








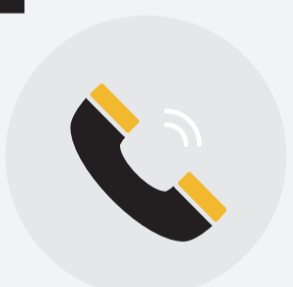





Suspected or Confirmed Cases at Work

If the suspected or confirmed case of COVID-19 is at work

- **1. Isolate**
Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.
- **2. Inform**
Call Healthline (0800 611 116). Follow the advice of health officials.
- **3. Transport**
Ensure the person has transport to their home or to a medical facility.
- **4. Clean**
Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.
- **5. Identify**
Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow workers to raise concerns.
- **6. Clean**
Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.
- **7. Review**
Review risk management controls relating to COVID-19 and review whether work may need to change. Keep workers up to date on what is happening.

If the suspected or confirmed case of COVID-19 is not at work when diagnosed

- **1. Inform**
Call Healthline (0800 611 116). Follow advice of health officials.
- **2. Identify**
Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow workers to raise concerns.
- **3. Clean**
Clean the area where the infected person and their close contacts were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.
- **4. Review**
Review risk management controls relating to COVID-19 and review whether work may need to change. Keep workers up to date on what is happening.

Remember:

- From a health and safety perspective, there is not an automatic requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- Workers assisting the person who has suspected or confirmed COVID-19 should be provided with appropriate PPE, if available, such as gloves. They should also follow hand hygiene procedures.
- Be aware of privacy obligations.
- Follow the advice of health officials at all times.