

# **Outbreak Policy & Procedures**

## **1. STAFF INVOLVED:**

1.1. All Staff, Volunteers & Board Members.

## **2. RESOURCES:**

2.1. <https://covid-19training.gov.au> (requires username and password):

2.1.1. Outbreak Management Procedures.

## **3.PURPOSE:**

3.1. This procedure will outline what action is required to be taken in the event of an outbreak of COVID-19 at Castlemaine Community House.

## **4.DEFINITION:**

4.1. Outbreak

4.1.1. Two (2) or more people associated with CCH have symptoms of COVID-19 within three (3) days AND at least one (1) has returned a positive COVID-19 test.

## **5.RESPONSIBILITIES:**

5.1. Individuals:

5.1.1. Get tested for COVID-19 if you're unwell and report your illness to the House Manager ASAP. Work with the Manager and the Department of Health and Human Services (DHHS) to assist with contact tracing.

5.2. Castlemaine Community House:

5.2.1. Has this person visited Castlemaine Community House in the last 14 days?

5.2.2. If yes, please phone the office as soon as possible: (03) 5472 4842.

5.2.3. The Manager will determine whether or not it is an outbreak according to the above definitions and will report it to the Department of Health and Human Services (DHHS). CCH will work with the (DHHS) to assist with contact tracing.

## **6.PROCEDURE:**

6.1. Reporting confirmed diagnosis of coronavirus (Covid-19) in staff member, independent contractor, employee of the independent contractor:

6.1.1. CCH must notify Worksafe Victoria immediately - 12 23 60

6.1.2. CCH must notify Department of Health and Human Services (DHHS) for advice on closure and contact tracing: 1800 675 398.

6.2. Upon receiving a report of a COVID-19 infected visitor:

6.2.1. CCH will suspend all activities immediately.

6.2.2. We will contact all participants who have signed in over the last 14 days as per the contract tracing policy.

6.2.3. On top of regular cleaning completed by staff & volunteers several times a day, we will enact an emergency sanitizing of the House.

6.2.4. CCH will monitor for any new reports within 3 days.

6.2.5. If and/or when one (1) more report is received within three (3) days AND the first case has returned a positive COVID-19 test, CCH will phone the Victorian Department of Health and Human Services on 1800 675 398 to report the House as a contaminated site.

6.2.6. We will take the advice of the DHSS on what to do next. This may mean lengthy delays in activities resuming.

6.2.7. We will review our procedures prior to reopening to avoid another outbreak.