



COVID-19 In the Workplace

What Should An Employer Do If A Worker Has COVID-19?

If your worker is confirmed to have COVID-19 you need to follow the health advice **from the National Coronavirus Helpline on 1800 020 080 or your state or territory helpline.**

What needs to be done to meet your work health and safety duty will depend on your circumstances. You should contact your [state or territory WHS regulator](#) for specific advice on your situation.

However, if you know a worker is confirmed to have the COVID-19 virus, you must make sure the worker does not return to work while they are infectious.

If you notice a worker showing other signs, they may be unwell (e.g. frequent coughing) and you think they should not be at work, you should follow your usual workplace policies and procedures. This may include directing the worker to go home.

If you decide to require workers to stay away from work, you may still be obliged to pay them. You should contact the [Fair Work Ombudsman](#) for further information on 13 13 94.

Generally, you must:

Identify the hazards. For example: Is the worker still at work? Were they at the workplace while they may have been infectious or have they been identified by a public health authority as a ‘close contact’?

Assess the risks. For example: how much contact did the worker have with others or the workplace while possibly infectious?

Control the risks. For example: If the infected worker had limited contact you may be able to evacuate that area, ensure it is deep cleaned, and send home workers who had contact with them in accordance with any health advice. If the worker had contact with several others or large parts of the workplace you may also need to direct all workers to self-isolate for 14 days.

Review the control measures. You need to regularly review control measures to make sure they are working. For example, if other workers get sick this may mean your current control measures are not working as intended.

Consult with workers and other duty holders. It is important to consult with your workers at all stages of this process and keep in touch with workers who may be isolated away from the workplace. You must also consult with other duty holders (For example, other businesses you share communal spaces with).

What are the state and territory helplines an employer should contact if there is a confirmed case of COVID-19?

ACT - Healthdirect 1800 022 222	SA - SA COVID-19 Information Line 1800 253 787
NSW - Healthdirect 1800 022 222	TAS - Tasmanian Public Health Hotline 1800 671 738
NT - Use National Coronavirus Info Helpline 1800 020 080	VIC - Coronavirus Hotline 1800 675 398
QLD - 13 Health 13 43 25 84	WA - Use National Coronavirus Info Helpline 1800 020 080