



# Covid Confirmed Case Action Plan

<p><b>Reporting</b></p>	<p>Confirmed or suspected cases, or contact with confirmed or suspected cases, will be reported to:</p> <p>Contact name: Linda Bailey - Club Covid Officer Phone number: 0418 543 937</p> <p><i>Cases reported to other members/volunteers must all be referred to the contact above.</i></p>
<p><b>Notification to Council</b></p>	<p>The club Covid Officer will immediately after receiving confirmation of a positive COVID-19 test notify Knox Council.</p> <p>Person responsible: Linda Bailey - Club Covid Officer Council contact: Suranga Dissakarunaratne</p>
<p><b>Contact assessment</b></p>	<p>Club Covid Officer to determine:</p> <ul style="list-style-type: none"> <li>• The individuals last known attendance of confirmed case (date, time, venue, duration). Information to be gathered from attendance register.</li> <li>• Other recent attendances</li> <li>• A list of potentially exposed members. Information to be gathered from attendance register.</li> </ul> <p>This information will be kept confidential and provided to DHHS. Any further action will be based on directions from DHHS.</p>
<p><b>Communications</b></p>	<p><u>Exposed Members</u></p> <p>Immediately upon advice of a positive result, the Club Covid Officer will contact DHHS and seek advice of what action is required in regards to contacting exposed members. Our current understanding is that we will provide contact registers to DHHS who will then utilise their contact tracing team to make contact with exposed members.</p>

	<p><u>Non Exposed Members</u></p> <p>A desensitized communication will be released through our social media channels and via email to club members. Communication content will be based upon advice from DHHS to ensure we are not breaching any privacy requirements.</p> <p>The social media communication will be prepared by our club Covid Officer and released by our social media team.</p> <p>Emails will be prepared by the club Covid Officer and sent by them or a member of the Executive Committee.</p> <p>These communications will be disseminated within 48 hours of receiving approval from DHHS to do so.</p>
<p><b>Operational changes</b></p>	<p>The Club's Covid Officer, with support of the Executive Committee, is responsible for overseeing and implementing any required operational changes. These include:</p> <ul style="list-style-type: none"> <li>• Engaging a Covid qualified cleaning company to carry out a deep clean of the premises.</li> <li>• Working with DHHS to ensure we have met all requirements to allow activities to safely resume.</li> <li>• If the advice of DHHS is to initiate a short-term suspension of facility use, this will be done and communicated to members.</li> <li>• Identifying and communication and required activity changes to relevant parties (coaches, captains, committee etc.)</li> </ul>