

**PROC 0032****COVID-19 Return to Work / Service Procedure**

Responsibilities and Delegations	
The Procedure Applies To	Committee of Management Administration Staff Support Workers Program Managers, Program Developer, Assistant Program Manager Senior Management Assistant Executive Director Executive Director
Specific Responsibilities	Administration Staff Support Workers Program Managers, Program Developer, Assistant Program Manager Senior Management Assistant Executive Director Executive Director
Procedure Approval	Committee of Management (Aurora Support Services)

Policy Context – this policy relates to :	
Standards	NDIS Practice Standards Core Module 2, Risk Management (Fire Safety and Emergency Procedures)
Legislation	Australian Human Rights Commission Act 1986 Charter of Human Rights and Responsibilities Act 2006 Occupational Health and Safety Act 2004 National Disability Insurance Scheme Act 2013
Contractual Obligations	NDIS Terms of Business Aurora Support Services Individual Participant Agreements Continuity of Support Program Funding Agreement Department of Environment, Land, Water and Planning
Organisational Related Policies / Procedures	<ul style="list-style-type: none">• Risk Management Procedure• Crisis Response Policy• Critical Incident & Stress Management Policy• Maintaining a Safe Environment Policy• Occupational Health & Safety Policy• Aurora Support Services COVID-19 Positive Case Action Plan• Record of a Response to a Report of Potential Exposure to COVID-19• Conditions For The Safe Provision of Services
Organisational Related Forms / Documents	<ul style="list-style-type: none">• Contact Assessment and Management Matrix : Workplaces, Business and Industry - https://www.coronavirus.vic.gov.au/sites/default/files/2021-11/Workplaces-business-industry-contact-management-guidance-2021-11-18.pdf• Employee Return to Work (following recovery from COVID-19 infection) Questionnaire• Participant Return to Service (following recovery from COVID-19 Infection) Questionnaire

PROC 0032**COVID-19 Return to Work / Service Procedure****Aim of Procedure**

The aim of this procedure is to clearly outline the **return to work / service procedure** in the event of a staff or participant being a confirmed COVID-19 case or becoming a Close (Household) contact or a Social (Workplace) contact of a positive COVID-19 case.

It does not address the more general requirements / recommendations for confirmed COVID-19 cases and their contacts which is available at <https://www.coronavirus.vic.gov.au/checklist>

Procedure

The attached organisationally developed COVID-19 Return to Work / Service Flow Chart is based on the above advice and is intended to be used as a reference tool for staff, participants, families and carers.

General Reminder

Get tested if you have these symptoms:

- Fever
- Runny Nose
- Sore Throat
- Cough
- Chills or Sweating
- Shortness of Breath
- Loss of sense of Smell or Taste

If you have any of these symptoms, however mild, you should seek advice and get tested. To get further advice, call the 24-hour Coronavirus Hotline [1800 675 398](tel:1800675398) or your doctor.

Find out where to get tested at: <https://www.vic.gov.au/CORONAVIRUS>

Continuous Improvement

The Executive Director / Assistant Executive Director is responsible for reviewing and updating this procedure on a two yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

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Document Code	PROC 0032	Last Reviewed	25 January 2023	Review Date	25 January 2025	

**PROC 0062****COVID-19 Return to Work / Service Procedure**

COVID-19 Return to Work / Service Flow Chart

Note: more general requirements / recommendations for confirmed COVID-19 cases and their contacts is available at <https://www.coronavirus.vic.gov.au/checklist>

SITUATION**RESPONSE**

I have COVID-19 symptoms

- Notify your Line Manager
- Get tested for COVID-19 and do not attend Aurora Support Services while awaiting test results

I have tested positive to COVID-19

- Notify your Line Manager
- Do not attend Aurora Support Services for 5 days
- Inform all relevant contacts
- Return to work/service after 5 days and **ONLY** if you are asymptomatic and feeling well

I am a contact of a confirmed COVID-19 case

CLOSE (HOUSEHOLD) CONTACTS

- Notify your Line Manager
- Do not attend Aurora Support Services for 5 days
- Email confirmation of negative result to melissa.lopresti@aurorasupportservices.org.au on morning of day 6 or next morning of duty

SOCIAL (WORKPLACE) CONTACTS

- Staff and Participants may return to service if asymptomatic.

DEFINITIONS

Close (Household) Contact	You spent more than 4 hours indoors in a house or other residence with a person who has COVID-19 while they were infectious
Social (Workplace) Contact	You were in contact with someone with COVID-19 at work or a social gathering