



STANDARD OPERATING PROCEDURE

Notification of Positive COVID-19 Cases on ANU Campuses - Workplaces

As at 10 February 2022

While ANU has an interest in monitoring all cases of COVID-19 amongst the ANU community, it is imperative that the University is notified as soon as possible when someone has been potentially infectious on campus. Notification of positive cases on campus is a public health requirement as we need to be able to assess the risk of exposure and notify other staff and students of this risk. This is particularly important as ACT Health are no longer notifying the University of positive cases on campus or undertaking contact tracing.

The following processes have been implemented in order to ensure to meet these requirements in workplaces.

- 1. Individual notification of workplace and contacts.** [ACTH guidance](#) is that all individuals who test positive should advise those they have been in contact within the two days before they started having symptoms or tested positive (whichever came first) that they may have been exposed to COVID-19. This should include their workplace supervisor.
- 2. Individual notification to ANU.** All individuals should complete the [ANU COVID positive notifications form](#) as soon as possible after testing positive, regardless of whether they have been on campus or not. This form also directs them to tell their workplace supervisor or course convenor that they have tested positive.
- 3. Workplace Environment Group (WEG) contacts the potentially exposed workplace.** WEG rostered officers will monitor the notifications form spreadsheet and identify any individual who has been potentially infectious in the workplace. WEG will then reach out to the workplace supervisor and the relevant school/division director/manager to ensure that they are aware.
- 4. Workplace undertakes Exposure Risk Assessment.** The workplace assesses the risk of exposure with assistance from WEG (contact WEG at WHS@anu.edu.au) as required, utilising the [ACT Health Workplace COVID-19 Exposure Assessment Tool](#). A determination will be made as to whether any individuals are at low, moderate or high risk of exposure to COVID-19. This may require a conversation with the positive case to determine the following:
 - a. The nature of the work they were carrying out.
 - b. What areas of campus they spent time in. e.g. Building, floor, room number.

- c. What time and dates they were there.
 - d. Whether they were wearing a mask at all times.
 - e. Whether they spend a prolonged period of time (more than 4 hours) with anyone and if so did they remove their mask at any time.
 - f. If they spent more than an hour (but less than four) with anyone and if so did they remove their mask at any time.
 - g. If they attended any events, field work or other off-campus University activities.
5. **Workplace notifies WEG of Exposure Risk Assessment.** The final assessment will be recorded in a central register controlled by WEG.
6. **Workplace notifies any individuals who are at moderate or high risk.** These individuals will be directed to follow [ACTH requirements](#) with regards to testing and/or quarantine as required. Note that those at low exposure risk are only required to monitor for symptoms and do not require testing unless symptoms develop. The workplace may wish to advise staff who are in this group but it is not required.