**Responding to a Covid-19 infection**

Your plan should:

* Outline what needs to change to ensure you can follow guidance efficiently and effectively.
* Outline what your first action will be if notified of a possible COVID-19 infection.
* State how you will clearly communicate with staff and meet [privacy obligations](https://www.oaic.gov.au/privacy/guidance-and-advice/coronavirus-covid-19-understanding-your-privacy-obligations-to-your-staff/).
* Think about how you will clean your workplace after an infection.
* Outline how your business will continue to operate or reopen.

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| **What do you need to think about ?** | **What needs to happen?** | **What supplies do you need?** |
| e.g. Where will the work site isolate someone if need be? | e.g. Move person to staff room and block access to other staff | e.g. gloves, masks, cleaning wipes, sign / tape to block access |
| e.g. how will we notify relevant authorities | e.g. Inform your line manager on duty to call the hotline once  infected person has been isolated | e.g. none |