

COVID-19 INCIDENT PROTOCOL

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Suspected or confirmed case of COVID-19

NT Electoral Commission Staff

This document has been produced in consultation with the NT Department of Health (DOH) and is subject to change.

Purpose

The following protocol is to be followed if an NTEC staff member suspects they have:

- contracted COVID-19
- been in close contact with a potential or positive case of COVID-19 and
- been in the workplace* in the previous 14 days

Do not attend a workplace if you feel unwell

Affected NTEC staff member	<ul style="list-style-type: none"> • Contact a GP via phone for advice on whether testing is required. If a GP can't be contacted, call 1800 008 002 to talk to a clinician. This is a dedicated NT-wide COVID-19 number for people who need to arrange testing only. If located in Darwin, testing can be arranged through NT Public Health on 8922 8044. • Inform supervisor as soon as possible via phone call. • Leave the workplace as soon as possible, using private transport arrangements. • Inform supervisor/ DEC (8999 7613) of any test results as soon as possible via phone call and send an email to staffing.NTEC@nt.gov.au <p>- This may occur at any time throughout the process</p>
Supervisor	<ul style="list-style-type: none"> • Contact the DEC on 8999 7613 and staffing.NTEC@nt.gov.au and provide details of the incident, including on the receipt of test results from the affected staff member. Voting Centre Managers (VCM) should also record details in eLAPPS, central unit.
Deputy Electoral Commissioner (DEC)	<ul style="list-style-type: none"> • In consultation with the relevant public health unit, provide advice to supervisor and staff member on appropriate action and health precautions and measures to be taken. • Log the event in the NTEC COVID-19 Incident Register, and update the log throughout the event. • Engage a contractor to clean and sanitise the workplace in line with public health advice, where required. Advise supervisor and staff when cleaning and sanitising is complete. • Subject to public health advice, notify other interested stakeholders e.g. building owner, other agencies in multi-tenanted building. • Following receipt of test results, in consultation with the public health unit, provide advice to supervisor and staff members on appropriate action and health precautions and measures to be taken in response to employee's test result (positive or negative). • Finalise the event log in the NTEC COVID-19 Incident Register.

Privacy: Information provided by employees or contractors will be used or disclosed on a 'need-to-know' basis. Only the minimum amount of personal information reasonably necessary to prevent or manage COVID-19 will be collected, used or disclosed.¹

*An NTEC workplace includes but is not limited to an office, voting and scrutiny centre and any location where the delivery of educational programs takes place.

¹ Australian Government – Office of the Australian Information Commissioner – Coronavirus (COVID-19): Understanding your privacy obligations to your staff.

For more information visit: ntec.nt.gov.au or coronavirus.nt.gov.au

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