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| Workplace risk assessment |
| Confirmed case of coronavirus (COVID-19) in the workplace |

The Workplace risk assessment helps you and the Victorian Department of Health to determine what actions are needed to respond to a confirmed case of coronavirus (COVID-19) in the workplace. These actions include cleaning requirements, and may require you to fully close, partially close, or continue operations as usual (after deep cleaning).

The Department of Health will provide you information to complete this risk assessment and decide what actions are needed for your workplace.

When completed, please email this form to [covidemployernotifications@dhhs.vic.gov.au](mailto:covidemployernotifications@dhhs.vic.gov.au).

This assessment accompanies the **Confirmed case checklist**, **Close contact spreadsheet**, **Employer notification form** and the **Workplace guidance for managing suspected or confirmed cases** to help you fulfill your obligations as an employer.

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| **Workplace name** |
| **Address** |
| **Contact name** |
| **Job title** |
| **Phone** |
| **Email** |

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| **Assessment** | **Employer response** |
| **What date did the worker’s symptoms start?**  *If the person has no symptoms, this date will be their test (swab) date.* | *[Example response – please delete this text]*  *Joe’s symptoms started on Tuesday morning (8 September). He had a runny nose when he woke up about 7am.* |
| **What was the worker’s infectious period?**  *The infectious period is 48 hours or 2 calendar days before symptoms started, up until cleared by the Department of Health.*  *For cases with no symptoms, the infectious period is taken as 48 hours or 2 calendar days before test date.* | *[Example response – please delete this text]*  *Sunday 6 September – Tuesday 8 September* |
| **When did the worker (confirmed case) work during their infectious period?**  **Please list the dates and shift times.** | *[Example response – please delete this text]*  *Sunday 6 September, 9:00am – 5:00pm*  *Monday 7 September, 9:00am – 5:00pm* |
| * **Where in the workplace did the confirmed case work while they were infectious?** * **How much time did they spend in each area?**   *For example, specific workspaces, enclosed rooms, outdoor areas, common areas (breakroom, lifts, bathrooms, hallways, carparks etc).* | *[Example response – please delete this text]*  *8 hours behind counter*  *15 minutes break room*  *1 minute in lift*  *5 minutes in car park*  *5 minutes on stairs*  *2 visits to toilets* |
| **How many close contacts are there?**  Had face-to-face contact with a confirmed case during their infectious period; or  Shared a closed space with a confirmed case during their infectious period, where there is reasonable risk of transmission based on a risk assessment performed by the PHU, taking into account:   * transmission having been proven to have readily occurred in this (or a similar) setting; * the specific variant of SARS‑CoV‑2; * the adequacy of air exchange in an indoor environment; or * the nature of the exposure (e.g. type of contact, mask use, whether shouting or singing, size of venue etc.).   Completing the [Close contact spreadsheet](https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19) will assist the Department of Health contact tracing. Refer to step 5 of the [Confirmed case checklist](https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19). the Department of Health will review the information you provide.  You are only required to identify workplace close contacts. The Department of Health will identify and trace other close contacts (for example, family or personal close contacts). | *[Example response – please delete this text]*  *3* |
| **What area/s have been or will be deep cleaned in accordance with the Department of Health guidelines?**  Consider workplace site layout and common areas where the confirmed case may have been, and high-touch surfaces they may have touched. The Department of Health can assist in determining which workplace areas need to be cleaned.  *Does the site need to be closed (partially or completely)? This must be considered if there is ongoing risk of infection at the workplace. If you are unsure about this, contact the Department of Health for guidance.* | *Counter, break room, lift, stairs, toilets* |
| **Are there any unique site management requirements or risks?**  *For example, animal welfare and management, essential need for workplace to remain open.*  *Risks could include enclosed spaces, commons areas, or information about ventilation.*  If there are significant risks associated with closing your workplace, please inform the Department of Health as soon as possible. |  |

To receive this document in another format phone 1300 651 160 using the National Relay Service 13 36 77 if required, or [email covidemployernotifications@dhhs.vic.gov.au](mailto:covidemployernotifications@dhhs.vic.gov.au.).

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Available at: [DHHS.vic – coronavirus (COVID-19)](https://www.dhhs.vic.gov.au/coronavirus) <https://www.dhhs.vic.gov.au/coronavirus>.