

COVID Positive Case/ Outbreak Checklist		
<i>Use when swab result confirmed positive for COVID-19 (by GP or other)</i>		
	Actioned	Date/ Time
<p>Executive Manager, Aged Care and Community Services on XXX notified by Site Manager.</p> <p>Executive Manager, Aged Care and Community Services to email confirmed case/s to: <a href="mailto:agedcareCOVIDcases@health.gov.au">agedcareCOVIDcases@health.gov.au</a> (including consumers and staff)</p> <p>If <b>URGENT</b> assistance outside of business hours QLD Ph: <b>1800 300 125</b></p>		
<p>CEO on XXX to be notified</p> <ul style="list-style-type: none"> <li>- Comms. to be distributed at CEO discretion including Leadership/ team members etc.</li> </ul>		
<p>Contact Operations Engagement Manager on XXX or Laundry Manager on (XXX) to initiate access to COVID Additional PPE Stockpile.</p>		
<p>PHU notified by Site Manager/ CN (if results did not come from them)</p> <p><b>All sites – phone 1300 017 190</b> <b>Bindaree – phone 07 4920 6989</b> <b>Aloaka – phone 07 3824 1111</b></p>		
<p>ACQ&amp;SC notified by CEO/ Executive Manager</p>		
<p>Initiate <b>COVID Outbreak Response Roster</b> for appropriate staffing levels (Ensure staffing identified as high risk of infection; are excluded from rostered shifts during outbreak, including any IHC team who may have recently moved to RAC due to increased risk exposure).</p>		
<p>If minimal positive cases; initiate team members for ‘specials’ roster.</p> <ul style="list-style-type: none"> <li>- Team member/s allocated for 1:1 – Is the consumer 1 or 2 assist?</li> <li>- Ensure sufficient equipment (i.e. 1 x tablet set up for use outside resident’s room to reduce the risk of the spread of infection)</li> </ul>		
<p>Ensure CN/ RN has commenced Outbreak Checklist</p> <ul style="list-style-type: none"> <li>- Including ‘line listing’ or tracking document from PHU</li> </ul>		
<p>Ensure ‘Precautionary Lockdown’ signage removed from entrances and:</p> <ul style="list-style-type: none"> <li>- Replaced with ‘Lockdown’ signage at entrances.</li> <li>- Notices displayed on consumers door.</li> </ul>		

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Ensure outbreak stations set up outside of consumers room for barrier nursing to occur		
<p>Send reminder to facility Team members to ensure they change into uniform at the commencement of their shift and remove uniform at the end of their shift.</p> <ul style="list-style-type: none"> <li>- If Team member has not arrived to commence shift with additional clothing, ensure access to either additional uniforms/ scrubs is provided.</li> </ul>		