



COVID-19 Response Checklist For specific settings

Specific settings, including (but not limited to) industrial/mining/offshore facilities, education settings, abattoirs, secure facilities and vessels must take all possible steps to prepare for and manage COVID-19 in the workplace (see [Guidance for the management of COVID-19 in the workplace](#)).

This checklist provides guidance for specific settings to respond to COVID-19 cases, with setting-specific resources outlined below.

Settings should follow advice and actions below in response to being notified of a COVID-19 positive person in their setting:

1. Report positive results and activate plans	
<ul style="list-style-type: none"> • Register positive RAT results online and complete case survey sent by SMS 	
<ul style="list-style-type: none"> • If positive results are unable to be registered online, email results to ncovcontact@health.wa.gov.au 	
<ul style="list-style-type: none"> • Activate COVID-19 outbreak management and business continuity plans 	
<ul style="list-style-type: none"> • Inform industry-specific regulatory or safety authorities / industry representatives, where required 	
<ul style="list-style-type: none"> • Remind people to monitor for COVID-19 symptoms and test if symptoms develop 	
2. Support safe isolation	
<ul style="list-style-type: none"> • Cases must isolate for at least seven days (see HealthyWA – what to do when you test positive) 	
<ul style="list-style-type: none"> • Close contacts with symptoms, and close contact in some specific settings (e.g. cruise vessels) must isolate (see HealthyWA – close contacts) 	
<ul style="list-style-type: none"> • Close contacts on cruise vessels should follow the Guidelines for Cruising in Western Australia 	
<ul style="list-style-type: none"> • Assist with access to medical assessment as required such as by: <ul style="list-style-type: none"> ○ GP telehealth appointment ○ WA COVID Care at Home ○ Evacuation (if appropriate for your setting e.g. offshore) 	
<ul style="list-style-type: none"> • Safe isolation information is available at HealthyWA – quarantine and isolation, and at: <ul style="list-style-type: none"> ○ Guidance for safe isolation in shared accommodation ○ “If you become unwell while travelling” at COVID-safe travel in WA (for returning home to complete isolation) 	
3. Minimise further transmission	
<ul style="list-style-type: none"> • Maintain physical distancing between people of at least 1.5m 	
<ul style="list-style-type: none"> • Ensure appropriate cleaning and disinfection 	
<ul style="list-style-type: none"> • Consider use of facemasks especially when unable to physically distance 	
<ul style="list-style-type: none"> • Review ventilation, if not previously considered 	
<ul style="list-style-type: none"> • Communicate the importance of COVID-safe practices to those who attend your setting 	
<ul style="list-style-type: none"> • Ensure adequate supplies are available, such as RAT kits and PPE 	
4. Support the workforce	
<ul style="list-style-type: none"> • Consider suspending non-essential activities if required 	
<ul style="list-style-type: none"> • Ensure Employee Assistance Program (EAP) information is available and that employees are aware of leave entitlements and other financial supports 	
<ul style="list-style-type: none"> • Those who attend your setting can return when they have completed their required isolation period and symptoms have resolved (a negative test is not required to return) 	
5. Escalation	
<ul style="list-style-type: none"> • Maintain good record keeping practices, including of decisions made 	
<ul style="list-style-type: none"> • If you require advice regarding managing an outbreak or have other concerns email ncovcontact@health.wa.gov.au or call 13 26843 	

Resources for specific settings

Congregate living

- [Congregate living and large households \(health.wa.gov.au\)](https://www.health.wa.gov.au)

Vessels

- [COVID19-Guidelines-for-cruising-in-WA.pdf \(health.wa.gov.au\)](https://www.health.wa.gov.au)
- [Cruise Vessels Directions \(No 3\) \(www.wa.gov.au\)](https://www.wa.gov.au)
- [Management of COVID-19 outbreaks on international commercial vessels in WA \(health.wa.gov.au\)](https://www.health.wa.gov.au)
- [IPC guidance for disembarking or embarking vessels with COVID-19 onboard \(health.wa.gov.au\)](https://www.health.wa.gov.au)
- [Infection prevention and control information for public & private transport drivers/operators - transporting COVID-19 cases \(health.wa.gov.au\)](https://www.health.wa.gov.au)

Tour operators

- [COVID-19 - Information for Tour Operators \(health.wa.gov.au\)](https://www.health.wa.gov.au)
- [Infection prevention and control information for public & private transport drivers/operators - transporting COVID-19 cases \(health.wa.gov.au\)](https://www.health.wa.gov.au)

Other workplaces

- [COVID-19 in the workplace – Information for employers and employees \(health.wa.gov.au\)](https://www.health.wa.gov.au)

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