prior to commencing each shift. If travelling between campuses during a shift is unavoidable, Western Health staff must complete COVID-19 symptom self-screening prior to entry into each separate campus. This process is intended to minimize the risk of COVID-19 transmission by reinforcing the message to staff to stay at home if they have signs of ill health. The information provided may also be used for the purposes of contact tracing should it be required.

Attendance must also be recorded every day for all staff attending the work premises for 15 minutes or longer. For the purpose of this guidance document, students and contractors are referred to as 'staff'. This document provides guidance for staff to undertake COVID-19 daily symptom checks and attendance logs.

Western Health is closely monitoring developments regarding COVID-19. Advice from the Department of Health (DH) Victoria is being continuously updated so may change rapidly or new directives may apply in the future.

Who should read this?

This factsheet applies to all staff, students and contractors who work at Western Health.

Components of COVID-19 Daily Symptom Checks

It is a requirement of the DH & Western Health that all staff members complete a **COVID-19 Daily Symptom Check** prior to the commencement of each shift and prior to entry into each separate campus where moving between campuses is unavoidable. This symptom check involves questions related to COVID-19 symptoms and risk factors to determine if a staff member should attend work or stay at home and get tested for COVID-19.

Staff are prohibited from working at **OR** entering a hospital in Victoria if they:

- Have tested positive for COVID-19; or
- Are awaiting COVID-19 test results; or
- Have returned to Australia from overseas in the last 14 days; or
- [Have been released from hotel quarantine in the past 14 days - UNLESS they have produced a negative COVID-19 result at least 7 days after leaving hotel quarantine](#) ; or

- Have returned to Victoria from a DH designated **red zone** or **orange zone** within the last 14 days; or
- Have been identified as a **primary** close contact¹ or **secondary** close contact² of someone who has COVID-19 within the last 14 days (without using the recommended infection prevention precautions and personal protective equipment); or
- Have visited a DH listed case exposure or outbreak site (please refer to link here³) within the last 14 days; or
- Have worked in or volunteered at a hotel quarantine site and/ or other port of entry in the last 14 days; or
- Have a temperature higher than 37.5°C OR chills; or
- Have symptoms of a cold or a cough such as:
 - breathing difficulties such as breathlessness
 - cough
 - sore throat
 - runny nose
 - fatigue or tiredness
 - loss of taste or smell; or
- Have symptoms which could be consistent with COVID-19 including:
 - Headache
 - muscle aches
 - stuffy nose
 - nausea
 - vomiting
 - diarrhoea

^{1,2} For definitions of a primary close contact and secondary close contact please refer to the Department of Health Case and contact management guidelines for health services and GPs <https://www.dhhs.vic.gov.au/assessment-and-testing-criteria-coronavirus-covid-19>

³WH listed case exposure & outbreak sites are listed here <http://inside.wh.org.au/departmentsandservices/CorporateGovernance/Pages/COVID.aspx>

Why complete a daily symptom check?

The process of daily symptom checks is intended to minimize the risk of COVID-19 transmission within the healthcare setting by reinforcing the message to staff to stay at home if they have any signs of ill health. This is particularly critical for healthcare workers as they provide care to patients and clients who are more vulnerable during the pandemic. Records of daily symptom checks may also assist contact tracing in the event of an active outbreak. This process is a requirement of the DH which commenced on 4 September.

Requirements & Components of Daily Attendance Log

It is a requirement of the DH and Work Safe that daily attendance logs are completed by staff every day, for all shifts where staff are working on site at any Western Health facility for greater than 15 minutes.

The Daily Attendance log includes the following components:

- Shift Start time
- Usual Shift Finish Time
- Hospital Site/Building
 - Select Primary Work Area only

This process is a requirement outlined by the Public Health Commander under the Public Health and Wellbeing Act 2008 (Vic). For further detail please see the Daily Symptom Check & Attendance Log FAQ on the microsite.

How do I complete the daily symptom check & daily attendance log?

The daily symptom check & attendance log is available for staff to access online and on paper.

Electronic Survey: The electronic (or online) survey is the preferred way for staff to complete their daily symptom check. This can be accessed:

1. By scanning this unique Western Health QR code using a smart device.
This code will take you directly to the survey



2. By entering this web address:
<https://tinyurl.com/WHstaffcheck> on a smartphone/tablet or computer

Paper Survey: A paper based survey is available for staff who do not have access to a smartphone/tablet or computer. Separate paper based forms for Symptom Check and Attendance Log are available via the WH COVID-19 Microsite. Talk to your manager about storage of completed forms.

When do I complete the daily symptom check & attendance log?

Symptom checks should be completed **PRIOR** to arriving at work. This is to ensure staff stay home & seek COVID-19 testing if unwell. Where travelling between campuses during a shift is unavoidable, Western Health staff must complete the symptom check **PRIOR** to entry into each separate campus.

If the survey cannot be completed prior to work, staff should complete the survey as soon as possible on arrival to the workplace.

Attendance logs only require completion if staff members are deemed eligible to be on site based on their responses to the Symptom Check questions.

Where do I find more information about the daily symptom check & attendance log?

Please refer to the document **FAQ Daily Staff Symptom Check & Attendance Log** available on the Microsite.

Data Storage & Access

DH require daily symptom check data to be stored for a minimum of 6 weeks. This will occur via:

- **Electronic Surveys:** Automatic upload to report dashboard for access by managers, the contact tracing team or for reporting to DH as required.
- **Paper based questionnaires:** Symptom check data will be stored by managers for 6 weeks for access by the contact tracing team or for reporting to DH as required. Attendance logs will be stored by managers for 28 days.

Immediate management of symptomatic staff

Staff with any of the above COVID-19 symptoms are defined as a COVID-19 suspected case and should:

- Not work.
- Seek appropriate medical care.
- Immediately notify their manager.
- Present to the Respiratory Assessment Clinic at Sunshine Hospital (or other testing facility) for COVID-19 testing.
- Self-isolate, and remain in isolation until they have been notified of the COVID-19 test result and the appropriate course of action is subsequently determined. Staff who are not able to self-isolate within their usual accommodation may be eligible for Hotels for Heroes. Further information about Hotels for Heroes is available on the COVID-19 microsite at [Hotel for Heroes](#)
- Follow the DH guidance for COVID-19 symptoms and risks available via this link <https://www.coronavirus.vic.gov.au/symptoms-and-risks>.

The staff member's manager should:

- Ensure that the staff member is self-isolating and has testing arranged.
- If the staff member is symptomatic while at work, the manager shall support the staff member to remove themselves from the workplace immediately with the least possible risk of transmission to others. This may include the following:

- they should avoid public transport and return home immediately without detour
 - if possible, they should take a private car
 - if they are not driving, they should sit in the rear seat
 - they should minimise contact with any other persons and should practise strict physical distancing.
- Ensure the staff member has the appropriate information. Inform them that they must remain in isolation until they have been notified of the test result and they must **not** attend work during this time.
 - Offer the staff member in isolation regular welfare phone calls throughout the period of quarantine, and work with them to ensure their needs are met.
 - Consider whether the member of staff shares a house with other healthcare workers or older or vulnerable people. In these circumstances it may be preferable for the case to isolate in another location to reduce the risk of transmission. Staff may be eligible for Hotels for Heroes. Further information about Hotels for Heroes is available on the COVID-19 microsite at [Hotel for Heroes](#)).
 - If the healthcare worker was tested for COVID-19 within our health service and returns a positive result, ensure that the doctor requesting the test has notified the DH of the confirmed case (notifications should be directed to [1300 651 160](tel:1300651160)).
 - Instruct any healthcare worker diagnosed with COVID-19 to remain in self-isolation until cleared by the DH and encourage them to seek urgent medical attention if they become very unwell.

What must staff members do when they are at the hospital?

In addition to standard and infection control precautions staff members shall:

- Maintain physical distancing requirements, that is no physical contact, and keep a distance of at least 1.5 meters or two arm's length between themselves and others where practicable
- Avoid gatherings of more than two people (including patient, visitor, support person and staff), when physical distancing principles cannot be maintained
- Limit the number of personal items brought into Western Health sites from home
- Use a tissue and cover their mouth when they cough or sneeze, or cough or sneeze in to their elbow. Tissues must be discarded in general waste bins provided throughout Western Health
- Have an up to date influenza vaccination. All staff who decline to have the influenza vaccination must complete a Influenza Immunisation declaration form. <https://docs.google.com/forms/d/e/1FAIpQLScVYHofx11V84NKh7Ova8DBem7Mjetmb7K06HikVz-IJnOm3g/viewform>

Who can staff members contact for further advice?

Western Health staff can seek COVID-19 advice from the Western Health COVID-19 Helpdesk. The Helpdesk is staffed 8:00 – 16:30 Monday to Sunday and can be accessed either via switch [8345 6666](tel:83456666) (ask to be put through to the COVID Helpdesk for Healthcare Workers) or via email whscovid-19staffclinicenquiries@wh.org.au.

Where can I find out more information?

For Victorian updates to the current incident, go to: <https://www.dhhs.vic.gov.au/coronavirus>

For national updates: <https://www.health.gov.au/news/latest-information-about-novel-coronavirus>

For international updates: <https://www.who.int/westernpacific/emergencies/covid-19>

WHO resources: <https://www.who.int/health-topics/coronavirus>

References

This document is based on the following DHHS guidance documents:

Department of Health and Human Services. (2020) *Coronavirus (COVID-19) Restricted hospital visitors – implementation guidance. Updated 17 April 2020*. Retrieved from: <https://www.dhhs.vic.gov.au/health-services-and-general-practitioners-coronavirus-disease-covid-19>

Department of Health and Human Services. (2020) *Influenza vaccination advice for residential aged care staff and visitors Updated 8 April 2020*. Retrieved from: <https://www.dhhs.vic.gov.au/aged-care-sector-coronavirus-disease-covid-19>

Department of Health and Human Services. (2020) *Coronavirus disease (COVID-19) - suspected case. What you need to know*. Retrieved from: <https://www.dhhs.vic.gov.au/novel-coronavirus-suspected-case-what-you-need-know>

Department of Health and Human Services. (2020) *Coronavirus: Case and contact management guidelines for health services and general practitioners – Version 21 -24 May 2020*. Retrieved from: <https://www.dhhs.vic.gov.au/coronavirus-case-and-contact-management-guidelines-health-services-and-general-practitioners>

Australian Government Department of Health. (2003). *Australian notifiable diseases case definitions – Appendices C and D*. Retrieved from <https://www1.health.gov.au/internet/main/publishing.nsf/Content/cda-surveil-ndss-casedefs-epilink.htm>

Department of Health and Human Services. (2020) *Protecting out healthcare and aged care workers – daily attestations*. Retrieved from: <https://dhhsvicgovausharepoint.com/sites/Covid-19-HealthSectorUpdate> (protected site)

Direction Deputy Public Health Commander in accordance with emergency powers arising from declared state of emergency. *Workplace Directions (No 6)*. Retrieved from: <https://www.dhhs.vic.gov.au/sites/default/files/documents/202009/Workplace%20Directions%20%28No%206%29%20-%20signed%2027%20September%202020.pdf>