

Roles and Responsibilities for testing and managing COVID-19 for staff and clients

Client who is positive COVID-19

- Screen clients on arrival to service for signs and symptoms of COVID-19 or whether they are awaiting test results.
- Support Worker to report to client's service coordinator if client informs they have tested positive to COVID-19
- Support client to access information or appointment for anti viral medicines
- We will inform you if you are attending a service where the client is COVID-19 positive
- If a client test positive they must self-isolate for 7 days.
- Full PPE's to be worn whilst waiting for clients COVID 19 testing results **or** when clients are positive and self-isolating for 7 days.
- We will attempt to roster positive COVID-19 clients at the end of the day if possible and appropriate or delegate a team that only provides care to the positive client to minimise spread to other clients.

Support Workers with COVID-19 Signs & Symptoms

- Monitor for COVID-19 symptoms, if you have any symptoms DO NOT attend service and RAT tested for COVID 19
- Inform HR, Team Leader or rostering immediately if you have tested positive to COVID-19
- If RAT test is positive, self-isolate from work for 7 days.
- Positive RAT tests need to be registered with Service NSW website
<https://apply.service.nsw.gov.au/register-positive-rapid-antigen-test-result/>

Close Contacts

- Monitor for signs and symptoms. If RAT positive self-isolate for 7 days as per above.

PPE include: Surgical mask, gloves, apron, shoe covers, eye protection glasses

Remember Hand Washing and Infection Control procedures must always be followed

All employees have a responsibility to keep updated with COVID hot spots and NSW health recommendations <https://www.nsw.gov.au/covid-19>

Rostering Services

- Inform service coordinator and management when client reports they are being tested for COVID 19
- Inform Service Coordinator if client has been admitted to or discharged from hospital
- Try and arrange Support Workers to attend client services as their last job for the day

- Remove any staff from rostered services if tested positive for COVID-19 and self isolating for 7 days
- Record on COVID disruption to service Spread Sheet

Service Coordinators

- Inform rostering department and management if informed by client they are being tested for COVID 19
- Inform roster dept if client has been admitted or discharged from hospital
- Contact relevant support workers to wear full PPE's
- Spot check/Phone call to client to check full PPE's are being worn
- Inform Support Workers when clients results are returned.
- If informed by Support Worker that a client is displaying COVID 19 symptoms, follow up with client or clients advocate for them to be tested. Arrange support to COVID test and antiviral medication if required.

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