

Coronavirus

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:

A checklist

for workers

on symptoms and testing

Last updated:

2 June 2020

# Purpose

This guide is to help workplaces slow the spread of coronavirus (COVID-19). Workers who have any symptoms of coronavirus (COVID-19), however mild, should not go to work, should seek advice and get tested. This will help prevent outbreaks of coronavirus in the workplace, protecting not only fellow workers, but also the broader Victorian community. This document provides guidance to workplaces about worker health checks.

For more information about coronavirus (COVID-19) including in the workplace, see the department’s website: https://www.dhhs.vic.gov.au/coronavirus.

# Protecting workplaces and the community from coronavirus (COVID-19)

**Employers have a key role to play encouraging workers with symptoms of coronavirus (COVID-19) to stay away from work and get tested.**

In Victoria, it is important to maintain the current low rates of community transmission. This means, anyone with any coronavirus (COVID-19) symptoms should seek assessment and be tested, so that control measures can be put in place to prevent it from spreading to others.



Workers with any symptoms of coronavirus (COVID-19) should be tested. A full list of symptoms is provided below in the checklist.

# Checking for coronavirus (COVID-19) symptoms

Workers need to know the symptoms of coronavirus (COVID-19), they should be aware they must stay away from work if they have any symptoms, and they should have information on how to get tested.

Checking workers for coronavirus (COVID-19) symptoms **before entering the workplace** is an important way to raise awareness and prevent spread of the infection through the workforce and broader community.

A coronavirus (COVID-19) checklist for workers, for use in the workplace, is included in this document.

This checklist should be regularly completed by workers, ideally prior to the start of every shift in a workplace other than their home.

The checklist should be followed, while maintaining a safe distance of more than 1.5 metres or over the phone before entering a worksite, via text message system, or other non-contact methods. It is advisable to have a system in place that limits the sharing of pens, notebooks and computers etc. Workplaces should ensure that any collection of information adheres to relevant privacy legislation.

The checklist does not need to be submitted. It can be used by workplaces as an assurance that they are conducting the right checks for their workers.

# Testing for coronavirus (COVID-19)

If the worker’s checklist indicates they may have symptoms that could be caused by coronavirus (COVID-19), they should be encouraged to seek medical advice and get tested.

Workers can get tested by attending:

* A general practitioner (GP), who may perform a test or may refer the worker to a pathology provider for swab collection.
* A Victorian hospital coronavirus Acute Respiratory Assessment Clinics.
* A GP respiratory clinic
* A local Community Health Respiratory Assessment Clinic

Many general practice clinics including General Practice Respiratory Clinics can now do consultations remotely using telehealth, and can, if indicated, refer patients for testing at a drive-through collection centre. Workers should call ahead to discuss their best options.

For respiratory clinic locations in Victoria see the department’s websites:

https://www.dhhs.vic.gov.au/getting-tested-coronavirus-covid-19

If a worker who has symptoms is tested for coronavirus, the worker should be advised to stay at home whilst awaiting their result. That worker will need to remain isolated, away from the workplace, until a negative result is received. If the result is positive, then the patient will be managed by their doctor until recovered. They will also be contacted by a Public Health Officer who will collect more information and provide the worker with further advice about what they need to do.

For any person diagnosed with coronavirus it is important they stay in their home or accommodation until a Public Health Officer advises they are no longer infectious, and it is safe to return to normal activities.

# For more information

Victorian Department of Health and Human Services: coronavirus.vic.gov.au

Australian Department of Health: health.gov.au/news/latest-information-about-novel-coronavirus

WorkSafe: https://www.worksafe.vic.gov.au/coronavirus-covid-19

World Health Organisation (WHO): who.int/health-topics/coronavirus

Victorian Building Authority: https://www.vba.vic.gov.au/\_\_data/assets/pdf\_file/0005/111299/coronavirus (COVID-

19)-Guidelines-Victorian-Building-Construction-Industry.pdf

Key Messages:

**Employers have a key role to play encouraging workers with symptoms of coronavirus (COVID-19) to stay away from their place of employment and get tested for coronavirus.**

**A workplace symptoms checklist is available for use to protect Victorian workplaces and the community from coronavirus (COVID-19).**

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# Coronavirus (COVID-19) checklist for workers

**This checklist is to assess whether you may have risk factors for, or symptoms of coronavirus (COVID-19).**

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| **You should complete this checklist before the start of any shift where you are entering a workplace.**  Yes No  Have you been diagnosed with coronavirus (COVID-19) and are currently in isolation? □ □  Are you in a period of 14-day quarantine as directed by a health professional? □ □  Have you been identified as a close contact\* with anyone who has coronavirus (COVID-19)? □ □  *\* A close contact is someone who has spent greater than 15 minutes face-to-face, cumulative, or the sharing of a closed space for more than two hours, cumulative, with a confirmed case of coronavirus (COVID-19)*  **If you answered YES to any of the above questions you should not attend the workplace until advised to do so by a health professional.**  **If you answered NO to all the above questions, proceed to the symptom checklist below. Are you experiencing these symptoms:**  Yes No  Fever □ □  Chills □ □  Cough □ □  Sore throat □ □  Shortness of breath □ □  Runny nose □ □  Loss of sense of taste □ □  **If you have ANY of the above symptoms, you should tell your employer. You should not enter your workplace (or you should leave work), and you should seek medical advice and get tested for coronavirus (COVID-19).**  **If you answered NO to all the above questions, you can enter the workplace.** If you develop symptoms, complete a new checklist.  To get further advice, call the 24-hour coronavirus hotline **1800 675 398**, your general practitioner. |

## Coronavirus (COVID-19) testing locations in Victoria

You can get tested through phoning your GP, a General Practitioner Respiratory Clinic or a Victorian hospital coronavirus Acute Respiratory Assessment Clinic. Your employer may provide a workplace clinic (check with your employer).

For respiratory clinic locations in Victoria see the department’s websites:

https://www.dhhs.vic.gov.au/gp-respiratory-clinics-and-hospital-respiratory-clinics-covid-19 https://www.dhhs.vic.gov.au/getting-tested-coronavirus-covid-19

## For more information

Victorian Department of Health and Human Services website: coronavirus.vic.gov.au

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