

**COVID-19 Exposure Guide**

Reference	Scenario	Immediate Actions	What do I need to do?				
See www.health.gov.au/resources - Frequently asked questions – Version 8 (27/03/2020)	<b>I have developed symptoms of COVID-19</b> - Fever - Sore throat - Cough - Tiredness -- Difficulty Breathing	Advise your Manager	Stay home /Go home immediately.	Yes	You should telephone the health clinic or hospital before you arrive and tell them your travel history or that you have been in contact with a confirmed case of coronavirus. You must remain isolated either in your home, hotel or a health care setting until public health authorities inform you it is safe for you to return to your usual activities.	Is COVID-19 Testing Required? You will only be tested if a doctor decides you meet the criteria: • You have returned from overseas in the past 14 days and you develop respiratory illness with or without fever. • You have been in close contact with a confirmed COVID-19 case in the past 14 days and you develop respiratory illness with or without fever. • You have severe community-acquired pneumonia and there is no clear cause.	Refer To: COVID-19 Diagnostic Test Required
		It is important to remember that most people displaying these symptoms are likely suffering with a cold or other respiratory illness – not coronavirus.	Have you arrived from overseas or had contact with a confirmed case within the last 14 days?	No	Stay at home until you are symptom free and fit for work OR Your doctor refers you to present for a COVID-19 test (Refer To: COVID-19 Diagnostic Test Required)	Stay at home until you are symptom free and fit for work	
See www.health.gov.au/resources - Information for close contacts of confirmed case – Version 6 (14.03.2020)	<b>I have been identified as having had close contact with someone with a confirmed infection (COVID-19)</b>	Advise your Manager	Stay home /Go home immediately.	Yes	Arrange to see a doctor for urgent assessment. Telephone the health clinic or hospital before you arrive and tell them your travel history or that you may have been in contact with a potential case of coronavirus.	Is COVID-19 Testing Required?	Refer To:COVID-19 Diagnostic Test Required
		Close contacts of a person with a confirmed infection (such as people staying in the same house or sharing a closed space for a prolonged length of time) are most at risk of infection.	If you have been identified as having had close contact with someone diagnosed with COVID-19, you must isolate yourself in your home for 14 days after last contact with the confirmed case and monitor for symptoms.	No	If you have completed your 14 day self-isolation period without developing symptoms and public health authorities inform you it is safe, you may leave your home for essential activities such as shopping and work. If you can work from home, you should.	Stay at home until you are symptom free and fit for work	
See www.health.gov.au/resources - Information for international travellers – Version 2 (15/03/2020) and Frequently asked questions – Version 8 (27/03/2020)	<b>I have just returned from overseas</b>	Advise your Manager	Stay home	Yes	Arrange to see a doctor for urgent assessment. Telephone the health clinic or hospital before you arrive and tell them your recent travel history.	Is COVID-19 Testing Required?	Refer To:COVID-19 Diagnostic Test Required
		All travellers must isolate at home (pre 28/3) or in government provided accommodation (post 28/3) for a period of 14 days after they have entered the country and monitor for symptoms.	Have you developed symptoms (fever, a cough, sore throat, tiredness or shortness of breath)?	No	If you have completed your 14 day self-isolation period without developing symptoms you may leave your home for essential activities such as shopping and work. If you can work from home, you should.	Stay at home until you are symptom free and fit for work	
See www.health.gov.au/news/health-alert -Self-isolation (self-quarantine) for coronavirus (COVID-19) – updated 30 March 2020)	<b>A family member, partner or flatmate has just returned from an overseas country. (Note: All travellers returning from overseas must isolate for a period of 14 days after they have entered the country.)</b>	Continue with life/work as normal	Exercise good hygiene and social distancing practices	Yes	Go to: I have been identified as having had close contact with someone with a confirmed infection (COVID-19)		
		To minimise the spread of any germs you should regularly clean surfaces that are frequently touched such as door handles, light switches, kitchen and bathroom areas. Clean with household detergent or disinfectant.	You are not required to be isolated unless you also meet one of the isolation criteria or your contact develops symptoms and health authorities suspect they have COVID-19, those living with the traveller are close contacts and must isolate.	Has your contact been diagnosed as a confirmed case of COVID-19?	No	Exercise good hygiene and social distancing practices Watch for symptoms	
See www.health.gov.au/resources - Home Isolation Guidance When Unwell – Version 2 (06/03/2020)	<b>I have shared a house or a closed space for a prolonged length of time with a person in the 24 hours before their symptoms appeared or after they appeared and they are now being tested* for COVID-19. *Suspected case meets the criteria for testing but have not yet been tested or are awaiting test results.</b>	Advise your Manager	Stay home /Go home immediately.	Yes	Go to: I have been identified as having had close contact with someone with a confirmed infection (COVID-19)		
			If someone is suspected of being infected and they are waiting on test results, the people they live with may need to be isolated—even if they don't have any symptoms. This will be determined by your public health unit on a case-by-case basis	The suspected case tests positive for COVID-19?	No	Your public health unit will inform you if you need to isolate. Otherwise, if you feel well, you may leave your home for essential activities such as shopping and work. If you can work from home, you should.	
See www.health.gov.au/resources - Information for schools and early childhood centres, students and their parents – Version 8 (19/03/2020)	<b>My child's school or day-care has been shutdown</b>	Advise your Manager			Self-isolate at home for 14 days if advised by your public health unit Otherwise take carer's leave for duration of shutdown or arrange to Work From Home.	If you develop symptoms later, Go to: I have developed symptoms of COVID-19	
			Exercise good hygiene and social distancing practices • Wash your hands frequently with soap and water for 20 seconds, before and after eating, and after going to the toilet. • Cover your cough and sneeze, dispose of tissues and wash your hands • Avoid contact with others (stay more than 1.5 metres from people) • Exercise personal responsibility for social distancing		Watch for symptoms		
See www.health.gov.au/resources - Frequently asked questions – Version 8 (27/03/2020)	<b>In All Other Cases</b>	Continue with life/work as normal. You may leave your home for essential activities such as shopping and work. If you can work from home, you should.					

## COVID-19 Exposure Guide - Last Updated: 30 March 2020

### More Information

Knowledge concerning this virus is rapidly changing. Every effort is made to give pragmatic timely information. Please refer to <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert> for the current advice in Australia, and your regional health authority for Australia: National Coronavirus Health Information Line 1800 020 080.  
New Zealand: Healthline team (free call) 0800 358 5453  
Singapore: Ministry of Health 1800 333 9999

### Notification

You or your manager must notify your People Manager if you have COVID-19 symptoms and/or are required to self-isolate for any reason. Keep your People Manager informed of any changes to your health or isolation status.

### Seeking Medical Advice and Proof Required

If you have displayed symptoms of COVID-19 you should seek appropriate medical advice. There are particular criteria for being tested for Covid-19. Not everyone displaying symptoms will be tested. In these 3 scenarios:

If you seek medical advice and you **do not fit the criteria to be tested**, you should provide a record to demonstrate that advice (medical certificate, generic letter from medical practice, screen shots from online inquiry, record of telephone call) confirming you do not qualify for testing. You must not return to a JH workplace until your symptoms are fully resolved (work from home where you are well enough and it is an option).

If you are tested, and the result is **negative**, you should provide confirmation to your manager of the negative result from your medical provider or other official (e.g. health department or laboratory) You must not return to a JH workplace until your symptoms are fully resolved (work from home where you are well enough and it is an option).

If you are tested and the result is **positive**, you should provide confirmation to your manager of the positive result from your medical provider or other official (e.g. health department or laboratory). A positive result will require follow up and further testing prior to returning to work. Fitness to return to work must be certified by a medical practitioner.

### BEFORE returning to a workplace.

In all cases where you have been in isolation (for any reason) or unwell, you must contact your manager the day before you intend on returning to work to confirm you do not have symptoms. Your Manager's agreement must be in place before you attend a JH workplace.

### How is this coronavirus spread?

COVID-19 is most likely to spread from person-to-person through:

- Close contact with a person while they are infectious or in the 24 hours before their symptoms appeared.
- Close contact with a person with a confirmed infection who coughs or sneezes.
- Touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

Most infections are only transmitted by people when they have symptoms. These can include fever, a cough, sore throat, tiredness and shortness of breath.

### For how long can a person spread the infection to other people?

The length of time that a person is infectious, that is, can spread the infection to others, is not yet known. However, there has been emerging evidence of asymptomatic or minimally symptomatic infection and pre-symptomatic transmission. It is possible a person can spread the infection from before the time they first develop symptoms until up to one day after symptoms stop.

### What are the symptoms of COVID-19?

The symptoms of COVID-19 are similar to other colds and flus and include:  
Fever, Sore throat, Cough, Tiredness, and Difficulty breathing.

While coronavirus is of concern, it is important to remember that most people displaying these symptoms are likely suffering with a cold or other respiratory illness – not coronavirus.

(Reference: <https://www.health.gov.au/resources> "Frequently asked questions – Version 8 (27/03/2020)" )

**COVID-19 Diagnostic Test Required**

<p><b>COVID-19 Diagnostic Test Required</b> (as directed by local health clinic or hospital)</p>	<p><b>Test Results</b></p>	<p><b>POSITIVE</b></p>	<p>If your results are positive for COVID-19, follow instructions from Health Professionals and remain in your home or accommodation until Public Health Officers inform you it is safe for you to return to your normal activities.</p>	<p>Return to work when you are symptom free and have been certified medically fit for work</p>
		<p><b>NEGATIVE</b></p>	<p>If your results are negative for COVID-19, follow instructions from Public Health Officers who may advise you can return to normal activities</p>	<p>Monitor your health for up to 14 days after your last contact with the confirmed case. Report any new or returning symptoms to Public Health in this period. You may be required to be tested again.</p>

**Workplaces: If there is a confirmed case on your site, refer to the COVID-19 Confirmed Case Guide**

If you are tested, and the result is negative, you should provide confirmation to your manager of the negative result from your medical provider or other official (e.g. health department or laboratory)

You must not return to a JH workplace until your symptoms are fully resolved (work from home where you are well enough and it is an option).

If you are tested and the result is positive, you should provide confirmation to your manager of the positive result from your medical provider or other official (e.g. health department or laboratory). A positive result will require follow up and further testing prior to returning to work.

Fitness to return to work must be certified by a medical practitioner.

**Do carers or household members need to be isolated as well?**

If you are a **confirmed** case, the people you live with and other close contacts will need to be isolated at home. They will be contacted by your local public health unit and told how long they need to be isolated. If you are **suspected** of being infected and are waiting on test results, the people you live with may need to be isolated—even if they don't have any symptoms. This will be determined by your public health unit on a case-by-case basis. You will be contacted and told whether your household members and close contacts need to be isolated. If they do not require isolation and become unwell, they should contact your local public health unit who will assess and advise on what to do next. If they have difficulty breathing or are seriously unwell and it is an emergency, they should call emergency services immediately and alert ambulance staff to their travel/contact history.

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