

COVID MANAGEMENT

Guidelines for Management of Positive Cases and/or Close Contacts for Employees

Version
Issued
Reviewed
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GDS

1
January 2022
July 2022
18.75.1

Background

The purpose of the guidelines is to provide a process for employees of The Flinders Ranges Council (Council) to follow when employees either becomes a close contact (as defined by SA Health) or test positive to COVID-19.

If an employee feels unwell and undertakes either a Rapid Antigen Test (RAT) or a polymerase chain reaction (PCR) test and a negative result is returned the employee should continue to isolate if they are still showing signs of symptoms and must notify their line manager and stay home until they are feeling better/symptoms pass.

If a result comes back positive the employee must notify their line manager and immediately isolate and follow SA Government guidelines for quarantine and further testing (go to <https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/covid-19/testing+and+tracing/information+about+a+positive+result+for+covid-19> for more information). It is a Council requirement that a positive RAT be followed up with a polymerase chain reaction (PCR) test and the employee must continue to isolate awaiting results. The employee must follow directions when undertaking this PCR test and go straight to the testing site, get tested, and straight home to quarantine.

It is also a SA Government mandate that all RAT results must be reported to SA Health (as of 13 January 2022). Information on RAT's is available from <https://www.sahealth.sa.gov.au/wps/wcm/connect/Public+Content/SA+Health+Internet/Conditions/Infectious+diseases/COVID-19/Testing+and+tracing/Rapid+antigen+testing+RAT+for+COVID-19> and employees must register the results of any RAT at <https://forms.sa.gov.au/#/form/61d8bc18ad9c585180ab5454/app/61df4bce4d433192405c31f9>, regardless of the result. All employees are responsible for ensuring that they report their RAT results.

To assist with trying to ensure continuity of service to its customers, the Council has put the following temporary measures into practice to keep the work areas and employees safe:

- Quorn and Hawker Depots are closed to the public with all transactions and face to face service being managed through the main administration office
- Work areas to remain separate e.g. no interaction during office hours with employees from different work zones
- Back up employees are being trained in various procedures to ensure key service delivery can remain

Reporting of positive cases or close contacts:

If positive or close contact:

- Employees to notify line manager Immediately (within the hour preferably / ASAP) via phone.
- Supervisor to advise Director immediately (ASAP)
- Director to advise CMT immediately through email and advise CEO by phone
- CMT to introduce control measures outlined in this guideline
- CMT to advise employees, community and councilors if appropriate depending on situation

Close Contact

In the event an employee is deemed a close contact a couple of things will be considered. If the employee became a close contact whilst on leave or on the weekend and has not made contact with any other employees during that time, other employees do not need to test and isolate, however they do need to monitor for symptoms and take appropriate action should symptoms appear. If the risk to employees remains low then the work area will remain open and employees can attend work and business will continue as normal. However, temporary closure of a facility/work area will be considered should it be deemed to be a high-risk area e.g. Visitor Information Centre (VIC).

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Regardless of the situation, the employee who is deemed a close contact must isolate as per SA Health guidelines and only return to work upon completion of the required isolation period and on the provision of a negative test result.

Positive Case

If an employee returns a positive result at any time, the following actions will be taken for the respective work areas:

Main Administration Office

- All employees situated in the main administration office will be notified to undertake a test and isolate according to SA Health guidelines in relation to close contacts and undertake further testing as required.
- A COVID clean of the office will be arranged immediately – see Appendix A for list of companies.
- Employees from another office e.g., VIC or Works Depot will be relocated to the main administration office, ensuring enough employees are available to cover lunches and breaks.
- Other offices will be closed to the public so as to protect all other employees and ensure back up employees remain available.
- Main administration office employees that are able to work from home would be expected to do so – subject to consultation with your Line Manager, the employee not being too unwell to continue with work, appropriate duties being available and EBA/Award requirements.

Quorn or Hawker Works Depot


- All employees situated in the works depot/s will be notified to undertake a test and isolate according to SA Health guidelines in relation to close contacts and undertake further testing as required.
- A COVID clean of the office will be arranged immediately – see Appendix A for list of companies.
- The depot office will be closed until employees have completed their isolation periods and negative tests returned.
- Employees in the main administration office will deal with enquiries and employees from the depot/s that are able to work from are expected to do so subject to consultation with your Line Manager, the employee not being too unwell to continue with work, appropriate duties being available and EBA/Award requirements.
- Employees in the alternate Depot will be asked to backfill during the period of closure (e.g., bins, street pickup – if achievable and CWMS testing etc.).

Visitor Information Centre

- All employees situated in the VIC will be notified to undertake a test and isolate according to SA Health guidelines in relation to close contacts and undertake further testing as required.
- A COVID clean of the office will be arranged immediately – see Appendix A for list of companies.
- The VIC will be closed until employees have completed their isolation periods and negative tests returned.

Swimming Pools

- If a positive case has attended a Swimming Pool site and it is deemed an exposure site, the swimming pool will be closed immediately.
- All employees that were working at the time will be notified to undertake a test and isolate according to SA Health guidelines and undertake further testing as required.
- A COVID clean of the canteen and common areas will be arranged immediately – see Appendix A for list of companies.
- The pool will reopen once it is deemed no longer be a risk and employees have cleared all isolation and testing requirements.
- If a close contact has attended a Swimming Pool site, risk assessments will be undertaken to deem whether

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there is a risk to employees or the general public and actions as outlined above undertaken if necessary.

Management of Return to Work

Employees must only return to work when they have completed their mandated isolation or quarantine periods (10 days after returning a positive test) and a negative RAT test is confirmed. (Please note there are different timelines for members of households who are quarantining with positive household members – see link above).

If employees are still experiencing symptoms, they must remain at home but may work from home, if appropriate, until symptoms subside.

No employee can return to work until a negative test is confirmed, either via RAT or PCR.

Notifications to the Public

In the event of an employee returning a positive test result Council will notify the public via social media, noticeboard and posters at offices only when there is a possible exposure to the public e.g. the employee was a work whilst positive or became positive whilst at work.

Council will liaise with SA Health as required.



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Appendix A

COVID Cleaning Companies

Port Augusta Cleaning Contractors

Contact Person: Karen

Telephone: 0457 530 628

Cleaning Solutions (Port Augusta)

Contact Person: Cheryl

Telephone: 0473 544 055

SA Tile and Carpet Cleaning

Contact Person: Wesley Hammond

Telephone: 0419 179 882