

P005: Protocol for Isolation – COVID-19

Context: This Protocol provides direction on the criteria for isolation and the resulting actions to be taken at Batchfire Resource’s places of business, “The Workplace.” It is to be used in the context of the global COVID-19 Pandemic. This Protocol has been developed from Australian and Queensland Government guidelines (references included).*

Application: All Personnel.

Symptoms: COVID-19 Identifying Symptoms, “Symptoms” *:

Symptom	COVID-19	Cold	Flu
Fever	Common	Rare	Common
Cough	Common	Common	Common
Sore throat	Sometimes	Common	Common
Shortness of breath	Sometimes	No	No
Fatigue	Sometimes	Sometimes	Common
Aches and pains	Sometimes	Sometimes	Common
Headaches	Sometimes	Sometimes	Common
Runny or stuffy nose	Sometimes	Common	Sometimes
Diarrhoea	Rare	No	Sometimes (esp for children)
Sneezing	No	Common	Sometimes

* Adapted from material produced by WHO, Centres for Disease Control and Prevention.

Close Contact:**

Close Contact is defined as requiring:

- face-to-face contact in any setting with a confirmed or probable case for greater than 15 minutes cumulative over the course of a week, in the period extending from 48 hours before onset of symptoms in the confirmed or probable case, or
- sharing of a closed space with a confirmed or probable case for a prolonged period (e.g. more than 2 hours) in the period extending from 48 hours before onset of symptoms in the confirmed or probable case,

or as may be updated at the Queensland Health Website.

Actions for Personnel:

Complete the Protocol for Entry – Form 001 to determine whether you (or another person) should be allowed to enter The Workplace. The Form is to be filled in:

1. At the start of every day shift block;
2. If you have travelled more than 1 hour from The Workplace during your time off;
3. If your circumstances change, such as:
 - a. Symptoms (suspected case of COVID-19);
 - b. Close Contact with someone with a confirmed or probable case of COVID-19; or
 - c. Point of origin for travel, especially if from a Hot Spot defined by Queensland Health.

TRIGGER ACTION RESPONSE PLAN

This TARP communicates Queensland Government requirements.

All "quoted" required actions & responses have been extracted from Government directions available at <https://www.healthdirect.gov.au/symptom-checker/tool/basic-details>.

		Normal State	Level 1 - Moderate	Level 2 - High	Level 3 – Very High
		TRIGGER		<p>Nil Symptoms</p> <p>AND</p> <p>Nil Interstate or Overseas Travel within the last 14 days</p> <p>AND</p> <p>Nil Close Contact with a confirmed or probable case of COVID-19</p>	<p>Nil Symptoms</p> <p>AND</p> <p>Interstate or Overseas Travel within the last 14 days</p> <p>OR</p> <p>Close Contact with a confirmed or probable case of COVID-19</p>
ACTION & RESPONSE	ALL PERSONNEL			<p>Familiarise yourself with the COVID-19 Protocols.</p> <p>Complete P001 Protocol for Entry – Screening Questionnaire</p> <p>Notify Management and Supervision should you experience COVID-19 Identifying Symptoms</p>	<p>Your answers indicate that you must Self-Isolate yourself at home for 14 days unless the interstate travel was as an Exempt Person or Exempt Resident who did not travel from a COVID-19 hotspot.</p> <p>The 14-day self-isolation begins on the day after the last contact with a confirmed case of coronavirus (COVID-19). This includes coming into contact 48 hours before the person who is a confirmed coronavirus (COVID-19) case became unwell.</p> <p><i>(paraphrased from Qld Govt sources)</i></p>
	WORKPLACE ACTIONS	<p>Communicate updates of Site Protocols and any changed Government Guidelines and Requirements</p> <p>Elevate to Level 2 – High should COVID-19 Identifying Symptoms be communicated.</p>	<p>Arrange for disinfection of all equipment and work areas/infrastructure that the person has been in contact within over the last 48hrs.</p> <p>Arrangements to be made to enable the person to transport themselves or provide support to transport them to their Biloela district residence.</p>	<p>Arrange for disinfection of all equipment and work areas/infrastructure that the person has been in contact within over the last 48hrs.</p> <p>Arrangements to be made to enable the person to transport themselves or provide support to transport them to their place of residence.</p>	<p>Maintain communication with the affected person.</p> <p>Arrange for disinfection of all equipment and work areas/infrastructure that the person has been in contact within over the last 48hrs.</p> <p>Isolate for 14 days all personnel who are known to have been within Close Contact** of the person IF directed by Qld Health.</p>
			<p>If at Work: Isolate the person from others immediately and arrange for their transport to their Biloela district place of residence. If the individual can safely transport themselves, enable this. Maintain communication with the affected person.</p> <p>If it is you at work: Contact your immediate Supervisor via remote or third party means and discuss / review transport method. If safe, drive/transport yourself to your Biloela district residence staying out of contact with all personnel. Under no circumstances are you to interact with any personnel. Supervisor to arrange for details to be entered within The Workplace: COVID-19 Personnel Register for monitoring and provide assistance with transport if required.</p> <p>P001 Protocol for Entry – Screening Questionnaire shall be completed for personnel prior to returning to The Workplace.</p>		

Guidelines to actions required:*

* Australian and Queensland Government guidelines available at:

<https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/novel-coronavirus-qld-clinicians/public-health-alerts>

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/protect-yourself-others/novel-coronavirus-quiz>

<https://www.health.gov.au/resources/publications/coronavirus-covid-19-identifying-the-symptoms>

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/protect-yourself-others/self-quarantine>

<https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdna-song-novel-coronavirus.htm>

P005: Protocol for Isolation - Audit Checklist 001

Inspection / Audit conducted	
Name of Auditor:	
Audit Date:	
Area audited :	

Isolation Requirements	YES	NO
1. Is the TARP consistent with P001 Protocol for Access to the workplace and Form F001? Please provide verification method:		
2. Is the workplace COVID-19 Personnel Register of isolations complete and current? Please provide verification method:		
3. Are personnel familiar with the TARP? <ul style="list-style-type: none"> • Check with a sample of Supervisors • Check with a sample of other personnel Please provide verification method:		

Audit Findings		
Finding	Compliance / Non-Compliance / Opportunity for Improvement	Recommendations
1		
2		
3		
4		
5		

Auditor Sign off			
Name		Date:	