

COVID-19

Staff Directive

Effective from {Date} until revoked in writing by the {insert title}

The following instructions **must** be followed to ensure the safety of our residents, staff and the wider community.

Village Manager Responsibilities:

1. All staff/contractors/visitors must complete the COVID-19 Screening Declaration before being allowed access to the village
2. Copies of the COVID-19 Screening Declarations must be kept in a COVID-19 folder at each site. The folder should be clearly marked and accessible in the event of an outbreak.

Where a staff member/visitor/contractor:

1. Advises they have travelled overseas in the last 14 days
2. Advises they have any influenza like symptoms OR symptoms of acute respiratory infection (e.g. shortness of breath, cough, sore throat)
3. Advises they have been in close contact with a confirmed case of COVID-19 (either in the community or at work) or with someone awaiting the results of COVID-19 testing within the past 14 days
4. **They MUST not enter the premises** and should be instructed to contact the National Coronavirus Health Information Line or the State Health Department immediately.

If a staff member/visitor/contractor advises of any of the above, The Village Manager will immediately **contact: {Insert name and number}**.

An incident report should be completed (use COVID-19 as the first word in the incident report) and sent to **contact: {Insert name and email}**.

Associated forms:

Form_Declaration_Contractors_COVID-19

Form_Declaration_Visitors_COVID-19

Form_Declaration_Staff_COVID-19