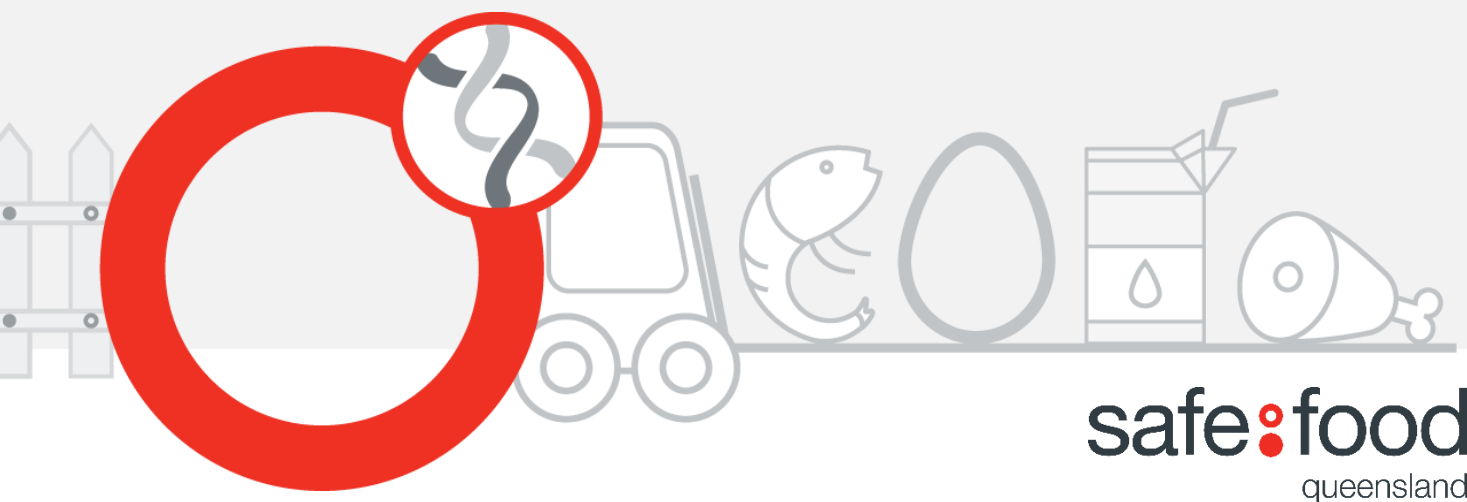

Guideline for Responding to a Confirmed Case of COVID-19 at a Queensland Food Processing Establishment

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Document acceptance and authorisation

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3.0	30/11/2021	Jim Dodds (with input from QH and Safe Food)	Update to adjust the detail provided in relation to the role of the local PHU
3.1	02/12/2021	Rick Jacobson (with input from Safe Food	Update to address feedback from the focus working group and refine flowcharts



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Purpose

The purpose of this document is to provide operational guidance for the coordination and management of a response to one or more confirmed COVID-19 cases (an outbreak) in a Queensland food processing establishment. The guideline outlines the roles and responsibilities of relevant parties, escalation procedures and expectations around information collection, sharing and timeframes.

This guideline provides a framework that businesses can use to ensure that there is a consistent and efficient approach to managing contacts in the workplace. It will allow businesses to report to Queensland Health and/or Public Health Units on their risk response when investigating a positive COVID-19 case at a food processing establishment.

Note: for the purpose of this document, the term 'business' relates to a food processing establishment, which includes but is not limited to Queensland accreditation holders under the *Food Production (Safety) Act 2000*. The Queensland Department of Agriculture and Fisheries encourages businesses not covered by the *Food Production (Safety) Act 2000* to use this resource where it may assist them in preparing their businesses as Queensland transitions through the suppression and 'living with COVID' phases of the pandemic.

Objectives

The objectives of this guideline are to:

- ensure worker health and safety following the identification of one or more positive COVID-19 cases within a business workforce
- ensure actions are taken to quickly respond to, and manage the risk of spread of COVID-19 in the business workforce and within the broader community
- ensure efficient, open lines of communication; clarity of roles and responsibilities; and clear escalation points among/between health authorities, businesses, employees and regulators
- assist in facilitating a staged shut-down of processing activities at the site if required
- manage any ancillary issues such as animal welfare

When to implement this guideline

This guideline is triggered when a positive COVID-19 case linked to a worker within a food processing facility is identified. Each outbreak will differ according to the circumstances of the case. This guideline will focus on identifying and understanding the risks of the outbreak in the business at the earliest opportunity to support the response.



Definitions

As more is learnt about COVID-19, advice and definitions are frequently updated. To ensure this guideline is maintained and aligned to current government health advice, definitions regarding the disease, cases and close contacts can be found in the [CDNA National Guidelines for Public Health Units](#). It is important to stay up to date with revisions of these Guidelines as they will inform decision making around employee cohorts due to classification of contacts. In the event of a COVID-19 outbreak in a food establishment, a risk assessment will be conducted by the local Public Health Unit (PHU), which is specific to each individual establishment. This assessment will be conducted with reference to the CDNA National Guidelines and the PHU would guide management of COVID-19 cases and contacts in accordance with state guidelines.

Case notification

A person who has undergone a test for COVID-19 will be advised of the results by the treating doctor, the fever clinic, or the laboratory that conducted the test, most times by SMS. However, positive test results are generally not transmitted by SMS. Workers may advise their employer directly of a positive test result. Staff should be encouraged to report test results to their employer. The business is encouraged to contact the relevant PHU and should contact other relevant agencies such as Safe Food Production Queensland (Safe Food), the Department of Agriculture and Fisheries (DAF) and the Department of Agriculture Water and Environment (DAWE).

Public and private laboratories have mandatory reporting requirements for COVID-19 under the *Public Health Act 2005*, as it is a notifiable condition. This means that once a diagnosis of COVID-19 is confirmed, Queensland Health and the relevant PHU will be immediately notified by the laboratory to initiate a response. The person with the positive test is interviewed and identifies their movements during the exposure period (where were they when they were exposed to COVID-19) and their movements whilst infectious (contact tracing). The PHU can only identify the person to the employer if the person gives their consent, so substantial effort is made to obtain that consent.

Vaccination

Queensland Health is responsible for the coordination of the [vaccine rollout](#). Information is contained on the website on how to [register](#) and view a vaccine [location map](#).

Being fully vaccinated refers to an individual that has received the complete number of doses of a SARS-CoV-2 vaccine that has been approved by the Therapeutic Goods Administration. If an individual has only received a single dose, they are not considered fully vaccinated. Booster shots are highly recommended for workers in these facilities six months after their last dose. Booster shots may be coordinated and offered within the workplace. The definition of fully vaccinated may change in the future to include booster shots.

Food processing and distribution centres are high risk settings for the transmission of COVID-19. Businesses should strongly encourage staff to get vaccinated to put the business in the best position if a positive case of COVID-19 was detected in the workforce or wider community. Workplaces may consider mandating vaccination as a condition of employment.

Outbreak

In context of this response guideline, one or more positive cases of COVID-19 reported by a laboratory and confirmed by a PHU in a business would constitute an outbreak and trigger an outbreak management response. Following the discussion with the PHU, the facility will be required to initiate their *Outbreak Management Plan*.



Principles

The principles underpinning this guideline are:

- **Policies and procedures in place for protecting employees, the community and the business**
 - Employee and community health and safety are the highest priority in any response.
 - The business is primarily responsible for communicating to employees and relevant third-party providers about the risks and their management during the outbreak response.
- **Rapid response and decision making**
 - Decisions on the most appropriate procedures and safety controls to support the health and safety of employees during an outbreak are to be communicated to Queensland PHUs.
 - Support the business and employees to respond to the outbreak, and to take immediate actions in response to an outbreak in accordance with the businesses *Outbreak Management Plan (OMP)*.
 - Management and supervisors should organise and implement actions within their defined roles and responsibilities rapidly and in communication with Queensland PHUs
 - Management must escalate contact management issues in the workplace during an outbreak at the earliest opportunity which may mean that existing decisions need revision in context of the outbreak.
 - Management will work collaboratively with Queensland PHUs during an outbreak and remain focussed on reducing further exposure of employees, visitors or contractors; and
 - Provide information about any management of contacts occurring in the workplace and potential exposure points.
- **Timely information sharing and escalation points**
 - The initial stages of an outbreak (within the first 12-24hrs of case notification) will be particularly challenging. Therefore, it is vital that procedures and processes are rapidly agreed upon, to ensure information is shared between the business, Queensland PHUs, relevant government body, DAWE employees, visitors and contractors in a timely manner to coordinate the response.
 - Limitations to coordinating the agreed response must be raised early.
- **Business accountability**
 - Businesses should be aware of the current status of COVID-19 transmission within the community in which they operate and take the necessary actions to limit, as far as practicable, the impact of COVID-19 on the business' workforce.
 - Businesses will be guided by their work health and safety plan and any specific advice from the PHU to support the health and safety of employees.
 - Management of businesses are expected to prepare and maintain an up to date work health and safety plan. They should remain informed of the latest health directives by the Chief Health Officer (CHO) and address as necessary.



- Management will provide PHUs with the information they have gathered regarding employees who may be classed as contacts of a confirmed case and the decisions they have made to manage the risks in a timely and responsive manner (e.g. within two hours of notification) to allow appropriate decision making which supports the health and safety of employees, visitors and contractors. This information may be used to assist the PHU contact tracing actions. Contractors and visitors are to use the Check In QLD app which will allow faster response by the PHU.

Roles and Responsibilities

Queensland Health

Role

- Provide strategic oversight to the relevant PHU and to provide support to ensure capacity to manage the outbreak, as required.

Tasks

- Support ability and capacity of the PHU to manage the outbreak.
- Facilitate access to personal protective equipment (PPE) for PHU's.
- Respond to media requests directed to the Queensland Department of Health.
- Notify Safe Food and DAF as soon as they become aware an employee at a business has returned a positive COVID-19 test result.
- Manage communication and updates regarding the status of a business to relevant regulators.

Local Public Health Unit (PHU)

Role

- Advise the business of their role in minimising the risk of transmission during an outbreak.
- Monitor the risk decisions made by Management and issue any legal directives.

Tasks

- Provide guidance and advice to support the business' compliance with their work health and safety plan and directives from the CHO.
- Respond to any identified compliance issues related to the work health and safety plan.
- Inform the business management of confirmed close contacts and the length of quarantine required and quarantine conditions.
- Validate the workplace assessment of the risk of transmission within the workplace.
- Validate infection prevention and control measures taken by the business, including identifying and isolating staff or others who are a confirmed case of COVID-19
- Advise on testing requirements and where necessary facilitate cohort testing.
- Work with the business to resolve compliance issues and issue any legal directions for isolation and quarantine.



- Where required establish an *Outbreak Management Team* (OMT) in conjunction with the business and co-chair meetings (as practicable) of the OMT until the outbreak is closed.
- Regularly liaise with Queensland Health and seek support immediately where containment issues are identified.
- Provide a single point of contact (where practicable) to the business.
- Assist the business with communications with staff by providing letters, scripting for SMS, factsheets and other messaging as appropriate.

Food Processing Establishment

Role

- Actively promote physical distancing, good hand and respiratory hygiene and increase appropriate cleaning of all common areas within the work environment.
- Develop and maintain a OMP to ensure preparedness in the event of an outbreak, including engagement with the local PHU.
- Lead and manage their response to the outbreak in the workplace according to their work health and safety plan / OMP and to support the health and safety of employees, visitors and contractors.
- Regularly communicate with employees, DAWE On-Plant Veterinary Officer and Meat Safety Officers (if applicable), contractors, visitors and regulators. This will include updating these groups on any outbreak response activities.
- Liaise with the local PHU.
- Develop a culture that promotes reporting of symptoms, vaccination and use of the Check In QLD app. It is important that staff are able to meet their obligation to stay home if they are unwell, get tested and await results.

Tasks

- Notify and liaise with the local PHU of their decisions and actions in managing contacts in their facility for the duration of the outbreak.
- Maintain up to date and accessible logs of staff, contractors and visitors with utilisation of the QLD Check In app.
- Respond rapidly to PHU requests for information on staff, contractors and visitors who worked during the shifts when a confirmed case was considered infectious. The PHU will require full names, contact details including telephone numbers and email addresses (and residential address and dates of birth if held) where privacy requirements have been met.
- Notify the DAWE Director Export Meat (if applicable) as soon as they become aware an employee has returned a positive COVID-19 test result.
- Immediately establish an OMT in conjunction with the PHU and chair meetings of the OMT as required until the outbreak is closed.
- Update the work health and safety plan as new Health Directions are released.
- Assess staff resources detailed in the OMP and have a contingency plan for staffing in the event of significant workforce loss.



- Lead, direct, monitor and oversee the business outbreak response on site, informed by the PHU outbreak investigation.
- Advise PHU of progress in reconciling information relating to contact tracing.
- Implement infection, prevention and control measures, including:
 - Identifying and isolating staff who may have been exposed and categorise according to the Contact Exposure Guide.
 - Monitoring and reminding staff on appropriate use of PPE, hand and respiratory hygiene, and deep cleaning procedures.
 - Instituting enhanced infection control precautions.
 - Displaying visible signage throughout the workplace and entrance points regarding the outbreak.
 - Designating a COVID-19 Infection Control Officer to support adherence to infection control procedures including appropriate use of PPE etc.
 - Verifying that all essential employees entering the site during the outbreak response are trained in infection control including appropriate use of PPE etc.
- Restrict visitor and contactors access to minimal essential requirements. Non-essential visitors will be precluded from entry during an outbreak. Keep a log of all essential visitors entering the workplace, including areas of the site visited. Contractors and visitors are to use the Check In QLD app.
- Implement a timely and responsive COVID-19 communication policy with employees and their families.
- Liaise with the PHU prior to making announcements to media.

Department of Agriculture, Water and the Environment

Role

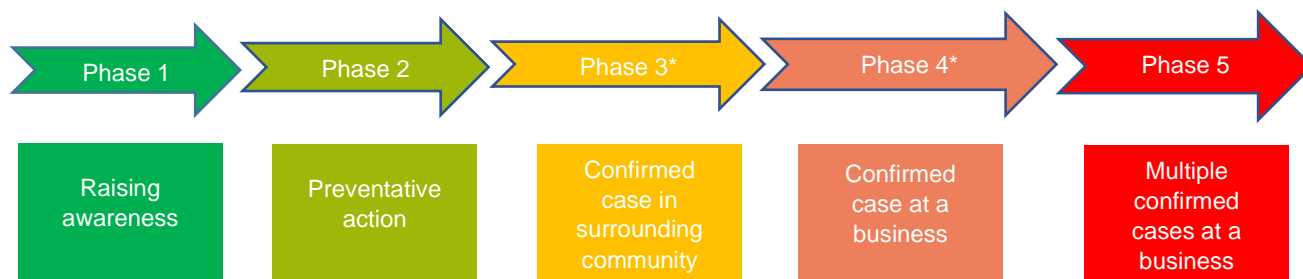
- Deliver regulatory activity to enable certification of compliance with Australian export legislation and overseas importing country market requirements.

Tasks

- Work co-operatively with the food establishment and the Queensland Department of Health and PHU to respond to a positive COVID-19 case at the establishment.
- Provide advice to the business on impacts of the COVID-19 response on product eligibility for export markets.
- Gather and provide information to the business management about its employees required for contact tracing.
- Comply with reasonable WHS measures implemented by the business such as non-invasive temperature checks and symptom screening prior to entry, and where they are not inconsistent with Queensland and Commonwealth Health Department's advice.



Joint Government and Industry Escalation Process and Preparation for a COVID-19 Incident in a Food Processing Establishment



The response by government and industry to confirmed cases of COVID-19 in the community has been categorised into five phases as the severity and geographic distribution of COVID-19 clusters increases. Each successive higher level is built on implementing the actions in the lower level. The trigger for implementing each phase is based on the transmission of the virus at a local, state and national level.

*Phase 3 and Phase 4 may not occur in linear order and a confirmed case at a business may be the first confirmed case in the community.

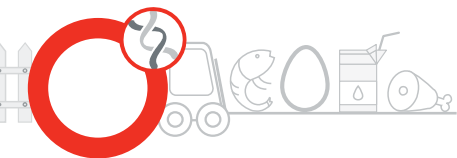
This guideline is triggered when the response moves to Phase 4 - a confirmed case is identified within a business. However, it is expected that government, industry and businesses will undertake shared actions during Phases 1 to 3 to reduce the potential public health and workforce impacts on the community and individual businesses.

A summary of actions to be taken by relevant parties for Phases 4 and 5 are provide below. Specific, detailed actions are outlined under the Response Guideline section below.

Phase 1 (Awareness) Identification of COVID-19 with human to human transmission in people returning from overseas

Phase 2 (Preparation) Increased clusters of COVID-19 community cases reported in other states

Phase 3 (Implementation) Increased clusters of COVID-19 community cases reported in surrounding district or suburbs



Phase 4 (Business case) Direct impact - A positive COVID-19 case associated with a food processing establishment

- The business to liaise with the relevant PHU and follow public health advice.
- Immediately implement the business's COVID-19 OMP.
- Maintain updated lists of staff, contractors and visitors to enable contact tracing based on the advice in relation to when the case was infectious while at work.
- Immediately implement deep cleaning of work areas and pathways associated with the positive case/worker and [close contacts](#).
- In collaboration with the investigating PHU, communicate the possible exposure risk to:
 - employees identified by the PHU as close contacts
 - DAWE
 - remaining employees, contractors and visitors onsite
- Stay in regular contact with employees and families placed into self-isolation and quarantine.
- Facilitate/coordinate on-site testing of employees if this is required as part of the management plan and communicate to the PHU.
- Ensure a shutdown protocol has been developed and finalise all processing activities onsite in accordance with Public Health Directions, if required.
- Notify all staff on site of the outbreak and any requirements outlined by the PHU for the management of the outbreak.
- Undertake assessment for all livestock remaining on the site to ensure all animal welfare requirements are complied.
- Continue to ensure that all food safety requirements are met.
- Consult with the PHU prior to releasing or making any media statements or sending correspondence to employees or their families.
- Consult with the PHU to determine if vaccinated staff are able to attend site in the period after cleaning.
- Implement enhanced infection control measures including adequate PPE and where applicable or approved, daily Rapid Antigen Testing and electronic personnel tracking devices.



Phase 5 (Multiple confirmed positive COVID-19 cases within a business)

Government, Industry and Processing Establishment Shared Actions

- Where multiple confirmed positive cases within a business are identified, the PHU in consultation with the OMT will decide whether the site will be placed into shutdown and will be guided by the businesses shut down protocol.
- The business will implement their business continuity plan where suitable.
- Further testing of employees at defined intervals will be undertaken in accordance with public health advice.
- In accordance with public health advice, allow only vaccinated and trained essential employees equipped with appropriate PPE to return to site to care for livestock, undertake critical infrastructure work, or perform essential maintenance in dedicated areas of the site. This may be supplemented with daily Rapid Antigen Testing and electronic personnel tracking devices where applicable and approved.
- Business management should liaise with the local PHU regarding their plans for a staged shut down of the facility based on employee test results and the outcomes from an initial risk assessment.
- Management responsible for oversight of the facility to keep the PHU informed of their management of contacts in the workforce until the outbreak is closed.
- The business will remain closed (if risk assessment with PHU deems necessary) until approval to re-commence operations is provided by Queensland Health/PHUs.
- Queensland Health/PHU will notify the business, DAWE and Safe Food when it is safe to continue operations.
- Once approval is provided by Queensland Health to confirm it is safe to operate, the business will advise DAWE, Safe Food and all employees of their plans to ensure their safe return to work.

Trigger Events

Trigger events requiring escalation

It is expected the business will lead the response to managing contacts within the workplace, with support and advice from other parties as described above. The following issues are triggers that require decision making by the business and PHUs:

- a) A worker who is identified as a close contact of a positive COVID-19 detection in a member of the public not associated with the business (i.e. the worker has been quarantined)
- b) A worker with a family or household member who has tested positive for COVID-19
- c) A worker who is awaiting test results and comes from a community hot spot area
- d) A worker who has tested positive for COVID-19 (i.e. confirmed case)
- e) A worker has visited an exposure venue

This guideline is triggered in the event of (d) above. For all other triggers, which relate to Phases 1 to 3 of the Escalation Process, the business management will make the appropriate decisions and inform the relevant PHU.



Response Guideline

The response to a positive case will vary depending on several circumstances, such as the number of community cases and/or level of community transmission, size of the business, vaccination status and location. The following steps indicate the response that a business will take at a food processing facility if a staff member, contractor or visitor to the site is positive for COVID-19. Whilst these steps are sequentially listed, it is likely that a number of these steps will be conducted at the same time due to the urgent requirement to complete promptly.

1. Declare

The PHU advises the business that there is a confirmed case of COVID-19 within the workforce. The business declares that there is an outbreak.

Guidance by PHU

A member of the PHU incident management team may contact the business as per the details provided within the work health and safety plan and advise of the positive case.

Business Actions

Ensure that there is a contact phone number, available 24 hours a day, 7 days a week, that the PHU can contact. This same point of contact is to be made available to all staff to report test results outside of normal business hours. For a list of PHUs, refer to Appendix 4.

Supporting Documents

- Work health and safety plan and contact details regularly updated for any changes. All industry and workplace plans should include a dedicated administrative liaison officer from the business to work with the PHU in the provision of timely, accurate information regarding staff, rosters, contractors, visitors etc.
- Records of training provided to staff informing them of their responsibility to notify the business when undergoing testing for COVID-19 and to report test results to the business.

2. Initiate

Stand up and initiate the Outbreak Management Team (OMT) to activate the Outbreak Management Plan (OMP).

Guidance by PHU

The PHU incident management team may provide guidance to the business' OMT.

Business Actions

The OMT will consist of key leadership roles and will be responsible for managing and overseeing the outbreak response. They will be required to conduct a risk assessment of possible close contact exposure in the workplace, employee tracing and be able to promptly obtain documentation relating to staff, contractor and visitor movements. The OMT is to be comprised of a cross-section of skills in the business, as well as external stakeholders including (but not limited to):

- Plant management
- Work Health and Safety Co-ordinator
- Human Resources (or those with access to employee details)
- Communications / Marketing



- PHU
- Relevant government agency (e.g. Safe Food, DAF, DAWE, local government)

There needs to be suitable continuity plans in place if a key member of the OMT is unavailable, tests positive or must quarantine. Reserve team members need to be adequately trained to ensure they have suitable skills and knowledge.

Supporting Documents

- OMP including key contact details for government agencies
- OMT contact details, available 24 hours a day, 7 days a week
- Training of OMT members and reserves

3. Identify

Contacts of the confirmed case are identified based on the assessment of the information that has been collected. Identification is based not only as defined in the Contact Exposure Guide, but on the effective implementation of all risk reduction measures.

Safe Food has worked with the Agriculture Inter-governmental Working Group to develop a [COVID-19 Guideline for Reducing Workforce Impacts](#), as well as an [Impact Mitigation Program and Risk Matrix](#) to help businesses identify areas of risk and undertake their own risk assessment. In line with this approach the assessment of close contacts will consider the standard of COVID-19 management and infection controls employed by the business to maintain physical distancing either between individuals or workforce cohorts in accordance with the business's documented work health and safety plan. Whilst vaccination status may not eliminate the need to quarantine in some instances, it may offer an additional level of protection and allow certain risk groups to return to the business to perform essential services during a shutdown, when supported by additional infection controls such as testing, employee tracking and health screening.

Supporting Queensland Health to undertake rapid identification, contact tracing and risk assessment through the use of QR Codes and the Check In QLD app (which can be linked to vaccination status) will be central to the assessment of risk and decisions around the continued operation of the facility.

Guidance by PHU

The PHU will provide the business with enough information to enable identification of areas where staff, contractors or visitors may have been at risk of exposure to the case while at the facility.

In order to validate appropriate decisions and classification of contacts, The PHU may request information/evidence from the business including that listed in the Supporting Documents (below). Clear timeframes will be given to the business on what is required and when they are expected to provide this information. Depending on the situation, a site inspection may be required to establish what people are implicated.



Business Actions

Interrogate available information to identify which staff may have had contact with the confirmed case during their infectious period (as identified by the PHU). To allow for a rapid investigation, the business is to document how this process will be undertaken in the OMP. This is to include:

- who will be involved in this process (must include trained representatives of both management and workers)
- lines of communication to employees, the case/s, and PHU
- the employee tracing procedure and who will do this, noting that the PHU is responsible for contact tracing in a community outbreak but will rely on information provided by the business
- identifying essential OMT members
- materials, equipment, and supplies needed
- reporting forms and templates.

If staff are at work when the positive case is notified, close contacts are identified and assessed first as they are the ones with a higher risk profile. This also gives close contacts a chance to communicate to family and/or other close contacts of theirs at the earliest opportunity. The remainder of the workforce should then be made aware of the COVID-19 positive case/s. If the facility operates over two processing shifts and the positive case is employed on the second shift (e.g. has not yet attended work), contact tracing will identify close contacts and proceed to step 4 (isolate/quarantine) before the commencement of the later shift. After initial identification of close contacts, determine what other staff the close contacts may have been in contact with at the workplace and for how long.

If manual paper records are maintained, ensure these are readily accessible. It is important that in the event of a facility lockdown or that key members of the OMT must quarantine, that access to all the required information is available through remote means. For those businesses that have a low digital adoption, they should ensure all personnel entering the business use the Check In QLD QR Code.

To assist in rapid identification of staff and visitors, businesses may use a suite of technologies to provide the PHU with a summary to demonstrate entry and movement of staff and visitors inside the site. This can include electronic swipe entry, fingerprint/retina scanners, real-time electronic personnel tracking devices and CCTV.

Once contacts are identified an exposure assessment needs to be undertaken. The purpose of the exposure assessment is to determine each person's risk status based on their workplace activities, travel, social and living arrangements, and to identify who may be at higher risk of exposure to the confirmed case in the business. Note that the use of the Check In QLD QR code in travel and social settings may trigger the identification of an employee or visitor. As there are a number of preventative measures being applied in businesses, close contacts are to be assessed and the table below can be used as a guide to identify higher, high or lower risk groups and can assist in step 7 (restrict) when safely shutting down the site (if applicable).



Contact Exposure Guide

Lower risk Does not indicate that there is no risk	High risk	Higher risk
<ul style="list-style-type: none"> ○ Works in a separate area / room of the site (e.g. raw vs cook rooms, kill floor vs boning room, administration office, external maintenance services) ○ Identified via the Check in QLD app outside the business (e.g. low risk contact) 	<ul style="list-style-type: none"> ○ Works in a separate cohort but in the same closed space with adequate PPE ○ Identified via the Check in QLD app outside the business (e.g. casual contact) 	<ul style="list-style-type: none"> ○ Lives in the same household ○ Travels together (carpool / bus / train) ○ Works in the same cohort ○ Works in the same closed space without adequate PPE ○ Identified via the Check in QLD app outside the business (e.g. close contact)

Note: This categorization is provided as a guide only. The PHU will assess the exposure and other factors (i.e. vaccination, ventilation, size of production environment) relating to cases and contacts to determine management.

Supporting Documents

- SOP within the OMP for employee tracing (including who traces employees, what documents such as rosters are used etc).
- Contact investigation report (Appendix 3).
- Sites organisation chart including names (not generic position titles).
- All employee contact details – phone number, residential address, date of birth, email.
- Shift roster – ensuring any movement of staff during the shift due to operational requirements is captured and updated on the roster.
- Workstation maps – displaying production line set-up and positioning of staff.
- Staff movement maps – displaying movement of staff through the facility. If work cohorts have been established, display clear segregation from other cohorts.
- Visitor and contractor logs (if keeping outside of the required QLD Check In app) – capturing all persons that visited when the case was considered infectious (by the PHU). To include at least name, phone number and either email or physical address.
- Cleaning schedules for the areas the case visited while considered infectious and sign off records.
- Health screening checks / records for the same period.
- Records of Rapid Antigen Tests used to screen asymptomatic workers in the event of spread of COVID-19 in the community.
- Staff Sick / Recreation / Special Leave reports.
- Training Registers / Logs for employees and contractors/visitors.
- Staff and visitor vaccination status



4. Isolate / Quarantine

Once Higher risk contacts have been identified and confirmed, they are to be isolated immediately if on site. If possible, Higher risk contacts will be tested on site, follow step 8 (transport) and quarantine at home as per health advice.

Higher risk close contacts undergo testing for COVID-19 and quarantine for a period defined by the PHU. A negative test does not mean the person can return to work. A negative test result or absence of symptoms will not change the advice given for higher risk contacts to quarantine because it is possible that the person's infection is not yet developed enough to be captured by the test or produce symptoms. Testing during quarantine will be conducted as per PHU advice, with testing towards the end of the defined period conducted.

High risk close contacts: Based on the implementation of risk reduction measures (adequate PPE, increased hygiene controls, complete cohort segregation, vaccination, Rapid Antigen Testing, electronic personnel tracking) the classification may be reduced despite fitting the definition of a Higher Risk contact. A risk assessment based on information available will be undertaken by the business and or the PHU. This may result in some individuals being required to quarantine, but their overall risk of developing COVID-19 is such that, if they are essential workers, consideration may be given to the issuing of a Quarantine Notice with Conditions, enabling them to continue to work under strict conditions if they are vaccinated and the business has in place additional risk reduction measures. The conditions will be articulated by the business or the PHU. Risk assessment advice may change as the situation develops and conditions allowing persons in quarantine to continue to work may be revoked at any time based on new developments (e.g. further positive cases identified during outbreak investigation).

Lower risk contacts: In some situations, individuals on the same site as an individual with COVID-19 do not work in the same area (e.g. livestock handling vs food processing), and thus do not meet the definition of a high or higher risk close contact. If the business is able to demonstrate that there is clear, complete segregation of work areas and the cohort has not had contact with the confirmed case, essential workers that are vaccinated may be allowed to return to work after being tested without needing to wait for a negative result. To support a return to work at the earliest opportunity, businesses that have provisions in place for daily Rapid Antigen Testing of returning employees, electronic personnel tracking, enhanced PPE controls and daily health screening checks in place may assist to fast track this decision by the relevant PHU.

Business Actions

If Higher Risk contacts are staff from another shift and/or have not yet attended the site, notify them to self-quarantine at home and wait for PHU advice (on testing). A separate area of the site should be identified in the OMP that can be used to quarantine Higher Risk contacts. The area must be able to be adequately sealed off from contact with other people on site. Multiple areas may be required dependent on the layout of the facility.

Supporting Documents

- Site map with quarantine / isolation zone identified.
- Records indicating who has been confirmed as a Higher Risk contact.
- Records indicating who is in isolation or quarantine.



5. Test

Testing will be arranged under guidance from the PHU. There are several models used for large volume testing. The best approach to testing will vary depending on factors such as the location of the facility, the capacity of local private and public health service pathology providers and the phase of the pandemic response that Queensland or the region is in (e.g. Suppression or containment etc)

As the technology advances, different testing methodology may be developed and utilised to supplement the routine polymerase chain reaction (PCR) testing. Rapid antigen test (RAT) is an example, but each State is responsible for their approval as a means of identifying COVID-19. If the method is approved, the business should consider factors such as:

- the type of rapid test
- the protocol for testing
- the response in the event of a positive result (e.g. part / whole site shutdown)

The adoption of a RAT program as part of COVID-19 screening of staff may assist businesses to meet their workplace health and safety obligations and to minimise the risk of disruptions to the business caused by a COVID-19 outbreak. RAT may provide a highly visible, efficient way to assess the health status of a workforce, allow rapid identification of a positive worker and reduce the exposure time of a workforce by allowing early detection and intervention. A RAT program may be introduced as a part of a business's preparedness prior to any detection of infection in a worker where there may be widespread community transmission occurring. Alternatively, it may be used as part of a site's response to a confirmed case in the workplace to assist with the rapid return of staff to the site. This would ensure that the food supply chain is maintained, and may provide confidence to a PHU in the effectiveness of the facility's management of COVID-19 prevention.

A business looking to adopt a RAT program needs to consider how it is going to be implemented, the frequency of testing to be applied and the management of staff and results. More frequent testing may provide a higher degree of confidence in the program and a more rapid identification of any positive staff but needs to be considered in the context of the sensitivity and specificity of the test.

The Queensland government emphasises that vaccination, in combination with RAT and other COVID-19 infection controls (mask wearing, frequent hand washing, ventilation and physical distancing), is the most effective way to protect the health and safety of employees and minimise disruptions to a business and strongly encourages the food processing industry to undertake long term resource and work force planning as part of their business work health and safety plan. This plan should consider the level of community transmission, and the proportion of employees who are unvaccinated or vulnerable to the impacts of COVID-19 and who may need to be restricted from returning to the site during an outbreak.

Vaccination reduces the risk of infection and its severe consequences to the worker and the cohort whilst the use of RAT screening may allow detection of pre-clinical / asymptomatic cases – thereby reducing risk to the food business. This tiered protection in conjunction with the use of routine COVID-19 risk management steps mean that these workers are unlikely / less likely to constitute risk and/or be at risk and therefore can continue to work provided the screening continues and staff are periodically tested by PCR on a rotational basis to monitor / reduce the possibility of false negatives.



The flow charts in Appendix 5 set out the classification of contacts in a work place and the proposed management of staff in the case of a detection of COVID-19 and the actions that can be taken to reduce business risk depending on the level of preparedness of a business, the degree of community transmission, vaccination status of the workforce and the type of health screening in place. Flow Chart A demonstrates the framework when there is no or low community transmission, and may be used where RAT is not approved. Flow Chart B sets out the steps when RAT is used in scenarios where there is widespread community transmission and a business is attempting to protect their operations and staff.

Guidance by PHU

The PHU will determine what form the workforce and community testing regime will take. Once a person is identified as a close contact and tested for COVID-19, they will be advised by the PHU on what actions they must take.

Business Actions

During the initial phase of the PHU investigation, including the identification and testing of contacts, the business may not be able to operate if a significant proportion of the workforce is involved. Additionally, it may take up to a few days for test results to be known. As such, the business should take this into consideration when developing their *Return to Work Plan*. Employees should be encouraged to share the result of their test with the business, despite all test results being notified to Queensland Health and PHUs. Refer to Appendix 1 for a COVID-19 investigation workflow.

The OMP is to identify a possible location for a pop-up testing clinic on site, and if in an enclosed space, certain minimum requirements would need to be achieved (e.g. fully segregated area). If suitable, the car park may be used where a drive-through clinic is possible.

Supporting Documents

- Test results
- Site map demonstrating possible location of pop-up testing area
- Rapid Antigen Test Standard Operating Procedure.

6. Enhance

The hierarchy of controls (elimination, engineering controls, administrative controls and PPE) should be used as a combined approach to assist in the prevention of disease transmission.

Guidance by PHU

May seek confirmation of enhanced infection control measures instituted as part of business as usual activities and since the case was identified, including the consideration/assessment of the impact of current measures on the risk of exposure of workers.

May provide advice on additional control measures which may be implemented to reduce the risk of exposure to workers.

Business Actions

Implement enhanced infection control strategies such as:

- PPE (e.g. face masks, face shield, clothing)
- Increased cleaning of high-touch and common areas
- Substitution of higher risk contacts for lower risk contacts



- Rapid Antigen Testing
- Electronic personnel tracking devices.

Ensure that staff receive ongoing training and are competent in the application of enhanced infection control strategies. For face masks, this includes how to put on and take off the mask and how it should be effectively worn to cover both the nose and mouth. It also includes frequency of replacement and how they are to be discarded, remembering hand hygiene is vital to prevent contamination and therefore the effective functioning of the PPE.

Supporting Documents

- Standard Operating Procedure (SOP) for use of enhanced infection controls. Utilisation of pictures within the SOP to visually demonstrate the controls (e.g. employee wearing a mask).
- Training records for employees and contractor/visitors in the SOP.

7. Restriction of Site Access and Shutdown

In the event of significant numbers of staff requiring testing and/or quarantine the site may have to restrict entry and exit. Shutdown of the processing facility may be required.

Guidance by PHU

Validate the business' decisions to place restrictions on the site and whether shutdown of processing will be required. Consideration of the need for shutdown will be regularly reviewed based on available information about the extent of the outbreak and other factors such as: potential exposure across multiple areas of the facility; health and safety considerations; control measures in place and the effectiveness of control measures.

Business Actions

The shutdown of a facility requires time and needs to take this into consideration when undertaking an investigation and advising on management strategies. For example, critical infrastructure such as waste treatment plants, rendering operations, refrigeration plants/chilling systems that run the entire site will require a staged shutdown and therefore will need people to undertake those activities. To facilitate this, a risk assessment will be required to determine who is approved to remain on-site.

Control site access while decisions are made regarding how contacts will be managed. Rather than having many people leave the site to travel to testing stations and potentially put the community at risk from exposure, consideration may be given to retaining people on site until advice is sought from the PHU if available. If the facility can contain all staff, visitors and contractors (while isolating Higher Risk contacts), it may be possible that production activities can continue until on-site testing is available. If on-site testing is unavailable but site access has been restricted, where practical, staff may be transported to the nearest testing facility and then directly home. Noting that many facilities require time to prepare for a large influx of people for testing, allowing people to return home to quarantine until testing can be arranged may be required.

For those facilities that process livestock, there are broader animal welfare considerations to be evaluated. Early communication with livestock pick-up and delivery operations is essential such that the livestock volume on-site is reduced, and the shift can process the remaining stock

before a potential site shutdown. Some animal species are less resilient and require just-in-time processing to occur. As such, where there is an indication that site access restrictions are required,



the livestock needs to be managed before all staff leave the facility. This may mean that the livestock are slaughtered, eviscerated and placed into the chiller without additional further processing into portions or customer orders.

The OMP needs to identify if there are any critical services within the processing facility that are required to safely maintain the site and who needs to operate them. These can include items such as plant refrigeration, electrical boards, waste management (including rendering) and “engine drivers”. If the normal staff that maintain critical services are implicated as a close contact of the case and are quarantined, a procedure will be required if external contractors need to enter the site and undertake the tasks. If site access is required, the contractor would have to abide by the enhanced infection control strategies and other management strategies may be required for these staff, such as consideration of quarantine and testing, based on requirements of site management and the OMP.

A business continuity plan should be developed that includes a Standard Operating Procedure in how a site shutdown would occur. This plan should include a number of scenarios depending on where the positive case is working and should be tested in mock exercises to confirm its effectiveness.

With the emergence of different strains of COVID-19, the risk profile to the community will change. For example, the Delta variant has been identified to be more transmissible and thus lead to lockdowns of local government areas. The overarching principle to contain any potential spread at a business is to “go hard and go early” which utilises a combination of infection controls, vaccination, identify, isolate and test at the earliest opportunity. Based on this principle, it is reasonable to expect that the business should prepare to shutdown a site at least while all staff, visitors and contractors are tested.

Supporting Documents

- OMP
- Business Continuity Plan
- Site Access Restriction / Shutdown SOP

8. Transport

Transport of contacts from the facility or testing if it is being conducted outside the business facility.

Guidance by PHU

N/A

Business Actions

Ensure that the person that has been notified that they must quarantine has appropriate transport to a location specified in the CHO directive. Where possible, staff should use their personal mode of transport that they used to travel to work. Public transport is to be avoided as far as possible. If the person requires a taxi or ride share service, the business should ensure the person uses the QR code check-in for contact tracing. Staff using these services should maintain the enhanced infection control strategies and procedures including:

- wearing PPE (e.g. face mask)
- avoiding contact with the driver by sitting diagonally opposite in the back seat with windows down to allow external air circulation.



- Practicing good personal respiratory and hand hygiene

Supporting Documents

- SOP for transporting staff
- Training records for the SOP.

9. Communicate

Communicate to all internal and external stakeholders. The key to a swift response is to ensure that communication about the situation is clear and concise, accurate and specific for the necessary stakeholders.

Guidance by PHU

There are times when contact tracing can be difficult and in order to raise awareness of the general public, a broadcast *Public Health Alert* is required. The CHO may also deem it necessary to inform the public during a media conference.

Business Actions

Ensure employees, contractors and visitors are aware of their responsibilities and there are clear and established communication channels to notify the business of any illness, no matter how mild. Communication is to include:

- not come to the site if they are unwell
- if they start to display symptoms in the workplace, they should isolate immediately as per the business work health and safety plan
- inform the business if they are advised by a Doctor to undergo COVID-19 testing
- inform the business immediately if they have tested positive for COVID-19.

English may not be the first language of some employees, contractors or visitors so the business needs to ensure that communication is multi-lingual where necessary.

To avoid the spread of misinformation and respect the privacy of employees who test positive for COVID-19, it's important to control the message being disseminated. Employees, contractors and visitors should be instructed not to speak to the media or post information about the situation on their personal social media accounts. All inquiries should be directed toward the nominated communications contact within the business.

A set of media statements is to be prepared outlining the steps the business has taken to reduce the impact of COVID-19 on the workforce and broader community. Any media statements are to be discussed with the PHU or Queensland Health prior to distribution to ensure consistency in messaging.

The OMT is to communicate regularly and meet daily and ensure that all actions are being documented. If the PHU or Safe Food is unable to attend a daily meeting of the OMT, updates are to be provided daily or as necessary through the duration of the declared outbreak.

Supporting Documents

- OMT meeting minutes.
- Pre-prepared media statements approved by the PHU/COVID-19 IMT.



- Queensland Health has a range of free resources in a number of languages that can be used in the workplace to make sure employees know how to stop the spread, and what to do if unwell.

10. Clean

Clean the facility.

Guidance by PHU

. May seek confirmation that cleaning has been satisfactorily carried out.

Business Actions

Clean the facility in accordance with current [guidelines](#). Whilst food processing facilities will conduct cleaning and sanitation of production equipment on a daily basis, there are other non-food contact areas of the facility that will require additional cleaning. These include common areas such as lunchrooms, amenities, locker rooms, designated smoking areas, vending machines, handrails and other frequently touched surfaces and plant entry areas (handwash stations). Other production equipment that is frequently handled, but not cleaned as regularly can include control panels, light switches, keyboards, lock-out-tag-out equipment, maintenance tools, keys and cleaning equipment itself. It is likely that cleaning will be undertaken when there is restricted site access. Therefore, ensure that cleaning staff have all the necessary PPE and controls to ensure they do not put themselves at additional risk of COVID-19 transmission. If uniforms are laundered off site, ensure the clothing supplier is aware there has been a positive COVID-19 case so that additional controls can be implemented at dirty laundry collection.

Supporting Documents

- SOP and training records for cleaning of areas / equipment, including what chemicals are used for sanitation.
- Cleaning records and verification checks.

11. Maintain

Ensure process control is maintained.

Guidance by PHU

N/A. Safe Food will handle food safety concerns if applicable.

Business Actions

Ensure process control is maintained and food safety risks continue to be managed. An outbreak of foodborne illness with people presenting to doctors or hospitals is an undesirable outcome if the health system is already under pressure. There will likely be an increased level of fear or uncertainty once the positive case is communicated. If the business has been approved by the PHU to continue processing, monitoring arrangements are to be maintained to the frequency described in the Food Safety Program (FSP). If livestock remain on site, ensure that they continue to be assessed to ensure all animal welfare requirements are compliant.

Supporting Documents

- FSP monitoring records.



12. Monitor

Continue to monitor the wellbeing of staff that have been quarantined as well as staff that may have returned to the workplace. RAT may be used where approved to screen for COVID-19 among employees returning to site under a Quarantine Order to allow processing operations to continue. Only RAT devices registered by the Therapeutic Goods Administration (TGA) can be utilised. Screening is to be conducted inline with any product specific information placed on the test by the TGA and should not be used as a replacement for diagnostic testing. The [TGA website](#) will detail the conditions of testing and supervision requirements. If RAT is approved by Queensland Health, further guidance material may be developed to assist the implementation.

Guidance by PHU

Clearance testing for quarantined individuals should be conducted towards the end of the quarantine period (generally between days 10 to 12 but at the discretion of Queensland Health) to verify they remain negative and can return to work. Further surveillance testing of the workplace may also be undertaken to confirm there are no asymptomatic people present. This is dependent on the number of positive case detections during the outbreak and level of community transmission.

Business Actions

If step 6 (Enhance) has been initiated, ensure monitoring for compliance with infection control measures is regularly done and documented. All the best intentions can be undone if staff are not complying with additional infection control measures or with basic hygiene procedures.

Supporting Documents

- Quarantine test results (frequency as per Health advice).
- RAT results.
- Results of compliance verification on infection controls.

13. Support

Guidance by PHU

Support the business and provide technical direction and/or advice.

Business Actions

Ensure there is adequate support for all staff acknowledging close contacts required to quarantine may be casual employees that require an income to support themselves or their family.

Supporting Documents

N/A



14. Re-commence

Production operations re-commence to pre-outbreak conditions if there are no new cases within 14 days (incubation period) following the date of the last positive case, or as advised by the PHU.

Guidance by PHU

The COVID-19 outbreak is declared over after the OMT consult and formally confirm the status with the PHU. If another COVID-19 positive case is detected after the outbreak is declared over, the response guideline would be re-initiated.

The decision for the business to return to normal operations will be based on workforce availability once a thorough risk assessment has been conducted and verified by the PHU to determine the status of workers identified as close contacts.

Where there are concerns regarding the capacity of the business to operate under their existing work health and safety plan based on a high level of community transmission, the PHU may decide to allow the business to operate at a reduced workforce capacity to facilitate a temporary shutdown of the business while further analysis of the results from testing of higher risk contacts is completed. The decision to recommence operations after a temporary shutdown will be made in consultation with the PHU. This approval will be considered once the community transmission of COVID-19 is at a level the business believes is manageable under their revised work health and safety plan.

Business Actions

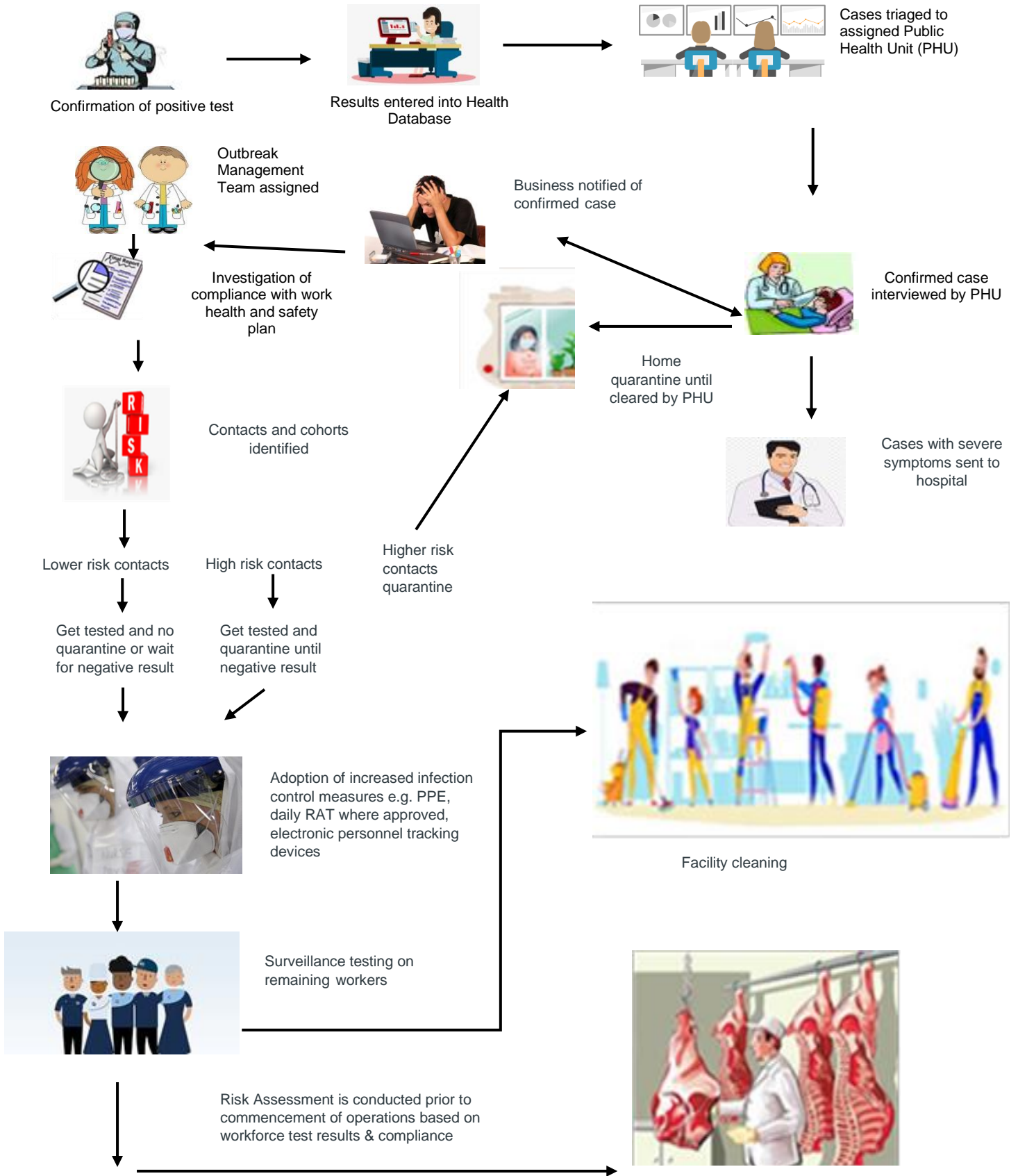
The OMT should hold a debrief once the outbreak has been declared over and ensure all information is accurately documented and filed in case it is required in the future. A review and evaluation of the response is to be conducted to identify if there are any opportunities for improvement. Depending on the level of community cases, the business might decide to continue following enhanced infection control strategies (e.g. wearing face masks, respiratory hygiene, increased cleaning, RAT).

Supporting Documents

- OMT closing meeting minutes declaring the outbreak is over
- Documented PHU authorisation to recommence processing



APPENDIX 1: COVID-19 Investigation Workflow





APPENDIX 2a: Response Guideline Summary

1. Declare	<ul style="list-style-type: none">• Outbreak declared due to positive case of COVID-19• 24/7 contact available
2. Initiate	<ul style="list-style-type: none">• Stand up Outbreak Management Team (OMT)• Cross section of business skills and are trained in the Outbreak Management Plan (OMP)• Continuity plans if OMT member tests positive
3. Identify	<ul style="list-style-type: none">• Commence contact tracing• Identify higher, high and low risk contacts• Prepare documentation (employee contacts, shift roster, work place maps)
4. Isolate/Quarantine	<ul style="list-style-type: none">• Isolate/Quarantine Higher Risk contacts• Higher Risk contacts to quarantine for period defined by PHU• Area available in the facility for isolation
5. Test	<ul style="list-style-type: none">• Test Higher Risk contacts immediately• Test remaining staff• Self-isolate until test results are known• Determine if on-site testing is possible
6. Enhance	<ul style="list-style-type: none">• Implement enhanced infection controls• Ensure staff are trained (e.g. PPE)
7. Restrict	<ul style="list-style-type: none">• Lockdown the site and prevent entry and exit• Ensure inputs (e.g. livestock transport) are notified to cease• OMP identify critical services and external contractors to maintain facility
8. Transport	<ul style="list-style-type: none">• Transport Higher Risk contacts to medical centre for testing• Avoid using public transport• Procedure documented and trained for taxi / ride share services if needed
9. Communicate	<ul style="list-style-type: none">• Internal and external• Timely, clear, concise, and accurate• Recommend staff avoid posting on social media• Prepare media statements
10. Clean	<ul style="list-style-type: none">• Conduct clean• Non-food contact areas (e.g. common areas, amenities, control panels)• Ensure cleaning staff have adequate PPE
11. Maintain	<ul style="list-style-type: none">• Maintain process control• Continue conducting production monitoring, including animal welfare
12. Monitor	<ul style="list-style-type: none">• Check on staff wellbeing in quarantine and at work• Quarantine staff to be retested at a period defined by PHU• Use of RAT or electronic devices to monitor staff movement on site
13. Support	<ul style="list-style-type: none">• Ensure support is available for staff during the outbreak• Causal employees may be more impacted in a facility lockdown
14. Re-commence	<ul style="list-style-type: none">• No new cases within 14 days of the last positive case• Declare outbreak over in consultation with PHU and OMT• OMT to debrief and review outbreak



APPENDIX 2b: Response Guideline Flow Chart

This flow chart illustrates the structured steps that would be implemented in response to a confirmed case of COVID-19 and can be used to identify priority actions. This may also be beneficial to inform the business' Outbreak Management Plan and delegation of tasks within the Outbreak Management Team.





APPENDIX 3: Contact Investigation Report

To enable timely investigation and implementation of management actions in the event of an outbreak of COVID-19 in a food processing facility the employer should be able to supply the following information at a minimum:

General Information Relating to the Facility and Workforce

- The business's workforce production model highlighting how cohorts are broken down to facilitate physical distancing in the workplace. This should be supported by a site map and site layouts showing where cohorts are located and people flows / traffic flow in and out of each area.
- The workforce profile for the business, number of employees, permanent, casual, part-time contract, use of labour hire, number of at-risk employees (where employees have chosen to disclose), number of trained or qualified staff with COVID-19 skills and knowledge onsite.
- General workforce information:
 - the full name, date of birth, phone number, email contact and current residential address of all employees
 - the full name, date of birth, phone number and email contact of all visitors and contractors who have been onsite during the case/s infectious period (as provided by the PHU). This is in addition to data captured via the Check In QLD app.
- Records of:
 - compliance with work health and safety plan procedures and policies
 - daily health screening checks
 - staff rosters for each department, shift, changes in worker rotations
- Employee information including:
 - health screen checks
 - rosters
 - vaccination status (where employee has chosen to declare, or it is a mandatory declaration as a condition of employment)
- What protective clothing are worn by those in each area of the business.
 - Livestock management
 - Drivers
 - Maintenance
 - Distribution
 - Slaughter floor, Boning Room, RTE Room
 - Rendering / Waste
- Training logs –
 - What training staff have received in personal hygiene
 - application and appropriate use of PPE
- What cleaning schedules and checks are undertaken to support work cohort separation
- The traffic flow / walk path around the workplace
- What workplace stoppages or breakdowns occurred during the infectious period of the case/s



Specific Information relating to the Case/s and Contacts

- Employee information which may be requested includes:
 - health screen checks
 - what time they start work
 - what time they finish work
 - areas or department of the business did they work
 - if at work when they started to display symptoms
- Employee transport to and from work:
 - private transport
 - carpool
 - taxi / ride share
 - public transport
 - other
- Who do they work besides, or next to.
- What team do they work in.
- Duration of exposure to others.
- What cleaning schedules and checks are undertaken to support work cohort separation.
- Are there other workers who are on sick leave from the confirmed case's work cohort.
- Who they have lunch with.
- The positive workers activity history when considered infectious.
- What workplace meetings did they attend.
- What maintenance work was undertaken in their designated work area.
- What employees including QA and Supervisors had close contact with the confirmed case during the infectious period.
- Vaccination status of employees that work in close proximity with the confirmed case where available.
- What family members or relatives of the confirmed case also work at the establishment.



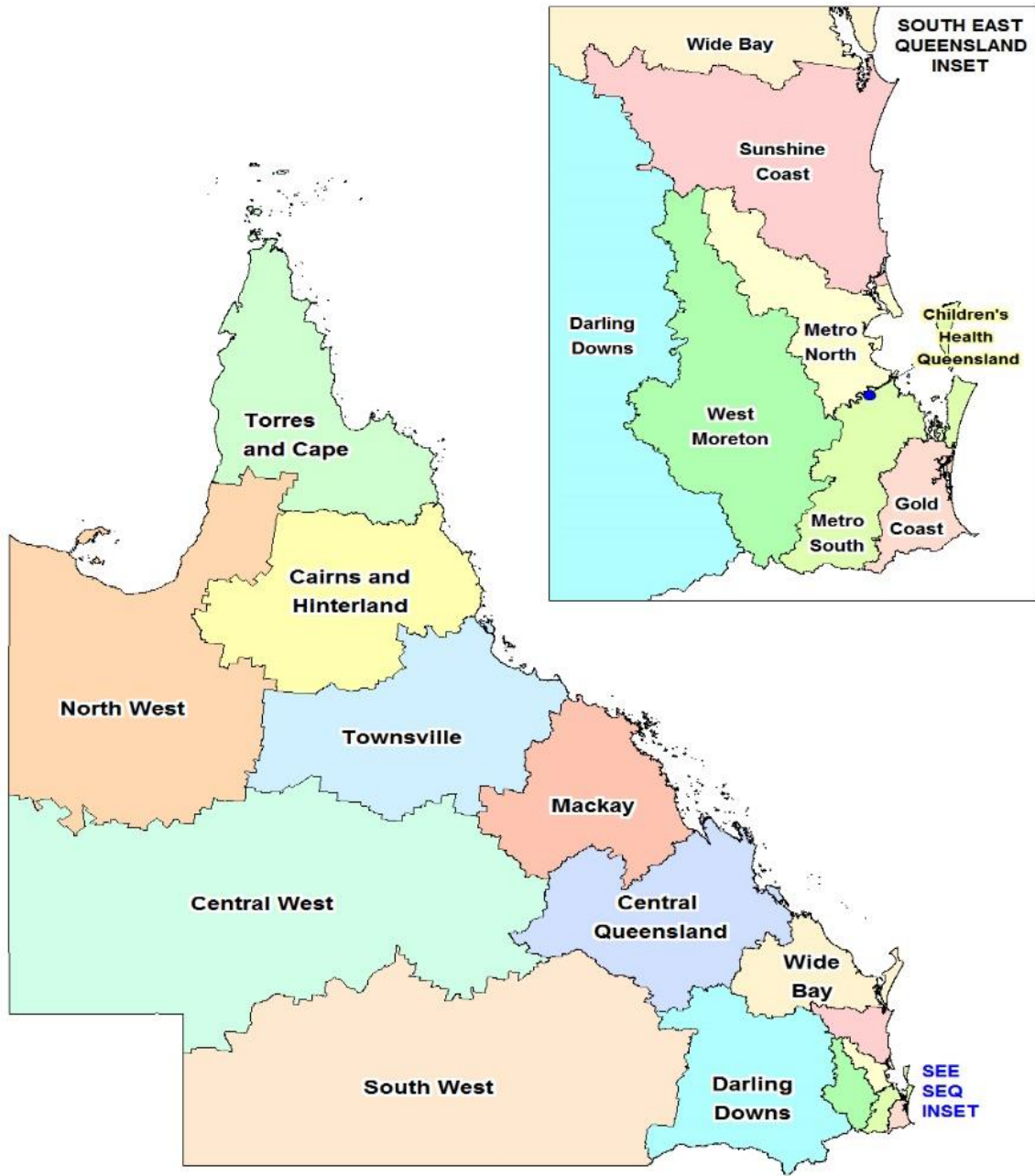
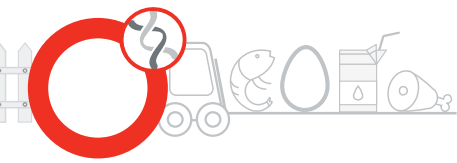
APPENDIX 4: QLD Health Contact List and Public Health Unit Areas

Environmental Health Quick Reference

OFFICE	PHONE NUMBER:	FAX NO.
Health Protection Branch Butterfield Street HealthProtectionUnit@health.qld.gov.au	(07) 3328 9310	(07) 3328 9622
Metro North Environmental Health EH_Brisbanenorth@health.qld.gov.au	(07) 3624 1111	(07) 3624 1159
Metro South Environmental Health EH.metrosouth@health.qld.gov.au	(07) 3156 4000	(07) 3156 4045
Cairns Environmental Health EH.Cairns@health.qld.gov.au	(07) 4226 5555	(07) 4031 1440
Central Queensland Environmental Health EH_centralqueensland@health.qld.gov.au	(07) 4920 6989	(07) 4921 3230
Central West Environmental Health	(07) 4658 4790	(07) 4658 4709
Darling Downs Environmental Health EH_Darlingdowns@health.qld.gov.au	(07) 4699 8240	(07) 4699 8477
Gold Coast Environmental Health EH_GoldCoast@health.qld.gov.au	(07) 5667 3200	(07) 5667 3281
Mackay Environmental Health EH_Mackay@health.qld.gov.au	(07) 4885 5800	(07) 4885 5819
Sunshine Coast Environmental Health EH_SunshineCoast@health.qld.gov.au	1300 017 190	
Torres Strait and Northern Peninsula Area Environmental Health	(07) 4069 0436	(07) 4069 2862
Townsville Environmental Health EH_Townsville@health.qld.gov.au	(07) 4433 6900	(07) 4433 6926
Townsville - Mt Isa Environmental Health TRS-ADMIN-MPHU@health.qld.gov.au	(07) 4744 7178	(07) 4744 9124
West Moreton Environmental Health EH_WestMoreton@health.qld.gov.au	(07) 3818 4700	(07) 3818 4701
Wide Bay – Bundaberg Environmental Health EH_WideBay@health.qld.gov.au	(07) 4303 7503	(07) 4303 7599
Wide Bay - Hervey Bay Environmental Health EH_WideBay@health.qld.gov.au	(07) 4184 1800	(07) 4184 1809

For more information, refer to:

<https://www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units>

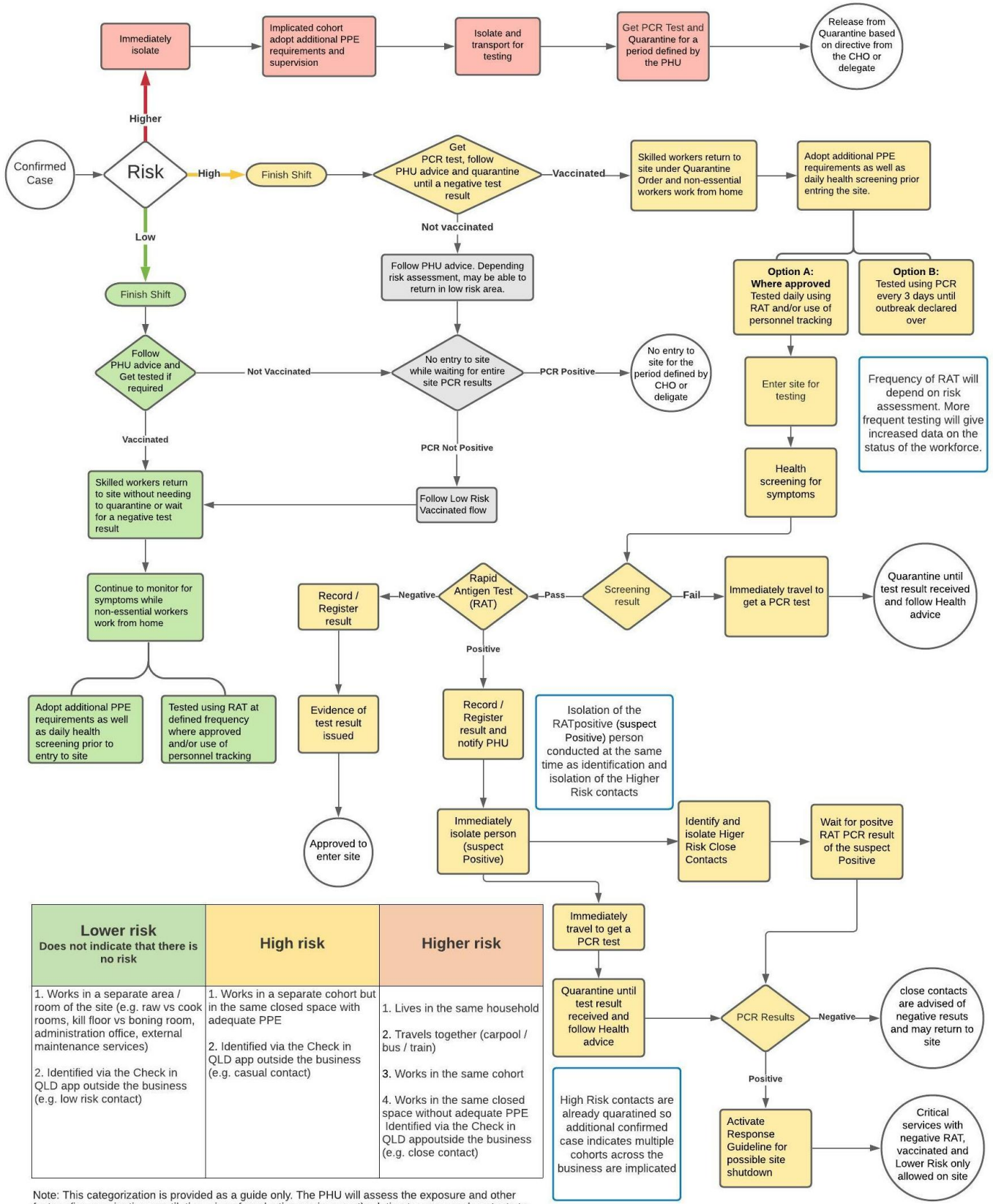




APPENDIX 5: Flow Chart for use of Rapid Antigen Testing

Flow Chart A

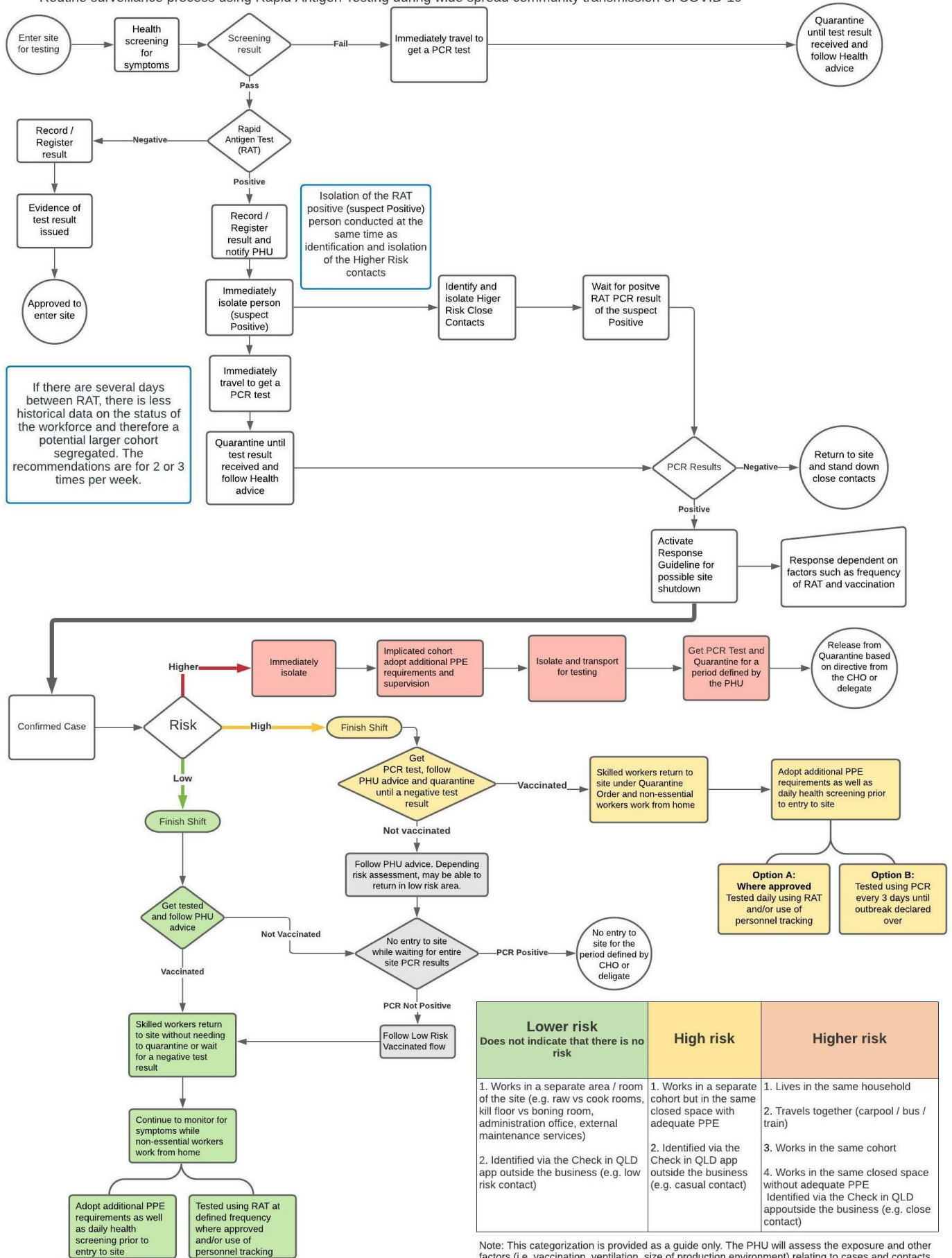
Site response to a positive case of COVID-19. (where no or low community transmission)





Flow Chart B

Routine surveillance process using Rapid Antigen Testing during wide spread community transmission of COVID-19



Lower risk Does not indicate that there is no risk	High risk	Higher risk
1. Works in a separate area / room of the site (e.g. raw vs cook rooms, kill floor vs boning room, administration office, external maintenance services) 2. Identified via the Check in QLD app outside the business (e.g. low risk contact)	1. Works in a separate cohort but in the same closed space with adequate PPE 2. Identified via the Check in QLD app outside the business (e.g. casual contact)	1. Lives in the same household 2. Travels together (carpool / bus / train) 3. Works in the same cohort 4. Works in the same closed space without adequate PPE Identified via the Check in QLD app outside the business (e.g. close contact)

Note: This categorization is provided as a guide only. The PHU will assess the exposure and other factors (i.e. vaccination, ventilation, size of production environment) relating to cases and contacts to determine management



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