



COVID-19 Response Checklist *Secure Facilities*

This checklist has been developed to support secure facilities to respond to COVID-19 cases.

A secured setting is a facility where people are detained in a location that is locked or well protected so that individuals cannot either leave or enter for the purposes of denying freedom for legal purposes. It includes, but is not limited to, accommodation in:

- Prisons
- Correctional Facilities
- Detention Centres
- Immigration Detention Facilities (IDF)
- Youth Detention Centres.

Facility operators must take all possible steps to prepare for and [manage COVID-19 in the workplace](#). Facilities should follow advice and actions below in response to being notified of a COVID-19 positive person in their workplace. Translated resources should be utilised where indicated and are available at [HealthyWA](#).

1. Inform and activate plans

- Report positive case to WA Health by emailing ncovcontact@health.wa.gov.au. Include name and location of facility, number of staff and/or detainees, type of facility and total number of staff and/or detainees affected.
- Ensure any positive Rapid Antigen Testing (RAT) results are reported to [WA Health online](#) (in addition to reporting to WA Health as above by email). An SMS survey will be sent after registration, which should be completed indicating the case works in a [prison or detention centre](#).
- Activate facility outbreak management and business continuity plans, including workforce contingency and any communications plans.
- Inform the relevant regulatory and safety authorities and industry representatives.
 - e.g. for **Corrective Services** Division managed secure facilities, report to the Corrective Services COVID-19 Taskforce
 - e.g. for **IDFs**, report to the WA Detention Centre Operational Commander, Australian Border Force
- Remind employees and detainees to monitor for COVID-19 [symptoms](#) and [facilitate testing if symptoms develop](#).

2. Isolate and support cases

- Cases must isolate – see guidance at [HealthyWA](#) and section 4 below.
- Provide case with the [What to do when you test positive for COVID-19](#) factsheet and advise them to follow the [I have tested positive for COVID-19 protocol](#), isolating for a minimum of seven full days.
- People with COVID-19 should have access to a General Practitioner (telehealth appointments can be arranged). People with risk factors can register for the [WA COVID Care at Home](#) program.

3. Identify and manage close contacts

- Determine the case's infectious period, which is taken from 48 hours before the onset of symptoms (or 48 hours before the positive test if the person has no symptoms) until the end of isolation.
- Identify any close contacts. See [HealthyWA](#) for the current close contact definition.
- Notify close contacts, arrange testing and follow the appropriate isolation protocols ([I am a close](#)

[contact and have no symptoms](#) or [I am a close contact with symptoms](#)). See [COVID-19 close contacts](#) for further information.

4. Safe isolation of cases and close contacts

Detainees

- Conduct a risk assessment to determine if detainees can [safely isolate](#) onsite or need to be relocated to more appropriate accommodation.
- Consider cohorting (separating in groups) detainees to reduce the risk of COVID-19 transmission.
- Activate transport and associated staffing / movement plans, if transportation of detainees is required.
- Consider potential increased vulnerabilities of detainees while in isolation/quarantine and provide essential services and health and welfare supports (food delivery, laundry services, medicines, waste management, social, mental health, personal care).
- Provide medical review, as required, through existing care arrangements (onsite health teams).
- If required, enact evacuation plans to transport detainees to and from health or hospital facilities via ambulance or RFDS.
- A high volume of transfers may necessitate further assistance, which should be escalated through usual processes.

Employees

- If an employee resides in shared accommodation provided by the employer (or other workforce management company) the company should facilitate access to suitable premises for isolation.
- [Guidance for safe isolation for cases and close contacts in congregate living facilities and large households](#) and a [congregate living facilities](#) checklist is available to guide management of this shared accommodation.

5. Implement additional controls in the workplace

- **Physical distancing:** maintain at least 1.5m between people wherever possible, including within detainee wings or units, at entry and exit points, in bathrooms and change rooms, in break/dining and smoking areas, and in meetings. This may include using partitions, splitting shifts, staggering shifts and breaks, and modifying workstations so employees do not face each other.
- **Infection prevention and control:** ensure thorough cleaning and disinfection of the workplace in keeping with [infection prevention and control guidance](#); ensure alcohol-based hand rub or hand-washing facilities with soap and water are available.
- **PPE use:** including face masks (subject to Occupational Health and Safety obligations).
- **Ventilation:** review [building ventilation](#) if not previously considered.
- Send [clear communications](#) to employees, detainees and their families which are [translated into languages other than English](#) where indicated. This should include advice for employees to get tested and stay home if symptomatic. See resources at [HealthyWA](#) (if translation of resources for a specific language group is required, contact ncovcontact@health.wa.gov.au).

6. Workforce capacity and operations

- Ensure [adequate supplies](#) of PPE and RAT kits are available.
- Organise testing for detainees and employees, as required (when symptoms develop or as per testing protocols for close contacts).
- Advise Public Health Operations if workforce is likely to be impacted such that operations will be reduced or the facility will be closed (for advice on when cases and close contacts can return to work), or if there are other urgent concerns (email ncovcontact@health.wa.gov.au or call 13 26843).
- Ensure Employee Assistance Program (EAP) information is readily available and employees are aware of their leave entitlements and other [financial supports](#)
- Consider visitor restrictions or enhanced screening processes for all persons entering the facility.
- Continue provision of usual care (clinical, psychosocial and usual supports) for detainees.

□ 7. Ongoing management and escalation

- Identify a person responsible for being the primary contact between the facility and WA Health's Public Health Operations team (ncovcontact@health.wa.gov.au) if assistance with outbreak management is required.
- Establish and maintain record keeping practices to track decisions and outcomes.

□ 8. Return to work

- Employees who **tested positive for COVID-19** can return to work when they have completed their [required isolation period](#) and symptoms have resolved. A negative test or clearance from WA Health is not required.
- Correctional facilities are identified as a **high-risk setting**. Employees **who are close contacts with no symptoms** may be able to attend work subject to additional requirements for workers in high-risk settings (see [What to do if you are a COVID-19 close contact](#) for requirements).
- Employees who are **close contacts and have symptoms** must not attend work (see [I am a close contact with symptoms](#)).
- Employers should support employees returning to work and ensure workplace discrimination does not occur (see [Social stigma and COVID-19](#) at HealthyWA for ways to address social stigma).

Last updated 6 May 2022, SHICC Planning

This document can be made available in alternative formats on request for a person with disability.

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