Accessible text

COVID-19 outbreak scenario guide for employees of an Australian Disability Enterprise

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The process flow shows the steps and actions to occur if an employee of an Australian Disability Enterprise presents to work with COVID-19 symptoms.

At the top of the diagram is a double ended arrow indicating that communication throughout the process flow with a person with disability, carers and or legal guardians is essential.

Box 1 states:

* Employee presents to work with COVID-19 symptoms. A link is provided to the Western Australia (WA) Department of Health [Coronavirus (COVID-19)](https://healthywa.wa.gov.au/coronavirus) website for further information

A second box directly below box 1 indicates the following actions are to also occur at this stage:

* Australian Disability Enterprise management to be notified
* Australian Disability Enterprise to contact key support people (including family, carer, legal guardian, or disability service provider)
* Australian Disability Enterprise to notify the Public Health Emergency Operations Centre (within WA Department of Health) on 1300 316 555 of any suspect cases for advice on actions to reduce potential spread until test result
* Immediately implement contact and droplet precautions for all
* A link is provided to the documents: [Advice for use of personal protective equipment for non-healthcare workers in community settings](https://ww2.health.wa.gov.au/-/media/Corp/Documents/Health-for/Infectious-disease/COVID19/COVID19-Use-of-PPE-for-workers-in-community-settings.pdf) and [COVID-19 outbreak principles for industry](https://ww2.health.wa.gov.au/-/media/Corp/Documents/Health-for/Infectious-disease/COVID19/COVID19-Principles-of-outbreak-management-in-a-workplace.pdf)
* Organise access to Personal Protective Equipment (PPE)
* If PPE supplies are exhausted from suppliers:
	1. Email NDISCOVIDPPE@health.gov.au
	2. Email incident.controller@communities.wa.gov.au

From box 1 an arrow points right to box 2, which states:

* Australian Disability Enterprise to provide appropriate support to assist employee to return home, seek clinical assessment and COVID-19 test (Link provided to WA Department of Health [COVID-19 testing](https://healthywa.wa.gov.au/Articles/A_E/Coronavirus/COVID19-testing) website). Options below:
	1. Attend COVID-19 Clinic. Link provided to [COVID clinics](https://www.healthywa.wa.gov.au/Articles/A_E/COVID-clinics)
	2. Phone General Practitioner (GP)
	3. Phone WA COVID Helpline 13 COVID (13 26843)

An arrow points downwards from box 2 to box 2a, which states:

* If advised that no COVID-19 test is required, treat as per GP instruction.

From box 2 a second arrow points right to box 3, which states:

* Yes, COVID-19 test required (Link provided to WA Department of Health [COVID-19 testing](https://healthywa.wa.gov.au/Articles/A_E/Coronavirus/COVID19-testing) website)
* Indicate on testing forms that employee works in a high-risk setting
* Employee to isolate in suitable accommodation until a test result is received within 24-72 hours
* A link is provided to the WA Department of Health [Isolation instructions for people awaiting test results or people in quarantine who are symptomatic](https://ww2.health.wa.gov.au/-/media/Corp/Documents/Health-for/Infectious-disease/COVID19/COVID19-Isolation-instructions-for-people-awaiting-results.pdf) document
* Australian Disability Enterprise to monitor staff and other people working at location for symptoms
* Australian Disability Enterprise to complete on site environmental cleaning

From box 3 an arrow points right to box 4, which states:

* Negative result. Employee to seek advice from GP and return to work following medical clearance as per organisation policies.

From box 3 a second arrow points downward to box 5, which states:

* Positive result. People need to self-isolate if they have tested positive for COVID-19.
* A link is provided to the WA Department of Health [Self-isolation information for confirmed cases of COVID-19 in WA](https://www.healthywa.wa.gov.au/-/media/Corp/Documents/Health-for/Infectious-disease/COVID19/COVID19-Information-for-self-Isolation-Confirmed-Cases-in-WA.pdf) document
* The Public Health Emergency Operations Centre (within WA Department of Health) will:
	+ Contact the employee and or their key support person
	+ Contact the Australian Disability Enterprise to complete a situational analysis, advise on isolation requirements, form an Outbreak Management Team, and provide ongoing case management (if an outbreak is declared)
	+ Commence contact tracing to identify close contacts of the COVID positive person and actions required
	+ Consider COVID-19 testing of contacts to assist with additional case finding
	+ Conduct daily symptom monitoring by SMS or phone call

From box 3 an arrow pointing down and from box 5 an arrow pointing left connect with box 6, which states:

* If employee is unable to isolate safely at home, phone the State Welfare Incident Coordination Centre (within Department of Communities) on 13 COVID (13 26843) for assistance.
* The State Welfare Incident Coordination Centre will work with the employee, carers, legal guardian and disability service provider to:
	+ Source alternative isolation accommodation
	+ Source essential disability related equipment, if required
	+ Ensure the continuity of essential disability related supports, if usual support or funding arrangements are exhausted.

An additional two arrows point from box 5 to two different scenarios as outlined below:

Scenario 1:

* If well, employee to remain in isolation with essential supports following infection control and PPE guidelines. This may include check-ins by the Australian Disability Enterprise. Link provided to the [considerations for disability service delivery](https://www.communities.wa.gov.au/coronavirus-covid-19/disability-services-covid-19/disability-service-providers-covid-19/) document.
* If additional disability supports required:
	+ NDIS participant, phone 1800 800 110 (select option 5)
	+ State funded:
		- COS-A (under 65) phone 08 6167 8131 or email COSA@dsc.wa.gov.au
		- COS-P (over 65) email CoSCOVIDNotification@health.gov.au

Scenario 2:

* If employee requires urgent medical treatment phone 000 and tell the operator that the person is COVID-19 positive
* Possible admission to hospital with appropriate support. For a person with disability, take completed [COVID-19 hospital companion form](https://www.health.gov.au/resources/publications/coronavirus-covid-19-hospital-companion-for-people-with-disability)
* The employee may be discharged if clinically well, but still needs to isolate at home with continued supports. If required, alternative isolation accommodation will be sourced before discharge.

The last box for each scenario points to the final box in the process flow which states:

* Public Health Emergency Operations Centre (within WA Department of Health) will advise and provide written confirmation when employee is approved for release from isolation.

See further information at [Department of Communities Disability Services (COVID-19)](https://www.communities.wa.gov.au/coronavirus-covid-19/disability-services-covid-19/)