

COVID-19 Outbreak Management Procedure

DEFINITIONS:

SPCC: SouthPort Community Centre Staff, Contractors, participants or volunteers

Outbreak: Two (2) or more people associated with SPCC have symptoms of COVID-19 within three (3) days AND at least one (1) has returned a positive COVID-19 test

PURPOSE:

This procedure will outline what action is required to be taken in the event of an outbreak of COVID-19 at SPCC.

RESPONSIBILITIES:

1. **INDIVIDUALS:** Get tested for COVID-19 if you're unwell and report your illness to your group leader or SPCC reception ASAP. Work with your Group Leader, SPCC and the Victorian Health Department to assist with contact tracing.
2. **GROUP LEADERS:** Has this person visited SPCC in the last 14 days? If yes, please phone the office as soon as possible: 96451476
3. **THE SPCC:** Will determine whether or not it is an outbreak according to the above definitions and will report it to the Department of Health. The SPCC will work with Group Leaders and the Victorian Health Department to assist with contact tracing.

PROCEDURE:

Upon receiving a report of a COVID-19 infected visitor:

1. SPCC will suspend all activities immediately
2. On top of regular cleaning sweeps completed by the SPCC several times a day, we will enact an emergency sanitizing of SPCC using the current cleaning contractor:
3. SPCC will monitor for any new reports within 3 days
4. If and/or when one (1) more report is received within three (3) days AND the first case has returned a positive COVID-19 test, SPCC will phone the Victorian Department of Health 1800 675 398 to report SPCC as a contaminated site.
5. We will take the advice of the Department of Health on what to do next. This may mean lengthy delays in activities resuming.
6. We will review our procedures prior to reopening to avoid another outbreak.

RESOURCES, FURTHER READING AND TRAINING:

<https://covid-19training.gov.au> (requires username and password) - COVID 19 - Aged Care Module 4 - Outbreak Management Procedures