

Intent

The Work Health and Safety Act 2011 (Qld) requires JCU to take care of the health, safety and welfare of workers at the workplace (including to and from the workplace). JCU is committed to ensuring the health, safety and wellbeing of all its employees, students, and visitors. We recognise that the potential harm of the highly communicable COVID-19 disease can be minimised by proper management of positive cases, to help mitigate spread between members of the JCU community.

In addition to each individual's responsibility to reducing COVID-19 transmission, JCU also has a responsibility to manage situations where COVID-19 positive people have been identified in the JCU Community to ensure the safety of our staff, students, public and our contractors.

It is the intent of JCU to ensure that our practices align with the federal and state government advice. JCU will review updates and changes and update internal procedures where necessary, as the requirements change.

Definitions

The definitions below largely reflect the Queensland Government guidance. The below definitions classify individuals to help determine the appropriate steps that should be adopted in appropriately managing the risk of exposure.

Close Contact is defined as:

A person who is a Household Member or a Household-like Contact of a Diagnosed Person on the COVID-19 test date.

Diagnosed Person is defined as:

An individual who has received a positive COVID-19 test result, or who has been otherwise informed that they have been diagnosed as having COVID-19, but does not include a person who is a cleared case of COVID-19.

Isolation is defined as:

Separating a diagnosed person with a contagious disease (such as COVID-19) from a population without that disease. [Management of Diagnosed Cases of COVID-19 and Close Contacts Direction \(no.2\)](#) provides further information.

Household Member is defined as:

A person or persons who ordinarily reside at the same premises or place of accommodation as the Diagnosed Person, and who are residing at the premises or place of accommodation at the time the Diagnosed Person receives their positive COVID-19 test result.

Household-like Contact is defined as:

A person who has spent more than four hours with the Diagnosed Person in a house or other place of accommodation, care facility or similar setting, unless the person has been in a separate part of the house, place of accommodation, care facility or similar setting that has a separate point of entry, no shared common areas, where the person does not share that area for more than four hours, and the person has no contact or interaction with the Diagnosed Person for more than four hours. A workplace is not considered household-like.

Example: a person in a self-contained unit with a separate point of entry and access to shared common areas for less than four hours is not a Household-like Contact of a Diagnosed Person in another unit within a larger place of accommodation, such as a unit in mining camp accommodation.

Procedure

1 Positive Coronavirus Case

JCU is able to risk assess and undertake actions, if required, when the University becomes aware that a Diagnosed Person has attended a facility or venue on a University site.

JCU staff or students are requested to disclose their diagnosis and isolation requirement through the [COVID-19 Notification Form](#) which enables the University to provide support during the isolation period, and advise others in the workplace or study environment to monitor their symptoms and get tested if they feel unwell.

The purpose of this notification process is to:

- communicate possible exposure sites to others in the workplace to ensure they monitor their health; and
- to support staff/students diagnosed with COVID-19 during their isolation period.
 - The WHS unit will:
 - Assist the Manager of the work unit / Subject Coordinator / Lecturer to identify potential risks and determine whether communication with contacts is necessary;
 - Encourage completion of a [COVID-19 Notification Form](#) by the Diagnosed Person.
 - The Manager / Subject Coordinator / Lecturer is required to:
 - Encourage completion of a [COVID-19 Notification Form](#) by Diagnosed Persons;
 - Activate the scripted announcement via LearnJCU subjects to students and teaching staff or assist the WHS Unit to identify communication requirements to staff in affected work areas.
 - Individual staff are not to contact the Estate Office directly requesting an area needs a clean because of COVID transmission risk. If the Estate Office is contacted by a staff member who believes an area requires cleaning due to a Diagnosed Person – they need to immediately refer the request to the WHS Unit who will work with the Estate Directorate

1.1 Medical Certification

If a staff member requires personal or carers leave for four (4) or more days, a medical certificate is generally required, however to reduce the impact on the health system, JCU will accept the following as medical proof for COVID-19:

Version: 22-2	Approval Date: 05/07/2022	Next Review Date: 05/07/2023	Page 2 of 4
---------------	---------------------------	------------------------------	-------------

Electronic copies of this form are current. All other copies are uncontrolled and currency can only be assured at the time of printing

- an image of any communications (including text messages) received in regards to a positive PCR test and/or requirement to isolate; or
- in the case of Rapid Antigen Test, if no other supporting information is available, an image of the Rapid Antigen Test Registration from QLD Health (or similar from other states and territories) with details and submission confirmation.

These documents should be attached to the My HR Online leave application.

2 Close Contact

Close contact with **NO** symptoms:

JCU staff/students are free to attend JCU for work or study, but must wear a mask at all times when they are outside of the home, and where possible, avoid large social gatherings or crowded indoor events. Monitor for symptoms throughout the close contact period.

Students attending placements in hospitals, aged care, disability or corrective services facilities will be subject to additional conditions, please contact your placement host and advise them that you are a close contact.

Close contact **WITH** symptoms:

If a close contact develops COVID-19 symptoms they must stay at home until the symptoms resolve. The Close Contact shall test for COVID-19 as soon as possible after the onset of symptoms.

If the immediate test is negative, the Close Contact should still stay home for the day. If the next day the symptoms are gone, the Close Contact may leave the house following the requirements for close contacts with no symptoms.

If the test is negative, but symptoms persist or worsen, the Close Contact should seek medical advice.

2.1 Support in isolation

2.1.1 Staff

- Affected staff in quarantine should liaise with their manager about their ability to work from home if they are feeling well.
- Affected staff who are feeling unwell in isolation should book personal and carers leave.
- Managers will need to maintain contact with the staff members to keep open communication whilst in isolation.
- The online notification email receipt provides staff with contact details for additional support services such as Employee Assistance Program.

2.1.2 Student

- On campus students will be supported through their Residential College and in line with the Accommodation Coronavirus Response Plan;
- The online notification email receipt provides students with contact details for additional support services.

3 Return to Work/Study following a Positive Covid Diagnosis

A staff or student is able to return to work or study following their diagnosis in accordance with the directions provided by Queensland Public Health Unit. A release from isolation may occur when any of the following takes place:

- 7 days have passed after undertaking the test, if the person has no fever or acute respiratory symptoms; or
- When fever and acute respiratory symptoms have resolved, if the Diagnosed Person has fever or acute respiratory symptoms on day 7 of isolation; or
- When the positive result for the Diagnosed Person is found to be a historic infection and the person is no longer considered infectious, provided the Diagnosed Person does not have symptoms consistent with COVID-19.

Related Resources

[WHS-PRO-GUI-006d Home Workstation Safety Guideline – Coronavirus 2020](#)

[WHS-PRO-006 Health Management Procedure](#)

[COVID Notification Form](#)

[Employee Assistance Program](#)