

Contact Tracing / QR Code Policy

1. PURPOSE and CONTEXT:

- 1.1 Contact tracing is one of the measures used by the Victorian Department of Health and Human Services (DHHS) to manage COVID-19 infection control.
- 1.2 It is a DHHS requirement that organisations and businesses use a QR Code to record and report all people entering and remaining in their facility for more than 15 minutes.
- 1.3 Castlemaine Community House (CCH) complies with DHHS requirements and the legislation by using a DHHS issued QR Code to provide Contract Tracing of all people (where possible) that use our facilities/programs.
- 1.4 CCH recognises that not everybody is willing or able to use the QR Code system and there are a range of reasons for this.

2. POLICY:

CCH policies regarding the use and enforcement of Contact Tracing and QR Codes is:

- 2.1 CCH provide a QR Code issued by DHHS for Contract Tracing of all people using our facilities/programs wherever possible.
- 2.2 CCH staff and volunteers advise all people entering the facility that it is a DHHS requirement that the QR Code system be used for Contract Tracing if possible.
- 2.3 CCH staff and volunteers must respect the privacy of all people and do NOT act to determine the reason an individual may be unable to or refuse to use the QR Code system or pressure them to do so.
- 2.4 CCH staff and volunteers will secure the names and phone number of people using the facilities, but will not exclude those who are unable or unwilling to provide those details.
- 2.5 CCH will keep manual records on file for 28 days, where after they will be destroyed.

3. DEFINITIONS:

3.1. Close Contact is defined by the Australian Department of Health as:

- 3.2.1. 15 Minutes face-to-face in a week.
- 3.2.2. In the same closed space for 2 hours.
- 3.2.3. 48 hours before the onset of symptoms in a confirmed or probable case.

3.3. Confirmed Case:

- 3.3.1. Is somebody that has tested positive for COVID-19.

3.4. Probable Case:

- 3.4.1. Is somebody that has not yet been tested but their health provider has determined that they meet the clinical criteria of the virus.

3.5. Suspected Case:

- 3.5.1. Is somebody that has not been tested but meets the clinical criteria and has had contact with a confirmed or suspected case.

4. PROCEDURE:

- 4.1 All visitors, clients and students will be asked to use the QR Code system for Contact Tracing purposes.
- 4.2 People who are unable or unwilling to use the QR Code will be encouraged, but **NOT** forced to provide their name and phone number for manual Contract Tracing purposes.
- 4.3 People who are unable or unwilling to use the QR Code system or to provide their name or phone number will not be excluded from the facilities, but the numbers of such refusals are to be recorded via Social Planet each day.
- 4.4 CCH will keep manual records on file for 28 days, where after they will be destroyed.