

ADEC Coronavirus Action Checklist

Preventing the Spread of Coronavirus

ADEC’s approach to preventing the spread of the coronavirus (or any other virus) is based on Three A’s:

- **ASK** – for information about the person’s health and any possible exposure to an affected person or area. These questions also apply to you and your health.
- **ASSESS** – the likelihood of risk to you or to others.
- **ACT** – appropriately, according to your assessment of the risk.

Ask

Staff are to ask clients the questions in the table below prior to meeting with them.

Ask	<i>Is the person (or a member of their immediate family) feeling unwell?</i>	If the answer is ‘ Yes ’, find out more about this and whether they are feeling the symptoms of Coronavirus – coughs, fever, breathing difficulties.
	<i>Has the person (or a member of their immediate family) travelled overseas since 1 Jan 20?</i>	If the answer is ‘ Yes ’, find out when and where they travelled to.
	<i>Is the person or a member of their immediate family planning to travel overseas in the next three months?</i>	If the answer is ‘ Yes ’, find out their intended destination and when they intend to travel.

The answers will help you determine any risk level associated with the contact and should guide you in what further steps you should take

ASSESS

Based upon the answers to the questions above you must assess the likelihood of any risk to yourself or others from the contact.

If you consider that there **IS** a risk, you must **refer the matter to your supervisor**.

- You do not need to make any further assessment of any risk nor make any decisions or judgements on your own.
- Remember that it is always a good idea to seek advice about what action you should take next.

ACT

Wherever possible, you should plan to conduct all meetings or contacts by telephone or other media and **NOT** face-to-face.

Where this is not possible, there are several options for what you should consider doing next including, but not limited to:

- Continuing with the contact as planned, ensuring that all infection control practices are followed.
- Using appropriate Personal Protection Equipment (PPE) if the contact is to continue.
- Cancelling the planned contact.
- Requesting professional healthcare or other support, especially where the client is isolated or is in obvious distress.