

COVID-SAFE PLAN V5.2 January 2022 Pyrenees Shire Council COVID-Safe Plan Coronavirus Prevention and Response Strategies

Date amended:	V5.2 January 2022
Date of next review:	March 2022 or earlier if required
Updated by:	Director Corporate & Community Services
Endorsed by:	Pandemic Planning Committee
Date endorsed:	12 January 2021
Responsible officer:	Director Corporate & Community Services
Relates to Policy:	Health, Safety & Wellbeing

Safety requirements are now in place



24/7 Coronavirus Hotline – 1800 675 398
Triple Zero – 000 – emergencies only

PURPOSE AND SCOPE

To provide guidance to staff and Council's Pandemic Planning Committee on -

- preventing the spread of COVID-19 in Council workplaces,
- how to protect yourself in public places in general, and
- what actions should be taken in the event of a confirmed case of COVID-19 at a Council workplace or in the Pyrenees Shire community.

This Plan applies to all staff, volunteers, contractors, contracted staff and visitors to any Council workplace or facility. Where this document refers to 'staff' this also means contractors, contracted staff, and volunteers.

Where Government Direction conflicts with this Plan, please follow Government Direction.

Specific plans

Where a contingency plan has been developed for a specific workplace, specific staff should follow the information in that document.

Support Staff – where this Plan conflicts with instructions provided that are specific to your industry, please follow those instructions.

Contents

PURPOSE AND SCOPE	1
Specific plans	1
DEFINITIONS AND GUIDANCE.....	3
COURTESY AND BEHAVIOUR	3
SECTION 1 – GOVERNMENT DIRECTION.....	4
1.1 Conditions of attendance at Council workplaces - vaccination.....	4
1.2 Conditions of attendance at Council facilities by members of the public.....	4
1.3 Check in everywhere, every time	5
1.4 Get vaccinated	5
1.5 Get tested	6
1.6 Government support	6
2 SECTION 2 – PREVENTION - MAINTAINING A COVID-SAFE WORKPLACE.....	6
2.1 Practise physical distancing.....	6
2.2 Wear a face mask	6
2.3 Practise good hygiene	7
2.3.1 Shared desks – indoor staff	7
2.3.2 Public spaces / meeting rooms.....	7
2.4 Keep electronic records and act quickly.....	7
2.4.1 Using the Desk Booking App.....	8
2.4.2 Privacy.....	8
2.5 Create workforce bubbles / minimise unnecessary interaction	8
2.6 Working from home	9
2.6.1 Exemptions	9
3 SECTION 2 – COVID-19 CONFIRMED CASE RESPONSE PLAN.....	9
3.1 Business Continuity Plan.....	9
3.2 Supply of rapid antigen test kits	10
3.3 Checklist – Positive COVID Cases.....	10
3.4 Checklist – Household or household-like contacts.....	12
3.5 Checklist – All other contacts	13
3.6 Council must –	14
4 SECTION 4 – PREPARATION FOR A POSITIVE CASE WITHIN THE PYRENEES SHIRE COMMUNITY.....	15
4.1 Before – Action plan to prepare for an outbreak.....	16
4.2 During – response support for the community	16

4.3	After – recovery support for the community	17
ROLES AND RESPONSIBILITIES		17
5	VERSION HISTORY	18
6	ACTION PLAN – January 2022.....	19
APPENDIX A – WORKPLACE BUBBLE / TEAM BASED DESK SHARING PROTOCOL		21
APPENDIX B – CONTACT ASSESSMENT AND MANAGEMENT MATRIX.....		21
APPENDIX C – WHAT TO DO IF YOU HAVE TESTED POSITIVE FOR COVID-19.....		22
7	APPENDIX D – MANAGING COVID-19 AT HOME	24
7.1	Managing your symptoms	24
7.2	How to isolate effectively at home	24
7.3	Prepare a COVID Home Care Kit.....	24

DEFINITIONS AND GUIDANCE

Dept Health (DH)	Refers to the Department of Health who would be the lead in any response to an outbreak of COVID-19 in the Pyrenees Shire.
Positive person/case	Person who has been diagnosed positive from a COVID-19 test.
When is a confirmed case’s infectious period	A case’s infectious period should be taken 48 hours before onset of symptoms until medical clearance. If a case is asymptomatic, they should be assumed to be infectious from 48 hours before the initial positive test.
Isolation / quarantine	The amount of time you must remain separate from others following a positive test result or are identified as a close contact of a positive person. See section 3 for isolation and quarantine information, or Checklist for COVID cases Coronavirus Victoria
How do you define an ‘indoor space’?	Indoor space means an area, room, or premises substantially enclosed by a roof and walls that are floor-to-ceiling or at least 2.1 metres high, regardless of whether the roof or walls or any part of them are permanent or temporary, or open or closed.
Who is ‘fully vaccinated’?	A person must have received all scheduled doses of a TGA-approved or recognised vaccine regimen to be considered fully vaccinated.
Rapid Antigen Tests (RATs)	Rapid antigen tests (RATs) are tests that can be taken at home and take approximately 10-15 minutes. Taking a RAT is strongly recommended before when visiting sensitive settings and low-vaccination settings such as schools, early childhood learning centres, aged care facilities, hospitals, disability settings, elderly relatives, and jails; and prior to entry to other high-risk indoor settings (e.g., gyms, beauty treatments, places of worship).

COURTESY AND BEHAVIOUR

It is acknowledged that additional stresses imposed through the long COVID-19 Pandemic can create frustrations.

It is Council’s expectation that all employees of the Pyrenees Shire Council will maintain vaccination status in accordance with government recommendations, and will -

- a. always behave with courtesy and show respect, within the workplace and in the public domain, and
- b. cooperate with any request made of them relating to maintaining the safety of themselves and others, including –
 - checking in with QR Codes,
 - showing identification or vaccination status verification where requested, and
 - getting tested when requested, in accordance with government direction.

Any issues with poor behaviour being directed to employees should be reported through an incident report and to supervisors or managers.

SECTION 1 – GOVERNMENT DIRECTION

Staff must always follow the current government directions applicable to COVID-19 protection and restrictions.

[How we work: Victoria | Coronavirus Victoria](#)
[Coronavirus \(COVID-19\) Victoria | Coronavirus Victoria](#)

As government directions or recommendations change, Council’s Pandemic Planning Committee will issue guidance on changes that must be made.

1.1 Conditions of attendance at Council workplaces - vaccination

Directions from the Victorian Government regarding COVID-19 mandatory vaccinations for workers have indicated that all public sector employees (including councils) must be fully vaccinated. This includes any booster shots as recommended by government.

Council **must not** allow staff to work for Council outside of their own home unless they are fully vaccinated against COVID-19 in accordance with government guidelines. Council has an expectation that all staff will be able to attend the workplace, outside of their home, when required to do so, as such it is an expectation that all Council staff will be fully vaccinated in order to continue their work from any location.

Under the Directions, Council is **required** to collect and retain information regarding vaccinations of staff, including the need to obtain proof of vaccination.

A Policy has been developed providing more information on Council’s obligations in this regard.

1.2 Conditions of attendance at Council facilities by members of the public

[Directions from the Government](#) include a requirement that all visitors or patrons attending Council facilities – including resource centres, libraries, Council’s front counters or any other facility – must be fully vaccinated before allowing entry, except when attending for the following purposes –

- obtaining access to essential local government services – e.g., to pay council rates and charges, to register a pet, to obtain a permit or to view a planning scheme or other Council document, or
- conducting or attending an essential local council meeting where attendance of patrons through remote electronic means is not reasonably practicable, or
- providing early childhood education or care services.

Council staff are required to ask for proof of vaccination status before allowing entry to a facility, except where access is for the above purposes. Proof of vaccination status must be via a recognised electronic or paper vaccination status certificate – e.g., hard copy of Medicare Vaccination Certificate or online certificate through the Service Vic App.

If non-vaccinated persons are permitted access to an indoor Council facility for one of the essential purposes detailed above, the maximum density must be in accordance with the 4 square metre rule.

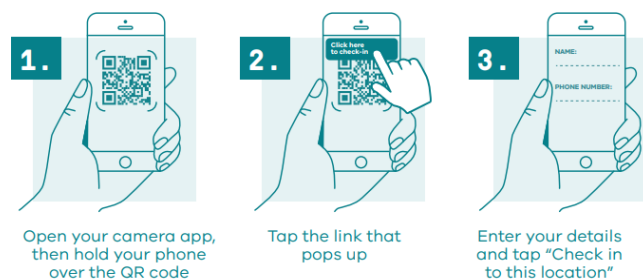
1.3 Check in everywhere, every time

Record keeping is a crucial part of keeping us all safe and helping Victoria to stay open. Every Victorian business must use the Victorian Government QR Code Service to check-in workers, customers, and visitors. If you cannot check-in using a QR Code, a manual check-in sheet should be available to record your visit. Businesses may use a COVID Check-in Marshal if they need.

You must check-in everywhere, every time. Businesses must ensure that every worker, customer, and visitor has checked-in, no matter how long they are at the premises.

Where lockdowns are in place for specific areas (e.g., Metropolitan Melbourne suburbs or postcodes), businesses may also be required to check identification of customers and visitors to check they are not from a lockdown area.

Staff are requested to respect any request they get from a business – either to check-in using a QR Code, verify their vaccination status, or to show identification – without complaint.



1.4 Get vaccinated

COVID-19 vaccines are available in Victoria for everyone aged 5 years and older.

COVID-19 vaccines are free, safe, and voluntary. The more people who choose to get vaccinated, the greater the protection for those vaccinated and the whole community. Read more about COVID-19 vaccines here - [COVID-19 vaccines | Coronavirus Victoria](#).

Employees can use COVID-19 Special Leave or Sick Leave for attendance at appointments to obtain a COVID-19 vaccination.

1.5 Get tested

If you feel unwell, with even the mildest of flu-like symptoms that could be COVID-19, please arrange to get tested at your earliest opportunity – not tomorrow, not next week, but today if possible.

PCR testing can be done at public centres and at your local medical practice by appointment.

<https://www.coronavirus.vic.gov.au/where-get-tested-covid-19>.

If you are unable to receive a timely PCR test, you can take a rapid antigen test (RAT) to get a quicker response. If you receive a positive result from your rapid antigen test you are considered a positive case and must report your result and take actions in accordance with the [positive case checklist](#).

If you feel unwell, self-isolate before and after getting tested until you receive a negative result for COVID-19.

If you test positive from a rapid antigen test, you must report your result as soon as you can by calling the Coronavirus Hotline at 1800 675 398 or by completing the form at

<https://www.coronavirus.vic.gov.au/report>.

1.6 Government support

Support and guidance are available on the Victorian Coronavirus site at

<https://www.coronavirus.vic.gov.au/>.

2 SECTION 2 – PREVENTION - MAINTAINING A COVID-SAFE WORKPLACE

Workplaces must operate based on six COVID-Safe Principles –

2.1 Practise physical distancing

Maintain relevant density limits (e.g., 1 person to 4 square metres) to arrange shared work areas and publicly accessible spaces.

Where possible within the workplace, workers and visitors should maintain physical distancing of 1.5 metres. Screens have been installed in office areas where it is impracticable to maintain 1.5m distance between workspaces, which will support minimising risk of droplet transmission within team areas.

Signs should be displayed to show patron limits at the entrance of enclosed areas where limits apply. Individuals must follow these limits when entering internal or enclosed spaces.

Where density limits are unlikely to be maintained, visitors should be asked politely to wait outside until appropriate levels are again achieved.

2.2 Wear a face mask

Face masks –

- must be carried at all times,
- must be worn indoors where government direction indicates (recommended at all times),
- may be worn indoors if you feel more comfortable (even if not mandated),

- are recommended if you can't physically distance, if you have any symptoms¹, or if you are with people who may be vulnerable to COVID-19.

Where applicable, staff should wear the appropriate type / class of face masks as directed by government recommendation for their industry type.

2.3 Practise good hygiene

Shared spaces should be frequently and regularly cleaned and disinfected, including high touch communal items such as doorknobs and telephones. Soap and hand sanitiser will be made available for all staff / workers and customers throughout Council facilities and worksites and regular handwashing is encouraged.

2.3.1 Shared desks – indoor staff

Where desks may need to be shared –

- ensure desks remain uncluttered and the main working area kept clear except during periods of working at the desk
- individual mobile computer devices are being provided to indoor staff and individual keyboard, mouse and headphones are provided
- a shared desk protocol has been developed and circulated throughout the Council offices. A copy is attached to this Plan as [Appendix A](#).

2.3.2 Public spaces / meeting rooms

Employees are encouraged to regularly wipe down and clean hard surfaces (e.g., tables, counters, computer keyboards / mouse) in public spaces using disinfectant or disinfectant wipes, during daily use.

Protocols for cleaning tables, before and after a meeting, have been made available in meeting rooms. Hand sanitiser must be made available for public use at all entrances to public council facilities.

2.4 Keep electronic records and act quickly

Records **must** be kept of anyone entering a Council workplace or facility, including all staff / workers and visitors. The government QR Code system is utilised for all Council facilities and many Council-managed public places. If this is unable to be used, a paper-based entry log must be used. A template paper-based log is provided at [Manual-check-in-register-\(08Jun21\) \(1\).pdf](#).

All staff **must** get tested and stay home even if they have only mild symptoms.

Section 3 of this Plan provides guidance on managing positive COVID-19 cases among staff or outbreaks at a Council facility or within the Pyrenees Shire community.

Business continuity plans have been developed, with specific contingency plans in place for workplaces with a high level of public interaction – i.e., Beaufort Caravan Park, Frontline Services, and Pyrenees Community Care.

¹ If you have symptoms, please get tested and isolate.

2.4.1 Using the Desk Booking App

Indoor staff must use the Council provided desk booking application when wanting to work from an indoor Council facility workspace. This can be done for full days or half days.

Bookings' data will be used to monitor capacity limits for working at a Council facility, where limits (e.g., 25% or 50%) are imposed through government restrictions. Once the app reaches capacity it will not allow further bookings to be entered for that day.

Data can also be used to supplement entry records to supplement contact tracing efforts and during evacuations to monitor staff currently at the relevant location.

2.4.2 Privacy

Information on entry logs will be retained only for a period of 28 days and will be used or disclosed only as needed for contact tracing in the event of a confirmed case impacting on people recorded in a specific workplace.

Where a positive case is confirmed, disclosure will occur to –

- the Department of Health, upon request, to support contact tracing in the case of a local outbreak
- WorkSafe Victoria
- members of Council staff (workplace contacts) as needed to effectively manage any potential outbreak.

Wherever possible, the identity of a worker who has tested positive will remain confidential.

Records on actions taken to manage suspected and confirmed cases in the workplace will be maintained as logs on the CrisisWorks emergency management application under the COVID-19 Event. Information that needs to be included in this log should be forwarded to the Director Corporate & Community Services or Manager People & Culture.

2.5 Create workforce bubbles / minimise unnecessary interaction

Groups of staff / teams that regularly work together in the same workspace or roster, can create workforce bubbles to minimise spread of COVID and can aid in contact tracing if one of that bubble is confirmed as positive.

Minimise the level of unnecessary face-to-face interaction with members of other teams, arrange virtual meetings where practicable.

Where service delivery is critical, managers must identify and minimise risks of virus transfer between staff where practicable to ensure that delivery of critical services is maintained. E.g.:

- interaction between the two depots should be minimised to ensure that staff from one depot is available at all times,
- teams that normally work together but would disrupt business continuity if both / all were unavailable at the same time should temporarily arrange to work separately, and / or
- arrange virtual meetings if practicable for teams and/or staff who do not normally work together or in the same location, or hold face-to-face meetings outside.

Desk sharing is permitted, using the protocols provided at [Appendix A](#), between members of the same workforce bubble. Use of the Desk Booking App is also required.

2.6 Working from home

Working from home requirements are dependent upon government direction or recommendation at any given time. Where indoor staff are required to work from home, the government direction will either be a 'must work from home' or 'should work from home'. When government direction is a 'must work from home' indoor staff must have a good reason and be authorised to continue working from a Council office or facility.

At the time of writing, it is recommended that indoor staff work from home if possible.

When working from home recommendations are removed, it is Council's expectation that all staff will be able to work from their normal workplace when asked to do so and, in consultation with their manager, will arrange to return to a normal workplace attendance regime within a short space of time, for an agreed minimum number of days per week (e.g., 3 days per week minimum for full-time indoor staff).

2.6.1 Exemptions

The work from home direction (if / when in place) may not apply to certain staff cohorts – e.g., Pyrenees Community Care Support Staff, Frontline Staff, and Depot Outdoor Staff. Staff should always be guided by their supervisors for workplace arrangements.

3 SECTION 2 – COVID-19 CONFIRMED CASE RESPONSE PLAN

The process outlined in this section is aimed at guiding staff and the Pandemic Planning Committee in the event of a confirmed case of COVID-19 at a Pyrenees Shire Council owned or managed workplace. A summary of what to do if you get COVID is provided at [Appendix C](#).

All positive cases of COVID-19 in Council's workplace or community will be managed by Council's Pandemic Planning Committee, using the checklists contained in this document and at the checklists online via [Your COVID Checklist | Coronavirus Victoria](#) or [the workplace contact management guide](#).

Separate COVID-19 contingency plans have been developed for three specific workplaces and have been provided to teams working in those areas, including -

- Beaufort Lake Caravan Park
- Pyrenees Community Care
- Resource / Information Centres

Supervisors in those specific workplaces must ensure that these contingency plans are updated in accordance with changes in government direction.

3.1 Business Continuity Plan

Council has a Business Continuity Plan in place which identifies the following service areas as critical, needing to have a minimum level of service established within 1-2 days –

- Executive / Senior Leadership Team representation
- Cleaning contractors
- Public safety response
- Building inspections / essential services

- Communications / interaction with the community
- Waste collection services
- Switchboard operations
- Emergency management expertise / response
- ICT support
- Emergency management / incident response and support
- Aged care support (Pyrenees Community Care)
- Beaufort Caravan Park

The following services have been determined to be **important** and need to have a minimum level of service established within 1-2 weeks²:

- Environmental health issues response
- Payroll
- Creditor management
- Frontline services (Reception/ Resource Centres)
- Waste management
- Risk & OHS
- Governance
- GIS
- Maternal & Child Health / Immunisations
- Supported play groups

All these areas should have a specific contingency plan as an appendix to the Business Continuity Plan. If any of these critical service areas are impacted through a COVID-19 outbreak, then the specific contingency plan should be activated as part of Council’s response.

3.2 Supply of rapid antigen test kits

Council has a limited supply of rapid antigen test kits so if staff want to utilise these tests, where possible they should be obtained from a public testing centre.

If staff are unable to obtain rapid antigen tests (RAT) from elsewhere, Council will provide test kits (subject to available supply) as follows –

- Support Staff will be provided with test kits for use as directed by Pyrenees Community Care supervisors.
- Staff with symptoms can be provided with one rapid antigen test to obtain a quick result on their COVID-19 status if they are unable to get a timely PCR test or rapid antigen test from elsewhere.
- Staff who are identified as workplace contacts will be provided with five rapid antigen tests to allow them to fulfil the requirement of daily rapid antigen testing for five days, if they cannot obtain these tests from elsewhere.

3.3 Checklist – Positive COVID Cases

<https://www.coronavirus.vic.gov.au/checklist-cases>

A summary of what to do is included at [Appendix C](#).

Prepare for isolating at home in accordance with guidance provided at [Appendix D](#).

Step 1: Focus on your health and get help if you need it	
	COVID-19 can be a serious illness. Call a doctor if your COVID-19 symptoms worsen. Go to hospital if it is an emergency.

² Dependent upon the scenario, some of these services may become critical and require a minimum level of service to be established earlier.

Whilst your vaccine will provide you with protection, there are still risks to your health and life. After you report your result, you will be contacted by a health professional if you need it and enrolled into a care pathway (through your GP).

[Monitor your symptoms](#), if your symptoms are mild or manageable, keep [managing COVID at home](#), but remember to stay isolated. (See [Appendix C.](#))

If they start to get worse, call a doctor or Nurse on Call on 1300 606 024.

If they get seriously worse, especially if suddenly, or you feel like it is an emergency, call triple zero (000) or go straight to hospital. Make sure you tell them you have COVID-19.

If you live by yourself, tell someone else that you have COVID-19 and arrange to check in twice per day at specific times, so that they know to alert an ambulance if you are not contactable.

Step 2: Report your result and immediately isolate for 7 days

- If you test positive using a rapid antigen test, you must report your result online (<https://www.coronavirus.vic.gov.au/report>) or call 1800 675 398. You don't need to report your result if you tested positive from a PCR test.
- You must isolate at home or in private accommodation for 7 days. If you are living with others, isolate away from them as much as possible to reduce the risk of them getting COVID-19.
- While you are in isolation you can't leave your house for any reason except to get tested, get medical supplies, or in an emergency (including family violence, fire, or flood).
- You and your family may be eligible for food and financial assistance during this period – see <https://www.coronavirus.vic.gov.au/isolation-support>.
- Don't get another test if you have already tested positive. You don't need it. You are automatically released after 7 days.

Step 3: Tell your household and household-like contacts – they must isolate for 7 days

- You must tell your household and household-like contacts you have tested positive for COVID-19. They are people you have spent **more than four hours** within a house, care facility, or accommodation.
- They must immediately isolate for 7 days.
- They must get tested on Day 1 of their isolation period or as soon as possible with a rapid antigen test, or a PCR test if they can't access a rapid antigen test.
- They must get tested again on Day 6 of their isolation period with a rapid antigen test, or a PCR test if they can't access a rapid antigen test.
- They can leave isolation on Day 7 if they received a negative result from the Day 6 test.
- If they get symptoms at any time during isolation, they must use a rapid antigen test or get a PCR test if they can't access a rapid antigen test. They are strongly recommended to use rapid antigen tests on other days of their isolation period.

Step 4: Tell your social contacts – they must get tested if they have symptoms

- You must tell your social contacts you have tested positive for COVID-19. Your social contacts are people who you have had 15 minutes of face-to-face contact with, or spent 2 hours with, in the same indoor space.
- Your social contacts are **not** people from home, your workplace or school.
- If they develop symptoms, they must use a rapid antigen, or get a PCR test if they can't access a rapid antigen test.
- If they do not have symptoms, they are strongly recommended to use a daily rapid antigen test for 5 days.
- People who are your household or household-like contacts **cannot** follow this advice. They must isolate for 7 days.

Step 5: Tell your workplace and/or education facility	
	<ul style="list-style-type: none"> • If you worked onsite while infectious, you must tell your employer / workplace you have tested positive to COVID-19. • Your employer / workplace will tell other staff who are workplace contacts that they must – <ul style="list-style-type: none"> ○ Use a rapid antigen test if they have symptoms or get a PCR test if they can't access a rapid antigen test. ○ Strongly recommend using a daily rapid antigen test for 5 days if they don't have symptoms. • If you or your child attended an education facility (school, childcare, or early childhood) while infectious, you must tell the education facility you have tested positive for COVID-19. The education facility will tell other students and staff who are education contacts that they must – <ul style="list-style-type: none"> ○ Use a rapid antigen test if they have symptoms or get a PCR test if they can't access a rapid antigen test. ○ Strongly recommend using a daily rapid antigen test for 5 days if they don't have symptoms.

3.4 Checklist – Household or household-like contacts

You are a household or household-like contact if you have spent more than 4 hours with someone who has COVID-19 inside a house, accommodation, or care facility.

Step 1: Quarantine at home for 7 days	
	<p>You must immediately quarantine at your home for 7 days (e.g., from a Monday to the following Monday). The simplest way to think about the day you leave quarantine is that it is the same day the following week.</p> <p>Your quarantine period –</p> <ul style="list-style-type: none"> • If you are staying in the same home as the person who has COVID-19, your quarantine period starts from the date they got tested (and subsequently returned a positive result) for 7 days. • If you are not staying in the same home as the person who has COVID-19, your quarantine period starts from the day you last saw them for 7 days. • This is a legal requirement. Fines may apply if you don't quarantine. <p>While you are in quarantine –</p> <ul style="list-style-type: none"> • You can't leave your house (unless to get tested, medical supplies or treatment, or in an emergency including family violence, fire, or flood). You can leave isolation to take someone you live with to or from hospital. • If you live with someone who has tested positive for COVID-19, isolate from them as much as possible. • Visit https://www.coronavirus.vic.gov.au/isolation-support for information on how to get money, food, and other support while in isolation or quarantine.
	<p>If another person in your household tests positive during your 7-day quarantine period as a household contact (in addition to the initial case) your 7 day period doesn't start again. You can complete the rest of that 7-day quarantine period, and you are cleared from quarantine if you have a negative result from a test taken on Day 6.</p> <p>However, if you test positive on Day 6, or on any day of your 7-day quarantine period your quarantine period will start again, because you are now infectious with the virus. You must isolate for another 7 days following your positive result.</p>
Step 2: Get tested as soon as possible or when you have symptoms	
	<p>You must get tested –</p> <ul style="list-style-type: none"> • On day 1 of your quarantine period, or as soon as possible, with a rapid antigen test or a PCR test if you can't access a rapid antigen test, and

	<ul style="list-style-type: none"> On day 6 of your quarantine period with a rapid antigen test or a PCR test if you can't access a rapid antigen test.
	<p>You should remember –</p> <ul style="list-style-type: none"> If you get symptoms at any time during quarantine, you must get a rapid antigen test or a PCR test if you can't access a rapid antigen test. If you test positive to a rapid antigen test you must report the result. You are also strongly recommended to use rapid antigen tests on other days of your quarantine period.
	<p>While you are in quarantine – after you've had your first test but before you have your final test – keep monitoring for symptoms.</p> <ul style="list-style-type: none"> Test again if symptoms develop. Call a doctor if symptoms worsen, or Nurse on Call on 1300 606 024.
Step 3: Get another test on Day 6 of quarantine period to be released	
	<p>In order to be released from quarantine, you need to get another test on Day 6 of your quarantine period.</p> <ul style="list-style-type: none"> If you test negative you can release yourself from quarantine on day 7 after receiving your negative result, but no earlier. You don't need to wait for the Department to tell you that you are released. If you test positive on a PCR test you are a confirmed case and need to follow the checklist in section 3.2 above. The Department will contact you. If you test positive on a rapid antigen test you are a case and need to follow the checklist in section 3.2 above. You must report your result in accordance with section 3.2 step 2 above. If you don't receive a negative result by the end of your quarantine period you must stay in quarantine until a negative result is received.

3.5 Checklist – All other contacts

Someone who has COVID-19 has informed you that you are their social contact, or a workplace or education facility has informed you that you are a workplace or education contact. This means you spent time with a confirmed case while they were infectious with COVID-19 and you may now have the virus.

Step 1: Get tested if you have symptoms	
	<p>Testing –</p> <ul style="list-style-type: none"> If you have symptoms, you must use a rapid antigen test or get a PCR test if you can't access a rapid antigen test. if you don't have symptoms, you are strongly recommended to use a rapid antigen test daily for 5 days. <p>If you test negative on the rapid antigen or PCR tests –</p> <ul style="list-style-type: none"> you can resume your normal activities. Keep monitoring for symptoms and get tested again if any develop. <p>If you test positive on a PCR test -</p> <ul style="list-style-type: none"> You are a case, and you need to follow the checklist for cases in section 3.2 above. <p>If you test positive on a rapid antigen test -</p> <ul style="list-style-type: none"> You are a case, and you need to follow the checklist for cases in section 3.2 above. You must report your result online (https://www.coronavirus.vic.gov.au/report) or call 1800 675 398.
Step 2: Monitor for symptoms and stay COVID-Safe	

- You should always get tested as soon as you notice COVID-19 symptoms.
- If any develop, use a rapid antigen test or PCR test if you can't access a rapid antigen test.
- Stay COVID-Safe at all times by keeping 1.5m distance, sanitizing your hands and wearing masks when you are required to.
- No-one else in your household or social group has to get tested if they aren't contacts and don't have symptoms.

3.6 Council must –

If someone who tested positive worked onsite while they were infectious, they are required to tell their workplace, following the steps in section 3.2 above.

If a member of staff develops symptoms of COVID-19 but has not been tested yet – direct the worker to travel home immediately and get tested as soon as possible. If they can't travel immediately, they should be isolated in a separate room until they can travel home. They must wear a fitted face mask. Tell them to get tested as soon as possible and to stay at home until they receive their test results.

Step	Action required
1.	If that worker has presented to work, direct the worker to go home immediately and quarantine in accordance with their instructions from the Department of Health, whether or not they have symptoms.
1a	Ensure that the worker uses private transport and not take public transport. If necessary, ring 1300 651 160 for non-emergency patient transport to be organised.
1b	If the worker is unable to leave immediately, ensure they are isolated away from others in a separate room or area and wear a fitted face mask.
Within 24 hours:	
2.	Identify and inform the other staff (including sub-contractors, but not patrons) who the positive case came into contact with. Use the contact assessment and management guide to assist you (Appendix B). Conduct a risk assessment when – <ul style="list-style-type: none"> • A person with COVID-19 attended work during their infectious period, and/or • There are three or more suspected cases of COVID-19 at one work premises within a five-day period.
3.	See evidence of each contact's negative test result before allowing them to return to work. Council must keep records of the contacts and their test results.
4.	Inform all workers (including health and safety representatives) to be vigilant about the onset of COVID-19 symptoms and advise all workers to be tested for COVID-19 and self-quarantine if they become symptomatic.
5.	Recommend the workplace contact uses daily rapid antigen self-tests in the 5 days following the day the positive case was confirmed, particularly before entering sensitive settings. These tests are available free for workplace contacts at testing centres, or a supply may be available from Council.
6.	Notify the Department of Health and WorkSafe if any staff member is diagnosed with COVID-19 and they have attended the workplace any time in the previous 2 weeks. You can email the Department of Health at covidemployernotifications@dhhs.vic.gov.au and contact WorkSafe on 13 23 60.

Step	Action required
7.	In some situations, such as if there is an outbreak, the Department of Health or a Local Public Health Unit may contact you to provide special advice which your staff will be required to follow.
8.	You are not required to deep clean your place of business but must follow routine cleaning to prevent the spread of COVID-19 in the workplace. For more advice call Department of Health on 1300 651 160.
When can a worker return to work?	
1.	<p>Anyone who has tested positive for COVID-19 must isolate for 7 days. A worker can return to work once they have completed their 7-day isolation.</p> <p>Once someone with COVID-19 has completed their isolation period, they are no longer considered infectious and do not require a negative test result at the end of their isolation period in order to leave isolation.</p> <p>However, they might need more time away from work after they have been cleared, as even though they are no longer infectious, they may still feel too unwell to return to work. Council must support them to do so.</p>
2.	<p>Workplace contacts can return to work when they have –</p> <ul style="list-style-type: none"> • Received a negative result from a rapid antigen or PCR test, and • Shown the workplace evidence of the negative result. <p>Staff members who have been isolating as a close household or social contact should follow the checklist detailed in section 3.4 or advice provided by the Department of Health.</p>

For more information on workplace response – access - [Confirmed case in the workplace | Coronavirus Victoria.](#)

4 SECTION 4 – PREPARATION FOR A POSITIVE CASE WITHIN THE PYRENEES SHIRE COMMUNITY

Actions taken by the Pyrenees Shire Council where a positive case is confirmed within the community, but not a Council staff member, are likely to be under the direction of the Department of Health and should follow the format of Council’s Emergency Management processes. Council’s response at all stages will be managed by the Pandemic Planning Committee –

Step	Immediate action in case of outbreak	Who	Timeframe
1.	If notification is received by the Department in Charge (e.g., Department of Health) – direct the call to a member of the Executive Leadership Team.	Switchboard Anyone	Immediately
2.	If aware before formal notification from the Department in Charge, notify a member of the Executive Leadership Team.	Anyone	Immediately become aware
3.	Activate the Pandemic Planning Committee.	ELT member notified	Immediately notified
4.	PPC first meeting to determine appropriate course of action.	PPC	Within 30 minutes

4.1 Before – Action plan to prepare for an outbreak

Step	Actions required to ensure preparedness for an outbreak
1.	Identify and maintain list of identified locations where large-scale and/or drive-through testing stations could be set up, if requested by Dept Health. Examples could include – <ul style="list-style-type: none"> • Railway stations with undercover and 2 exits. • Car Parks for drive-through. • Hiring of large marquees for use in car parks or other large outdoor spaces.
2.	Maintain list of identified sources where food and other essential supplies could be obtained in a short space of time. Examples could include – <ul style="list-style-type: none"> • Supermarkets. • Food pantries. • Local hospitality businesses.
3.	Maintain list of appropriate cleaning contractors who can be called in at short notice. Examples could include – <ul style="list-style-type: none"> • Cleanaway for removal of clinical waste. • Normal sharps removal contractors – use of Council sharps containers. • Cleaners for deep cleaning of contaminated premises. (Council’s general cleaners will not have capacity for additional deep cleaning.)
4.	Ensure that business continuity plans are current and maintained for critical service areas.

4.2 During – response support for the community

Step	Actions for Pandemic Planning Committee to consider if an outbreak occurs
1.	Assess the situation.
2.	Identify if additional resources / people are required for the PPC to operate effectively.
3.	Develop a communications plan – <ul style="list-style-type: none"> • Notifications to Council and staff • Information for the website • Scripts for the switchboard and frontline staff to provide advice to the community upon request
4.	Activate business continuity plans for critical service areas.
5.	If build-up of cases means that existing testing stations prove inadequate, prepare for receipt of requests for alternate venues (see 3.2.1 (1) above). e.g., Railway Stations, Car parks.
6.	Experience from other regions suggest that it is unlikely that Govt will request traffic management support – either for foot or vehicle control around the site. At Shepparton, this was planned between Dept Health / MERC. There was a conscious decision not to involve local Council staff who may have personal isolation requirements. Pyrenees Shire Council do not have the capacity to provide traffic management support, which will need to be sub-contracted.
7.	Prepare for receipt of requests from individuals for support, including food and other services (see 3.2.1 (2) above).
8.	Prepare for receipt of requests from businesses for support, including access to cleaners.

Step	Actions for Pandemic Planning Committee to consider if an outbreak occurs
9.	Ensure frontline services and the switchboard have full information on how to direct requests for support.

4.3 After – recovery support for the community

Recovery support post event is likely to be like that implemented as part of individual and business recovery provided in 2021.

Step	Actions for Pandemic Planning Committee to consider post outbreak to support community and business recovery
1.	Develop business support plan – e.g. <ul style="list-style-type: none"> • Re-assigning business support taskforce. • Updating COVID-Safe Plans, how to keep workplaces safe. • Keeping businesses informed with latest information and updates. • Make referrals where needed for financial counselling, mentoring and advice. • Identify opportunities for funding support. • Provide feedback on information needed on the Council website.
2.	Keep the Council website up-to-date and informative.
3.	Develop community support plan – e.g. <ul style="list-style-type: none"> • Convening community support taskforce. • Make referrals where needed for counselling, financial assistance, and other advice. • Identify opportunities for funding support. • Provide feedback on information needed on the Council website. • Consider opportunities for events to bring the community back together.

ROLES AND RESPONSIBILITIES

Role	Responsibilities
Senior Leadership Team	<p>The Senior Leadership Team represent the employer in their duties to employees and to those who visit the workplace including customers and visitors.</p> <p>The Senior Leadership Team should consult with Health & Safety Representatives when implementing processes to protect staff and the public.</p> <p>These duties include, but are not limited to, ensuring that:</p> <ul style="list-style-type: none"> • The workplace is cleaned regularly and thoroughly • Staff are required to practice physical distancing • The layout of the workplace promotes physical distancing where possible • Staff are required to practice good hand hygiene (and that hand washing facilities are well-stocked and in good functioning order) • Staff who are identified to be close contacts of a person with COVID-19 by DHHS do not attend work until told by DHHS that their quarantine period has ended • Staff are required to stay home when unwell, particularly if they are awaiting a COVID-19 test result or have been confirmed to have COVID-19 • Visitors to the workplace who are not staff and not essential to its functioning are limited • The number of people on site at a workplace at any given time is limited • Staff are provided with clear information and appropriate training and instruction on measures that will reduce their risk of contracting COVID-19 which could include hand washing, how to clean and disinfect surfaces, and when to stay at home • Staff know what to do if they feel unwell or suspect they have been infected, according to information provided by DHHS

Role	Responsibilities
Pandemic Planning Committee	<p>The Pandemic Planning Committee lead the planning and delivery of strategies to maintain a safe workplace and support our community during the COVID-19 pandemic.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Ensuring a COVID-Safe workplace environment is maintained • Maintaining knowledge of and providing guidance to staff on government restrictions and other information • Providing support to business and community where / as considered appropriate • Planning and preparing for a potential outbreak in the Pyrenees Shire • Leading the Council response in the case of an outbreak in the Shire
Staff / employees	<p>Employees have duties, including:</p> <ul style="list-style-type: none"> • Taking reasonable care of their own health and safety • Taking reasonable care for the health and safety of persons who may be affected by their acts or omissions (not doing something) at a workplace • Cooperate with their employer with respect to any action taken by the employer to comply with a requirement imposed by or under the OHS Act <p>Employees must also:</p> <ul style="list-style-type: none"> • If identified to be close contacts of a person with COVID-19 by DHHS must stay home and not attend work until told by DHHS that their quarantine period has ended. • If developing symptoms of COVID-19 isolate themselves immediately call the coronavirus information line on 1800 675 398 and follow the self-isolation guidance available on the DHHS website. • Tell their manager as soon as possible if they are a positive case or a close contact of a positive case, follow Council's procedure for managing a confirmed COVID case, and update their manager if the situation changes, for example, if they receive a positive COVID-19 result.

5 VERSION HISTORY

Version Number	Issue date	Description of change
1.0	August 2020	Initial release
2.0	September 2020	Updated format
3.0	December 2020	Review and revision – updated format
3.1	14.01.2021	Additional mask requirements and including information about unnecessary work travel
3.2	20.01.2021	Updating information arising out of desktop scenario exercises.
4.0	September 2021	Update information and amalgamation with Confirmed Case Response Plan.
4.1	October 2021	Update information in accordance with new Government Directions.
5.0	November 2021	Update information in accordance with restriction changes and more guidance provided.
5.1	December 2021	Updated guidance with regard to positive case management.
5.2	January 2022	Updated guidance in accordance with changed government recommendations and checklists.

6 ACTION PLAN – January 2022

The following are actions that will be completed by members of Council’s Pandemic Planning Committee to ensure that Pyrenees Shire Council is prepared for an outbreak -

Step	Actions required to ensure preparedness for an outbreak	Who	Timeframe
1.	<p>Identify locations where large-scale, drive through testing stations could be set up, if required.</p> <p>Provide options for both indoor and drive-through.</p> <p>Potential for liaison with local health services.</p> <p>Include considerations for road access / design, access to non-public toilets for staff to use during testing periods.</p> <ul style="list-style-type: none"> • Railway station at Beaufort. • Old Railway station / art gallery car park at Avoca. • Recreation Reserve, Avoca. • Council office car park, Beaufort. • Beaufort Community Bank Complex, Beaufort. • Carngham Recreation Reserve, Snake Valley / Carngham. • Recreation Reserve, Moonambel. • Recreation Reserve, Landsborough. 	MEMO	Complete
2.	<p>Identify where food and essential supplies could be obtained in a short space of time.</p> <p>Melbourne experience indicated high food wastage due to storage issues, a lack of consideration for culturally diverse groups’ food habits, and the use of unskilled volunteers (i.e., no knowledge of food handling and storage of mass cooked food).</p> <p>Shepparton experience indicated food delivery challenges through sparsely populated areas (unlike suburbia where unloading in one location can be done to service 30/40 residents).</p> <ul style="list-style-type: none"> • Food pantries, Beaufort and Avoca. • IGA Supermarkets, Beaufort and Avoca. • Local cafes – Beaufort and Avoca 	MRM	Complete
3.	<p>Identify list of volunteers who could support supply of food and essential supplies.</p> <p>e.g., Community Volunteers (Rotary or similar), Staff, Avoca Car volunteer drivers, Support Staff</p> <p>Community volunteers (Rotary or similar), staff, Avoca Car volunteer drivers, support staff.</p>	MRM	Complete
4.	<p>Identify appropriate cleaning / waste contractors who can be called in at short notice.</p> <p>Council cleaning contractor will have insufficient capacity to undertake this additional work.</p> <p>Avoca and Beaufort are serviced by separate cleaning contractors which could provide limited services in both areas – would need some non-key public facilities to be closed.</p> <p>Local cleaners could be used as temporary substitutes for key areas.</p>	Director A&DS	Complete
5.	Ensure that business continuity plans are current and maintained for critical service areas.	SLT	In progress Jan 2021

Step	Actions required to ensure preparedness for an outbreak	Who	Timeframe
	<p>Critical areas are services that must be in place, at minimum operational levels, within 1-2 days –</p> <ul style="list-style-type: none"> • Representatives of ELT / SLT • Communications • Switchboard operations • Emergency / incident response • Emergency management expertise • ICT support • Public safety response • Building inspections / essential services • Aged Care support • Beaufort Caravan Park <p>Requests for contingency plans have been forwarded to leaders of these teams.</p>		

APPENDIX A – WORKPLACE BUBBLE / TEAM BASED DESK SHARING PROTOCOL



Pyrenees Shire Council

When sharing a desk

- At the start of the day, make sure the desk is clear and clean the hard surface of the desk and anything you might be touching.
- Plug in your personal devices – laptop, keyboard & mouse, headphones.
- Commence your working day.
- At the end of the day, make sure the desk is clear of any of your personal items and technical equipment.
- Clean the hard surface of the desk and anything you might have touched.

APPENDIX B – CONTACT ASSESSMENT AND MANAGEMENT MATRIX

CONTACT ASSESSMENT AND MANAGEMENT MATRIX

Contact = any staff member or contractor who has contact with a confirmed positive case of COVID-19 in a non-household setting.

Case = any confirmed positive case of COVID-19.

EXPOSURE EVENT RISK ASSESSMENT
An exposure event is contact with a confirmed case of COVID-19 during their infectious period.

1. The business conducts a risk assessment for each exposure event using the contact assessment and management matrix.
2. Individuals are identified as contacts or low risk. Contact lists are managed by the workplace and are not provided to the Local Public Health Unit unless specifically requested (for example, during an outbreak).
3. Individuals must follow the testing and quarantine requirements for their assessed level of risk (low risk or contact).

	No exposure	Low-risk exposure scenario: Contact with a confirmed case in their infectious period that is: • face-to-face (<1.5m) and transient (<1 minute) OR • distanced (>1.5m) and any duration in a large (>300m ²) indoor space or outdoors AND • does not meet the criteria for medium or high risk	Medium-risk exposure scenario: Contact with a confirmed case in their infectious period that is: • face-to-face (<1.5m) and non-transient (1–15 minutes) OR • distanced (>1.5m) and very prolonged (>2 hours) in a medium-sized indoor space (100–300m ²) AND • does not meet the criteria for high risk	High-risk exposure scenario: Contact with a confirmed case in their infectious period that is: • face-to-face (<1.5m) and prolonged (>15 minutes) OR • direct physical contact (for example, shaking hands, hugging, kissing) OR • distanced (>1.5m) and very prolonged (>2 hours) in a small indoor space (<100m ²)
Masks not worn*	Extremely low risk	Low risk	Contact	Contact
Masks worn	Extremely low risk	Low risk	Low risk (if vaccinated)	Contact (if unvaccinated)

*Mask not worn by either the case or the person exposed. Incorrect mask use or a medical mask exemption is to be considered the same as 'no mask' for assessment and management.
Note: time periods are cumulative across a period of one day (for example, two separate 10-minute exposures should be assessed as a 'prolonged' (>15 min) exposure).

QUARANTINE AND TESTING REQUIREMENTS

What you need to do	Low risk (and extremely low risk)	Monitor for symptoms and get PCR tested if you have any symptoms, however mild.
	Contact	Quarantine and get PCR tested – initial PCR testing is mandatory and cannot be substituted with a rapid antigen test. Return to work only after you receive a negative initial PCR test result. Daily rapid antigen testing is strongly recommended from the day that your PCR result is obtained (when you can leave quarantine) until 7 days after exposure (for a total of five rapid antigen tests).

Note: a positive rapid antigen test must be confirmed by a PCR test.

THE PRESENCE OF SYMPTOMS ALWAYS REQUIRES TESTING

APPENDIX C – WHAT TO DO IF YOU HAVE TESTED POSITIVE FOR COVID-19

What to do if you have tested positive for COVID-19

- Quarantine at home for 7 days
- People you live with or have spent more than four hours with at home must also quarantine for 7 days

Who to tell

- Friends and family you have spent time with recently
- Your employer
- School or daycare of your child

What to tell them

- I've recently tested positive for COVID-19
- We spent time together so you should get tested too
- Everything you need to know is available at coronavirus.vic.gov.au/checklist-cases

Know your symptoms and when you need to get help



What to do if you have tested positive for COVID-19

- Quarantine at home for 7 days
- People you live with or have spent more than four hours with at home must also quarantine for 7 days

Who to tell

- Friends and family you have spent time with recently
- Your employer
- School or daycare of your child

What to tell them

- I've recently tested positive for COVID-19
- We spent time together so you should get tested too
- Everything you need to know is available at coronavirus.vic.gov.au/checklist-cases

Support is available – know how to access it

Food relief

If you're quarantining and don't have family or friends who can help, there is support available for food and personal care items.

Search for food charities in your area through Ask Izzy at www.askizzy.org.au

Call the Coronavirus Hotline 24/7 on **1800 675 398**. Press zero (0) if you need to speak to someone in your language. Food that caters to cultural and dietary needs is available.

Financial support

If you lose income because you have to isolate you could be eligible for financial assistance. To find out what support you can get go to www.coronavirus.vic.gov.au/support or call the Coronavirus Hotline on **1800 675 398**.

Mental health support

If you are feeling overwhelmed, you can get help from a Mental Health and Wellbeing Hub. These are a free and confidential service available to everyone in Victoria.

Contact the Mental Health and Wellbeing Hubs by calling **1300 375 330**. Need an interpreter? Call TIS National on **131 450**.

7 APPENDIX D – MANAGING COVID-19 AT HOME

For most people with COVID-19, recovering at home will be the best option for care.

7.1 Managing your symptoms

It is important to watch your symptoms and understand when you might need to get help. Use the information provided in Appendix C above to check.

7.2 How to isolate effectively at home

- **Stay in your room**
 - If you have COVID-19 or you are required to isolate and have symptoms, you need to isolate separately from the members of your household.
 - Stay in your room as much as possible, away from others. Use a separate bathroom if you have one. If you must share a bathroom, use gloves and clean down the areas touched after each use.
 - Try not to enter shared areas, such as the kitchen or living room if other people in the house are using it regularly.
 - Try not have close contact with others, including touching, kissing, and hugging, unless it is an emergency and you need help.

- **Limit numbers in the house**
 - Limit the number of people who are staying in the household. Consider alternative places for them to stay if that is safe and possible – especially vulnerable people (e.g., elderly, immunocompromised, or people with chronic illnesses).
 - Visitors should not be coming to the house while you and your household contacts are isolating.

- **Masks, ventilation, and hygiene matter**
 - Keep the doors and windows open as much as possible to let fresh air blow through – if you have ceiling fans, keep them running at low speed.
 - If you need to be in the same room as someone else at home, always wear a face mask and keep a distance of at least 1.5 metres away from other household members.
 - Wash or sanitise your hands for at least 20 seconds after you cough, sneeze, blow your nose, or take off gloves and masks.
 - Wipe down surfaces that you use regularly, like doorknobs to your room and bathroom.
 - If people are leaving you meals, tell them to leave it at the door and only collect the meal once they have moved away from the area.
 - You should not share cups, glasses, plates, utensils, towels, or bedding with others in your home.

7.3 Prepare a COVID Home Care Kit

Make sure you have the following at home –

- Simple pain / fever relief (e.g., paracetamol / ibuprofen).
- Access to drinks and non-perishable foods.
- Phone numbers easily accessible for GP and Nurse on Call (24/7 1300 606 024).
- Thermometer and oximeter.
- Rapid Antigen Test.
- Activities / toys to occupy children.