

Positive Case Procedures

Actions to take once CCH has been notified a person with COVID-19 has attended an on-site indoor space.

1. **Identify contacts.** A workplace contact is any person who has been:
 - Face-to-face (<1.5m) for more than 15 minutes (total in one day) with a confirmed or probable case OR
 - In a small indoor space (<100m²) for more than 2 hours (total in one day) with a confirmed or probable case.
2. **Contact the workplace contacts** and inform them that they may have been exposed to COVID-19 and inform them;
 - If you have symptoms, you must use a rapid antigen test, or get a PCR test if you can't access a rapid antigen test.
 - If you don't have symptoms, you are recommended to use a daily rapid antigen test for 5 days.
 - If you test positive on a rapid antigen test, you must report your result - <https://www.coronavirus.vic.gov.au/report>
 - If you don't have symptoms and cannot access a rapid antigen test then monitor for symptoms and get tested if symptoms emerge.
3. **Inform all persons** (Staff, volunteers, tutors, students) to be vigilant about the onset of COVID-19 symptoms and advise them to use a rapid antigen test (or a PCR test if they can't access a rapid antigen test) if they have symptoms.
4. **Put in place appropriate control and/or risk management measures** to reduce the risk of spreading COVID-19 at the workplace. For example, increase the use and enforcement of PPE (such as face masks) and physical distancing.
5. If there has been 5 or more cases within a 7-day period, you are required to notify the department via the [COVID-19 outbreak notification form](#).

When can a workplace contact return to work?

Workplace contacts who had symptoms can return to work if they return a negative result from a rapid antigen test (or a PCR test if they cannot access a rapid antigen test). They are recommended to stay home until their symptoms have resolved.

Workplace contacts without symptoms can continue to work but are recommended to do a rapid antigen test each day for 5 days. If they develop symptoms and unable to access rapid antigen tests, they should get a PCR test. Some workers may be identified as close contacts because there is a case in their household. Workers who are [close contacts](#) must isolate for 7 days. Seven days means you can leave quarantine the same day the following week as the case tested positive/the close contact was last exposed to the case. For example, if the close contact was last exposed on a Monday, they can leave quarantine the following Monday.

Recording requirements for the higher education sector

Universities, TAFEs and other training and adult education providers must collect, record and store the following information:

1. a list of employees who have been notified that they may have been exposed
2. the results of any COVID-19 test of those exposed persons (employees only)

All staff who are identified as exposed persons in universities, TAFEs and other training and adult education providers can return on-site if asymptomatic or, if symptomatic if a negative RAT/PCR test result has been received.