Appendix 4: Case management

Suspected or confirmed case of COVID-19 at work

**If the suspected or confirmed case of COVID-19 is at work**

1. **Isolate**
   - Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.

2. **Inform**
   - Ring the national Healthline for COVID-19 (0800 358 5453). Follow the advice of health officials.

3. **Transport**
   - Ensure the person has transport to their home or to a medical facility.

4. **Clean**
   - Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.

5. **Identify**
   - Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.

6. **Clean**
   - Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.

7. **Review**
   - Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

**If the suspected or confirmed case of COVID-19 is not at work when diagnosed**

1. **Inform**
   - Ring the national Healthline for COVID-19 (0800 358 5453). Follow the advice of health officials.

2. **Identify**
   - Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.

3. **Clean**
   - Clean the area where the infected person and their close contacts were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.

4. **Review**
   - Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

**Remember:**

- Workers assisting the person who has suspected or confirmed with COVID-19 should be provided with appropriate PPE, if available, such as gloves and a mask. They should also follow hand hygiene procedures.
- Be aware of privacy obligations.
- Follow the advice of health officials at all times.