

COVID-19 Staff Guidance

v:15 – 3.10.2023

I've tested positive to COVID-19:

Notify EH Infection Prevention and Control (IPAC) of your positive test result via [redcaps survey](#). Also notify your manager directly.

You will receive an automated email with instructions from IPAC after submitting your notification. Please follow all instructions and **do not attend Eastern Health campus for 5 days** after testing positive.

From October 1st, staff who are test positive to COVID-19 and are unable to work from home are required to use personal leave. This includes staff who have symptoms and those who are asymptomatic.

Where personal leave is not available, part-time and full-time staff may access up to 5 days of COVID special leave to cover the portion that cannot be covered by personal leave. Payment is conditional on notice and evidence requirements outlined in the relevant enterprise agreement.

Staff may return to work on day 6 or when symptoms resolve.

I'm a close contact of a confirmed case of COVID-19:

A close contact is someone who lives with a positive case (household contact) or has spent more than four hours with a positive person in a house, accommodation or care facility setting during their infectious period.

Please notify EH Infection Prevention and Control (IPAC) of your close contact status via [redcaps survey](#). Also notify your manager directly. You will receive an email notification outlining additional requirements to be followed whilst at work.

I'm a workplace contact of a confirmed case of COVID-19:

A workplace contact or exposure of someone who had more than 15 minutes of face to face contact of a positive case or has spent more than two hours shared in an indoor space where N95's masks were not being used.

Please notify EH Infection Prevention and Control (IPAC) of your workplace contact status via [redcaps survey](#). Also notify your manager directly. You will receive an email notification outlining additional requirements to be followed whilst at work.

Workplace and close contact of a confirmed case of COVID-19 requirements:

- For the next 7 days please wear an N95 mask (except whilst on breaks in an isolated space)
- Whilst in the workplace, do not enter shared break areas (where masks are removed)
- Return a negative RAT on Day 1 (after being notified of possible workplace contact), and conduct daily RATs and return a negative result on each day prior to work at an Eastern Health facility for 5 days after last exposure
- If experiencing any symptoms, please do not attend work until symptoms improve

Where can I get a COVID-19 vaccine?

Find a local pharmacy or clinic offering vaccine appointments [here](#)

Where can I collect Rapid Antigen Tests (RATs)?

Boxes of RATs can be ordered through FMIS, purchased at your local pharmacy or collected free of charge at collection point near you. For more information, visit [Department of Health COVID-19 testing information](#)

Do I still need to wear a mask at work?

Staff who have tested positive, are close contact or who may have been exposed otherwise should follow specific requirements as directed by IPAC.

In general, masks are required in clinical areas only. Masks are not required in publicly accessible areas such as foyer, lifts, cafeteria, etc. but may be worn if desired.

Refer to guideline #244 for more information: [COVID-19 \(SARS-CoV-2\) – Infection Control aspects of management](#)

What are the requirements for visitors to Eastern Health?

Refer to [Visitors Permissions \(easternhealth.org.au\)](#)

Entry screening of visitors is no longer in place at Eastern Health. Visitors are asked to wear masks in clinical areas and should not attend if they have symptoms. Where COVID-19 outbreaks are occurring, visitors should be advised and offered PPE should they wish to visit.

Staff are expected to encourage (but not enforce) patient and visitor compliance with COVID-19 pandemic settings. Risks associated with escalation of conflict in clinical areas should be carefully considered.

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