Information Required By Incident Management Team (IMT)

Confirmed COVID-19 Cases

Infrastructure & Place, TfNSW

Reference: [COVID-19 - Managing and reporting cases procedure](https://www.stayinformed.com.au/managing-and-reporting-cases/documents/142132/download) (Document owner: Lead TfNSW COVID-19 Task Force)

Notes:

1. Ensure the leadership team are aware of the need for immediate reporting of confirmed COVID-19 cases to the TfNSW COVID-19 hotline on 1800 091 966 (manned 24 x 7) as soon as we become aware of it. The Incident Management Team (IMT) will be looking for the information in the table below for the purposes of briefing the Secretary, TfNSW and other members of the TfNSW executive in a timely manner. The primary responsibility for reporting sits with the senior line manager e.g. TfNSW Project Director. The IMT will liaise with TfNSW line management on cases with TFNSW line management being the conduit to liaise with Industry Partners.
2. Where we engage Industry Partners they are to be made aware of the need for immediate reporting of confirmed COVID-19 cases in the same way as would occur for a significant safety incident. Where the Industry Partner is unable to immediately contact the TfNSW contact (e.g. TfNSW Project Director) to escalate a confirmed COVID-19 case the Industry Partner must take ownership for escalating within TfNSW to facilitate the timely reporting of cases to IMT.
3. For TfNSW COVID-19 reporting procedure refer to: <https://www.stayinformed.com.au/managing-and-reporting-cases/documents/142132/download>. The information called for in v2.4 of the procedure (s.5.4) is as per the table below:

| Information Required | **Information Obtained**  (note this information will be treated confidentially and only used for reporting purposes & on a needs to know basis) |
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| 1. Name of worker who has returned a positive test for COVID-19 infection. Note: Seek consent from infected worker for release of name to co-workers to help in determining who is (or isn’t) a close contact (ref. procedure v2.4, S.5.4)
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| 1. Job title of infected worker, employer and work location (last work location attended plus any other work locations visited whilst symptomatic or in the 24 hours beforehand)
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| 1. Contact mobile number for infected person (so the person can be contacted while receiving treatment and/or in isolation)
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| 1. Supervisor’s name and mobile phone contact details
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| 1. Time, date and location that the employee last worked
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| 1. Time and date that COVID-19 symptoms commenced
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| 1. Date of Testing for COVID-19
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| 1. Date of Notification to TfNSW of confirmed COVID-19 infection case
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| 1. If the employee was at work whilst symptomatic or in the 24 hours beforehand confirm whether or not their work area was wiped down with disinfectant at the end of the last shift worked
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| 1. Do we know (e.g. from the infected worker) whether NSW Health have undertaken contact tracing and notified identified close contacts. If so provide details
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| 1. The names, roles and where possible contact details of any co-workers who have been in contact with the infected worker
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| 1. Any other relevant information
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**Outline of COVID-19 Case Management Requirements within TfNSW:**

1. Ensure arrangements are in place for any confirmed COVID-19 cases to be notified to TfNSW management immediately – this includes TfNSW employees and cases involving workers from Industry Partners (inc. sub-contractors).
2. TfNSW senior manager to report confirmed case through to COVID-19 hotline 1800 091 966 (manned 24 x 7) immediately (information required is outlined in [COVID-19 - Managing and reporting cases procedure](https://www.stayinformed.com.au/managing-and-reporting-cases/documents/142132/download) s.5.4). Note that Industry Partners shall be advised to report cases through to the hotline directly in the event they are unable to raise their TfNSW contact immediately.
3. The relevant TfNSW team and where relevant Industry Partner team shall consult, co-operate and co-ordinate around COVID-19 case management. This includes:
	* Whilst NSW Health are responsible for working with the infected worker around contact tracing, steps shall be taken to manage risks in the interim:
		+ The priority is around identifying “close contacts” that are most at risk of having contacted the infection. These people shall be directed to self-isolate at home for 14 days and seek medical advice if symptoms develop. Further detail is provided in [COVID-19 - Managing and reporting cases procedure](https://www.stayinformed.com.au/managing-and-reporting-cases/documents/142132/download) s5.1 & s.5.2).
		+ “Casual contacts” have a lower risk of contracting infection. Nevertheless, they should be made aware of the situation and shall be directed to monitor for symptoms as per [COVID-19 - Managing and reporting cases procedure](https://www.stayinformed.com.au/managing-and-reporting-cases/documents/142132/download) s.5.2). In the event that symptoms arise the worker shall self-isolate and seek medical advice as per [COVID-19 - Managing and reporting cases procedure](https://www.stayinformed.com.au/managing-and-reporting-cases/documents/142132/download) s.5.3).
	* Organising timely, detailed cleaning of the location where the infected worker spend time whilst potentially infectious (this is at the period at least 24 hours prior to symptoms being experienced) including focus on high touch areas such as door handles, lift buttons, common work surfaces, work stations etc.
	* Communicating to relevant stakeholders including those who may have been in contact with the infected worker to share details of what is known about what has happened, what has been done about it and next steps.
	* Providing support to impacted teams and individuals including via provision of EAP services.
	* Managing return to work (reference: S.5.4.2 of [COVID-19 - Managing and reporting cases procedure](https://www.stayinformed.com.au/managing-and-reporting-cases/documents/142132/download))

**Further Information for workers:**

* Identified close contacts are called by NSW Health representatives. NSW Health follow established procedures that apply to the whole community in relation to potential contact.
* If a worker believes they have been in close contact with a co-worker who has been confirmed as infected with COVID-19 or if the worker is displaying the health symptoms of COVID-19:
	+ Immediately self-isolate, do not attend site.
	+ Immediately notify your manager of the circumstances.
	+ Contact the Australian Government's Coronavirus Helpline on **1800 020 080** or Healthdirect hotline on **1800 022 222.**
* All staff are reminded to continue to follow advice around managing risks of COVID-19 transmission including:
	+ Pay close attention to personal hygiene including washing hands thoroughly.
	+ Do not present at work if unwell and sneeze/cough into elbows not hands.
* A confirmed COVID-19 infected person can only return to site after:
	+ they have been certified by a medical practitioner as free from COVID-19 **or** if NSW Health have provided the patient with an email or SMS confirming they are safe to return to work/community following a confirmed diagnosis.
	+ 10 days must have passed from the onset of any symptoms **or** from the release date from hospital if the worker was hospitalised.
	+ the worker must have been free from all symptoms for 72 hours.

(reference: S.5.4.2 of [COVID-19 - Managing and reporting cases procedure](https://www.stayinformed.com.au/managing-and-reporting-cases/documents/142132/download))

* Similarly consideration shall be given around return to work for any workers quarantined as a result of being an identified as a “close contact”. It is vital that no workers with any symptoms of COVID-19 return to work. If symptoms develop within the 14 day incubation period medical advice must be sought.
* For information on the coronavirus disease (COVID-19), call the Australian Government's Coronavirus Helpline on **1800 020 080.**

**Additional information for TfNSW employees:**

* If staff have any concerns or are worried about Coronavirus, there are a range of resources to support them in [staying well](http://s2.bl-1.com/h/cPjsRLzT?url=https://www.stayinformed.com.au/staywell-hub). Information, tips and tools as well as details of how to get direct personal support can be found on our [Staywell Hub](http://s2.bl-1.com/h/cPjsRQNW?url=https://www.stayinformed.com.au/staywell-hub).
* EAP support can be obtained from our service provider Benestar (tel. 1300 360 364 & [www.benestar.com](http://www.benestar.com))
* Check [www.stayinformed.com.au](http://s2.bl-1.com/h/cPjsRWnY?url=http://www.stayinformed.com.au) for the latest information. If you have a question about Coronavirus, [read the Q&A](http://s2.bl-1.com/h/cPjsSbBb?url=https://www.stayinformed.com.au/novel-coronavirus-status-update/news_feed/coronavirus-qa) and check what to do.
* If you can't find the answer to your question, you can call the general enquiries hotline on 133 877 between 08:00 – 17:00, Monday to Friday.
* Call 1800 091 966 (manned 24 x 7) immediately for **confirmed** cases of Coronavirus.
* When reporting exposure to **suspected** cases, please complete the [COVID-19 reporting form](http://s2.bl-1.com/h/cPjsSmzg?url=https://www.surveymonkey.com/r/56LTS6C).