

ACTION PLAN: When you have a confirmed positive COVID-19 at your service

Give the person testing positive your (or manager's) mobile number so that PHEOC can readily contact you (especially if you close and your landline is not diverted)

<p>Step 1: The Western Australian Department of Health WA (DOHWA) Public Health Emergency Operations Centre (PHEOC) will notify the service of a confirmed case and will advise if the service needs to close or can remain operating.</p> <p>If the service is notified directly by families or staff of a case, the service is to advise PHEOC on 9222 0221</p>	<ul style="list-style-type: none">❖ Act on Department of Health WA advice	<p>PHEOC will determine any exposure within the service and determine whether the service needs to temporarily close while public health measures take place to trace contacts to contain disease transmission and undertake appropriate cleaning.</p>
<p>Step 2: Notify the Department of Communities Education and Care Regulatory Unit (ECRU) via the National Quality Agenda IT System (NQAITS) or call ECRU on 08 65518333 or 1800 199 383</p>	<ul style="list-style-type: none">❖ Lodge notification of positive case on NQAITS❖ Help Guide: https://www.acecqa.gov.au/sites/default/files/2020-07/NQA%20ITS%20Portal%20Emergency%20Management%20Help%20Guide.pdf	<p>https://public.nqaits.acecqa.gov.au/Pages/Landing.aspx</p> <p>ECRU will liaise with the service to support the closure, if required.</p>
<p>Step 3: Notify all affected once PHEOC have spoken with you, request a template that you can use to send.</p> <p>PHEOC will undertake contact tracing and speak to multiple families. The Public Health team will provide advice on who needs to be informed about the case or the outbreak. PHEOC will coordinate messaging to parents, in partnership with ECRU and services.</p>	<ul style="list-style-type: none">❖ Families❖ Staff❖ Any other visitors❖ Keep them updated daily	<p>Ensure emergency contact details and sign in and out records are accurate and up to date on the NQAITS as this information may be used by PHEOC for contact tracing.</p>

<p>Step 4: Arrange appropriate clean as per guidelines.</p>	<p>Thorough cleaning should occur as per the Advice for environmental cleaning of a site following COVID-19 exposure</p>	<p>Safe Work Australia has also developed detailed advice about how to clean and disinfect after a confirmed case has been identified at the service and this information is available at https://www.safeworkaustralia.gov.au/covid-19-information-workplaces. In addition, PHEOC will provide advice and support. Further information regarding Infection Prevention and Control can be found on the WA Health website</p>
<p>Step 5: Notify DESE if the service is required to close & ECRU</p> <p>PHEOC will make the decision as to whether the service is temporarily required to close and when they can reopen.</p> <p>If your service closes, you're required to report the closure to ECRU within 48 hours.</p>	<ul style="list-style-type: none"> ❖ PEP ❖ (ECRU) via the National Quality Agenda IT System (NQAITS) or call ECRU on 08 65518333 or 1800 199 383 ❖ Lodge notification in the Provider Entry Point (PEP) ❖ Operational Details – temporary service closure 	<p>You need to tell us if you are temporarily closing your service for any reason and for any period. You can do this via the Provider Entry Point (PEP) or your third-party software.</p>
<p>Resources/links:</p>	<p>COVID-19 coronavirus: Education and care services resources Safe work Australia ECEC COVID-19 infection control training COVID-19 information for business, industry, and local government</p>	

Please note the information in this is based on the [Guidelines](#) & [confirmed case notification](#) as of 31/01/2022, and could be subject to change, so please always check the latest advice.