Self-Assessment for COVID-19

This process applies to all SkillsConnection Staff

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START

Have you returned from travelling overseas in the last 14 days?

YES → Do not attend work and self-quarantine for 14 days after leaving that country

NO

Have you been in CLOSE CONTACT with a CONFIRMED OR PROBABLE CASE of COVID-19?

CLOSE CONTACT is defined as:

– spending more than 15 minutes face-to-face with a person who is a CONFIRMED or PROBABLE case, in the 24 hours before they showed symptoms or once they showed symptoms

– sharing a closed space for more than two hours with a person who is a CONFIRMED or PROBABLE case, in the 24 hours before they showed symptoms or once they showed symptoms.

A **CONFIRMED CASE** is a person who tests positive for the virus that causes COVID-19. This requires special testing in public health laboratories

A **PROBABLE CASE** of coronavirus (COVID-19) is someone who:

has coronavirus (COVID-19) symptoms, **AND**

lives in the same household — or household-like setting, such as in a boarding school or hostel — as either a person with confirmed COVID-19 infection or someone with coronavirus (COVID-19) symptoms.

YES → Self-quarantine for 14 days from the last day of contact with the CONFIRMED or PROBABLE case

NO

Have you been in CASUAL CONTACT with a CONFIRMED OR PROBABLE CASE of COVID-19?

CASUAL CONTACT is defined as:

– spending less than 15 minutes face-to-face in any setting with a person who is a confirmed or probable case AND they had symptoms at the time

– sharing a closed space for less than two hours with a person who is a confirmed or probable case AND they had symptoms at the time.

YES → Go about your business, but monitor yourself for 14 days for the most common symptoms of COVID-19*

NO

You do not need to self-quarantine or be tested for COVID-19.
If you are unwell with any other illness your doctor will assess and manage you in the normal way.

END

If you have a fever or Respiratory symptoms* ring Primary Care – Central Patient COVID-19 Triage Hotline 1800 020 080 or a GP or Emergency department, to arrange for testing and appropriate care

If you test positive
You will receive care at home or in hospital depending on the severity of your illness

If you test negative
If you were in self-quarantine continue to self-quarantine for the remainder of the 14 days

***The most common symptoms of COVID-19 are fever, cough, shortness of breath, muscle pain and fatigue.**

healthdirect Symptom Checker can be found at the following link:-
https://www.healthdirect.gov.au/symptom-checker/tool/basic-details

This process map was developed from the one on the Victorian DHHS COVID-19 website

Coronavirus Process Map.vsdx

Please inform Marita Brady or Frans Hillege if you have any questions or wish to inform SkillsConnection whether you may be a probable or confirmed case of coronavirus

Term	Definition
'Novel Coronavirus nCoV-2019' Coronavirus – COVID-19 Officially renamed SARS-CoV-2	The virus that causes COVID-19 used to be called 'Novel Coronavirus nCoV-2019' but has now been officially renamed SARS-CoV-2 (Severe Acute Respiratory Syndrome Coronavirus 2) by the World Health Organization (WHO). Risk of infection can be reduced by:- • washing your hands often with soap and water for 20 seconds, or use alcohol-based hand sanitiser (e.g. before and after eating, and after going to the toilet) • cover coughs and sneezes with a tissue and dispose of it straight away; wash your hands afterwards • cough or sneeze into your (flexed) elbow • cough away from other people • stay more than 1.5 metres away from people when out in public.
Symptoms	Common symptoms of COVID-19 include: • fever • flu-like symptoms, such as coughing or sneezing • difficulty breathing, which may develop into pneumonia • sore throat • fatigue CHECK YOUR SYMPTOMS — Use the Coronavirus (COVID-19) Symptom Checker to find out if you need to seek medical help.
Probable Case	A **probable case** of coronavirus (COVID-19) is someone who: • has coronavirus (COVID-19) symptoms, **AND** • lives in the same household — or household-like setting, such as in a boarding school or hostel — as either a person with confirmed COVID-19 infection or someone with coronavirus (COVID-19) symptoms.
Confirmed Case	A **confirmed case** is a person who tests positive for the virus that causes COVID-19. This requires special testing in public health laboratories. If you have been identified as a contact of a person with confirmed COVID-19 infection in Australia, your local public health unit will get in touch with you and provide advice.
'Casual contact'	A **casual contact** is someone who has been in the same general area as a person who has tested positive for COVID-19 while infectious. You are a casual contact if: • you have had less than 15 minutes face-to-face contact (in any setting) with a confirmed or probable case (including in the 24 hours before their symptoms appeared) • you have shared a closed space with a confirmed or probable case for less than 2 hours (including in the 24 hours before their symptoms appeared) Casual contacts do ***not*** need to be excluded from work or school while well. You must closely monitor your health and **if** you experience any symptoms, you should isolate yourself. Use the healthdirect Symptom Checker, below, if you develop symptoms such as fever, cough, sore throat or shortness of breath.
'Close contact'	**Close contacts** of a person with a confirmed or probable COVID-19 infection are at higher risk of infection. However, it's important that everyone understands the symptoms of COVID-19 and seeks medical attention if feeling unwell. If you've been in close contact with the infected person (including in the 24 hours before their symptoms started), you need to isolate yourself at home for 14 days after the contact, monitor your health and report any symptoms to your local public health unit. Close Contact means:- • more than 15 minutes of face-to-face contact (in any setting) with a person with confirmed or probable COVID-19 (including in the 24 hours before their symptoms appeared) • has shared a closed space with a person with confirmed or probable COVID-19 for more than 2 hours (including in the 24 hours before their symptoms appeared)

Term	Definition
Social Distancing	Social distancing helps reduce the risk of a virus being transmitted. Social distancing includes: • avoiding crowds and mass gatherings where it is hard to keep a reasonable distance from others (about 1.5 metres) • avoiding small gatherings in enclosed spaces • keeping 1.5 metres between you and other people • not shaking hands, hugging or kissing • not visiting vulnerable people, such as those in aged-care facilities or hospitals, babies or people with weakened immune systems
Self-Isolate	Self-isolation is when you remain in your home or accommodation and avoid contact with other people. Most people who need to self-isolate will probably be advised to do so for 14 days. During isolation, you must stay at home or in your accommodation for 14 days. Don't go to public places or places where you might have contact with other people, such as work, school, childcare, university or public gatherings. Only people who usually live with you should be in the same home. Avoid seeing visitors. If you are in another form of accommodation, such as a hotel, avoid contact with other guests or staff. When travelling home or to your accommodation to start isolation, use personal transport, such as a car, if you can. This will minimise your exposure to others. When in isolation, monitor yourself for symptoms including fever, cough or shortness of breath. Other early symptoms include chills, body aches, sore throat, runny nose and muscle pain. If you become unwell, all other members of your household must self-isolate. Use the Symptom Checker to find out what to do next. If the Symptom Checker tells you to seek medical help, it is very important that you call **before** visiting your doctor or the hospital emergency department, to describe your symptoms and travel history. The doctor will provide further advice on self-isolation and testing for everyone who lives with you.
What should I do if I develop COVID-19 symptoms?	**If you have severe difficulty breathing, call triple zero (000) immediately** and tell the call handler and the paramedics on arrival about your recent travel history and any close contact with an infected person. If the Symptom Checker tells you to seek medical help, it is very important that you call **before** visiting your doctor or the hospital emergency department, to describe your symptoms and travel history. You can also call the Australian Government's National Coronavirus Helpline on **1800 020 080** CHECK YOUR SYMPTOMS — Use the Coronavirus (COVID-19) Symptom Checker to find out if you need to seek medical help.
How is COVID-19 diagnosed?	Your doctor (GP), or the medical staff at a testing clinic or hospital emergency department may take swabs from the back of your nose and throat, or fluid from your lungs, to diagnose your illness. Swabs and fluid are sent to public health laboratories for testing for COVID-19.