

As COVID-19 becomes more prevalent in our community, people who have COVID-19 will visit businesses and workplaces.

**Our health response will continue to:**

- encourage anyone with symptoms to [get tested](#)
- identify and [contact trace](#) COVID-19 cases
- identify [close, casual and low risk contacts](#) of COVID-19 cases
- include testing and [quarantine](#) of higher-risk contacts.

**Preparing for COVID-19 in the workplace**

It's a good idea to plan and prepare for scenarios where people with COVID-19 enter your workplace – both staff and patrons.

Consider if, and how, your business will continue to operate if some staff contract COVID-19 or if they need to quarantine as close contacts. This may include changing workplace routines to reduce mixing of staff or changing rosters to introduce staff 'bubbles'.

**Consider safety measures such as:**

- screening staff, contractors, customers and other visitors to the workplace for COVID-19 symptoms
- keeping accurate and up-to-date employee timesheets and records of attendance at the workplace, such as through a virtual or physical sign-in
- making sure customers, contractors and other visitors use the [Check In Qld app](#)
- maintaining up-to-date contact details for employees to help with contact tracing.

**If someone with COVID-19 enters your workplace**

As soon as you become aware that someone with COVID-19 has attended your workplace, **there are some steps you need to take.**



**Step 1: Determine if your staff had contact with the COVID-19 case during their infectious period**

A person who has COVID-19 is generally considered to have been infectious from 48 hours prior to the onset of their symptoms (or, if they don't have symptoms, 48 hours prior to when their positive test was taken).

Staff who have had no contact with the COVID-19 case will not be considered contacts. Generally, no further action on their part will be required, unless advised otherwise by the Public Health Unit.

For staff who did have contact with the COVID-19 case, continue to the next steps.

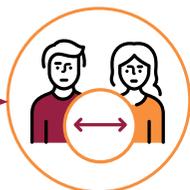


**Step 2: Determine the duration of contact**

For each staff member who had contact with the COVID-19 case, determine the cumulative amount of time they were in contact.

Generally, fleeting contact (less than 1 minute) or contact that is not prolonged (1-15 minutes) will mean the staff member is less likely to be considered a close contact than if they'd had prolonged contact (more than 15 minutes).

Where there is uncertainty, use caution and maximise the estimate of the duration.



**Step 3: Determine the proximity of contact**

For each staff member who had contact with the COVID-19 case, determine if the distance between the COVID-19 case and the contact was less or more than 1.5m.

Generally, the greater the distance, the lower the risk, and the less likely it is that the staff member will be considered a close contact.

Where distance is uncertain, use caution and minimise the estimate of the distance.



**Step 4: Determine close and casual contacts**

A staff member who had more than 15 minutes face-to-face contact with the COVID-19 case is a close contact.

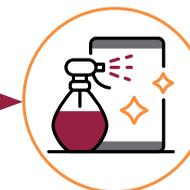
Close contacts need to get tested immediately, and quarantine for 7 days if they are fully vaccinated. They need to quarantine for 14 days if they are not fully vaccinated.

A staff member who had contact with the COVID-19 case, but it was less than 15 minutes or not face-to-face, is a casual contact.

Casual contacts need to get tested immediately, and quarantine until receiving a negative test result.

Notify your staff about what they need to do if they are a close or casual contact.

Keep the information you have used to make your assessment. Your local Queensland Health Public Health Unit may also contact you and conduct a formal assessment of close and casual contacts.



**Step 5: Workplace cleaning**

As soon as you become aware that someone with COVID-19 has attended your workplace, you should perform a clean.

You may need to close temporarily to do so, but most businesses will only need to close for a short time.

Routine cleaning with standard household cleaning products is acceptable. A deep clean is not necessary.

**More information**

More information is available from [www.health.qld.gov.au](http://www.health.qld.gov.au)

THE 'NEW NORMAL'



Maintain physical distancing (1.5m)



Wear a mask when you're required to



Maintain good hand hygiene



Stay at home when sick



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	LOW RISK CASUAL CONTACT	CASUAL CONTACT	VACCINATED CLOSE CONTACT	UNVACCINATED CLOSE CONTACT
<b>Quarantine requirements</b>	None	Quarantine until first negative test	Quarantine for 7 days from exposure	Quarantine for 14 days from exposure
<b>Testing requirements</b>	None	<ul style="list-style-type: none"> <li>Get tested immediately</li> <li>Get tested at any time if symptoms develop</li> </ul>	<ul style="list-style-type: none"> <li>Get tested immediately</li> <li>Get tested again on day 5</li> <li>Get tested at any time if symptoms develop</li> </ul> Negative day 5 test required to be released from quarantine	<ul style="list-style-type: none"> <li>Get tested immediately</li> <li>Get tested again on day 5 and 12</li> <li>Get tested at any time if symptoms develop</li> </ul> Negative day 12 test required to be released from quarantine
<b>Any contact who develops symptoms must get a throat-nose swab (PCR) and isolate until result is known and symptoms have resolved.</b>				
<b>Other requirements</b>	None	From days 1 to 14: <ul style="list-style-type: none"> <li>Encouraged to wear a mask when around others at all times when outside your own home</li> </ul>	From days 8 to 14: <ul style="list-style-type: none"> <li>Wear a mask when around others at all times when outside your own home</li> <li>Do not enter a high-risk setting (e.g. hospitals, aged care, disability, corrections) except for essential reasons</li> </ul>	Not applicable
<b>Household quarantine requirements</b>	None	None	People in same household as the contact who are unvaccinated must also follow the above quarantine and testing requirements (unless they can be appropriately separated from primary contact)  People in same household as the contact who are vaccinated do not need to quarantine and only need to get a test on day 1 and 5.	People in same household as the contact who are unvaccinated must also follow the above quarantine and testing requirements (unless they can be appropriately separated from primary contact)  People in same household as the contact who are vaccinated need to quarantine for 7 days and get a test on day 1 and day 5 (unless they can be appropriately separated from primary contact)  If the contact is under 12 years old, people in the same household who are vaccinated do not need to quarantine and only need to get a test on day 1 and 5.

**Notes:**

- A close contact is a person who has had at least 15 minutes face-to-face contact with a COVID-19 case in the business or venue.
- Contact tracing for the public is conducted by Queensland Health's Public Health Units. You will be categorised on a risk based assessment with consideration to your vaccination status, mask use, environment, activities taken and other epidemiological and environmental factors.
- This is a general guide only. Additional testing and quarantine requirements may apply to individual cases based on a risk assessment.
- Vaccinated refers to a person who is greater than 7 days following receipt of the final dose of a primary course of COVID-19 vaccine approved or recognised by the Therapeutic Goods Administration (TGA).
- Notes: COVID-19 tests for contacts must be PCR tests. This applies to children and adults of all ages.
- Household is defined as residing in same dwelling overnight, intimate partners, and other household-like settings.

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## Definitions

	LOW RISK CASUAL CONTACT	CASUAL CONTACT	VACCINATED CLOSE CONTACT	UNVACCINATED CLOSE CONTACT
Exposure to case	<ul style="list-style-type: none"> <li>A person who has been in the same setting with a confirmed case in their infectious period, but does not meet the definition of a casual contact.</li> </ul>	<ul style="list-style-type: none"> <li>A person who has been near a COVID-19 case and there is some risk of transmission, but does not meet the definition of a close contact.</li> </ul>	<ul style="list-style-type: none"> <li>A person who has had at least 15 minutes face-to-face contact with a COVID-19 case or shared an enclosed space with a COVID-19 case, and there is reasonable risk of transmission.</li> <li>This will include household contacts, extensive social interaction with a case or being present at a high risk setting.</li> </ul>	<ul style="list-style-type: none"> <li>A person who has had at least 15 minutes face-to-face contact with a COVID-19 case or shared an enclosed space with a COVID-19 case, and there is reasonable risk of transmission.</li> <li>This will include household contacts, extensive social interaction with a case or being present at a high risk setting.</li> </ul>

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