

EMERGENCY ACTION PLAN

CASE MANAGEMENT

Purpose

This guidance is intended to assist clubs to respond in the event of a Suspected Case or Confirmed Case of COVID-19. It applies to all LSV staff, lifesaving club members, contractors, subcontractors and visitors.

Definitions

Close Contact	Someone who had greater than 15 minutes face-to-face, cumulative, or the sharing of a closed space for more than 2 hours, with a Confirmed Case during their Infectious Period.
Confirmed Case	A person who tests positive to coronavirus (COVID-19).
Infectious Period	For a Confirmed Case, this period commences 48 hours prior to onset of symptoms (or if asymptomatic, 48 hours prior to test date). People with a confirmed coronavirus (COVID-19) infection must stay in quarantine until they are no longer experiencing symptoms. Before they are released from quarantine, their doctor or specialist care team assesses they are no longer infectious. Once they are discharged, they have a follow up assessment by the medical team to make sure they remain well.
Symptoms of COVID-19	<p>The symptoms to watch out for are:</p> <ul style="list-style-type: none"> • Fever • Chills or sweats • Cough • Sore throat • Shortness of breath • Runny nose • Loss or change in sense of smell or taste <p>In certain circumstances, headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea many also be considered.</p>
Suspected Case	A Suspected Case is someone who has symptoms of coronavirus (COVID-19), who has been tested or is about to be tested but has not found out the results of the tests yet.

Initial response

If a club identifies a Suspected Case or a Confirmed Case, the club should:

1. Ask when the person first developed symptoms.
2. Based on their response, determine whether the person attended the club, had contact with club members or undertook an activity organised by the club during the infectious period.
3. If YES, complete the steps below.

Actions for Suspected Case or Confirmed Case

		Suspected or Confirmed Case ONSITE	Suspected or Confirmed Case OFFSITE
STEP 1: ISOLATE PERSON	(a) Advise the person (Confirmed Case or Suspected Case) to leave the club immediately and travel home or to a medical facility. If the person is able to leave immediately, ensure step 1 (c), (d) and (e) are carried out as soon as practical.	Y	N/A
	(b) If the person cannot leave the club: <ul style="list-style-type: none"> • Maintain physical distancing where possible. Isolate the person, provide a disposable surgical mask (if available) for the person to wear and explain the club's concern for their wellbeing and the safety of everyone else. • Check and explain: check on simple needs for comfort, e.g. chair, warmth; and explain it is a directive of the DHHS and state infection control that for all of our safety we will don PPE and come back to check on your needs. • Anyone in Close Contact to don PPE. 	Y	N/A
	(c) To support the above and next steps, contact your COVIDSafe Coordinator.		Y
	(d) Advise the person to get tested immediately – testing locations .		Y
	(e) Inform the person they may not attend the club until they have been advised they can leave isolation by health authorities. <ul style="list-style-type: none"> • Until they find out the results, there is a risk that they may have coronavirus (COVID-19) and could spread the virus to other people. • Advise them it is very important that they follow the recommendations in this DHHS Fact Sheet. 		Y

STEP 2: RECORD DETAILS	Liaise with the person to record details as per DHHS requirements in the Employer COVID-19 notification form . <i>(Note this is included in the DHHS document opened via the link)</i>	Y
STEP 3: INFORM DHHS & LSV	(a) Contact the DHHS hotline and follow advice of health officials: DHHS coronavirus hotline: 1800 675 398 (open 24/7) (b) Contact LSVComms (13 SURF) to log incident.	Y
STEP 4: DO IMMEDIATE 'QUARANTINE & CLEAN'	(a) Clean and disinfect the immediate area where the person has been and high touch points as per the COVIDSafe Cleaning Guide. (b) Quarantine all used areas and equipment.	Y
STEP 5: COMPLETE RISK ASSESSMENT	(a) You are required to complete a risk assessment when: <ul style="list-style-type: none"> • There is a Confirmed Case, or • 3 or more Suspected Cases within a 5-day period. (b) Complete the risk assessment as per DHHS requirements in the Workplace risk assessment . <i>(Note this is included in the DHHS document opened via the link)</i> (c) Take additional actions as per the risk assessment.	Y
STEP 6: ACTION OUTCOMES FROM RISK ASSESSMENT	(a) Following the risk assessment in step 5, take actions as per DHHS requirements in the Outcome of risk assessment . <i>(Note this is included in the DHHS document opened via the link)</i> (b) Use signage in Appendix 2 in case of partial or full closure of facility.	Y
STEP 7: IDENTIFY & NOTIFY CLOSE CONTACTS	(a) Identify who at the club was a Close Contact. (b) Record details of Close Contacts as per DHHS requirements in the Close Contacts Spreadsheet for Victorian Workplaces . (c) For anyone who is a Close Contact: <ul style="list-style-type: none"> • Inform them (preferably by phone) as per sample message in Appendix 1. • If they are onsite, send them home to self-isolate. • Provide them with the DHHS Close Contacts Factsheet. 	Y
STEP 8: CONDUCT DEEP CLEAN	Undertake deep cleaning for Confirmed Cases as per the COVIDSafe Cleaning Guide.	Y If confirmed case
STEP 9: SEND INFORMATION	(a) Send the completed risk assessment and the Close Contact spreadsheet to DHHS at COVIDEmployerNotifications@dhhs.vic.gov.au .	Y If confirmed case

<p>TO DHHS & WORKSAFE</p>	<p>It is only necessary to notify DHHS when there is a Confirmed Case. (b) Report to WorkSafe as per the COVID-19 Reporting Form.</p>	
<p>STEP 10: REOPEN & REVIEW</p>	<p>(a) Get confirmation from DHHS prior to reopening. (b) COVIDSafe Coordinator to maintain communication with LSV. (c) COVIDSafe Coordinator and LSV to review risk. (d) COVIDSafe Coordinator and LSV to keep members informed.</p>	<p>Y If confirmed case</p>

References

- Department of Health and Human Services – Confirmed Case in the Workplace: <https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19>
- WorkSafe Victoria – Confirmed Positive Case Report: <https://www.worksafe.vic.gov.au/report-confirmed-positive-case-covid-19>
- Safe Work Australia – Suspected or Confirmed Case: https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/Infographic-Suspected-or-Confirmed-Cases-COVID_19.pdf

Appendix 1

Template: Message to Close Contacts – Confirmed Case

- You have been assessed as a Close Contact of a Confirmed Case of coronavirus (COVID-19) through your attendance at [insert name of worksite/business].
- You are required to self-quarantine for 14 days from [insert date]. The Department of Health and Human Services will contact you via text message to confirm the details of your required quarantine period, and to provide you with further information. You must isolate at home and must not attend work during this time. If you develop any of the symptoms consistent with COVID-19, however mild, you should seek advice and get tested. Please read the [DHHS Close Contacts factsheet](#) for further information.

Appendix 2

Template posters and letters to support business premises closed for deep cleaning

- [COVID-19 Closed notification poster – Blue \(PDF\)](#)
- [COVID-19 Closed letter to customers \(Word\)](#)
- [COVID-19 Closed letter to suppliers \(Word\)](#)
- [COVID-19 Reopened letter to customers \(Word\)](#)
- [COVID-19 Reopened letter to suppliers \(Word\)](#)