



COVID-19 POSITIVE STAFF MEMBER?

Reporting obligations

- > Report the case to the local **Public Health Unit** (PHU). They will run the process from here, which will involve:
 - investigating who in the practice would be considered at risk of developing COVID-19.
 - determining who would need to self-isolate for 14 days and providing this advice.
 - working with the practice to facilitate contact tracing and cleaning (the PHU will provide advice on cleaning); this may result in a decision to close the practice while these activities are undertaken.

Supporting staff members

- > The COVID-positive staff member will be required to isolate; this may involve a Managed Isolation/Quarantine facility or other arrangements. Other staff members deemed high risk for developing the disease will be required to self-isolate. Isolated health care workers are eligible for:
 - **funded temporary accommodation** while they self-isolate – this will keep them away from household contacts and reduce the spread.
 - financial assistance from the Government's **Leave Support Scheme**.
- > Staff who contract COVID at work may be eligible for **ACC** payments.

Keeping your practice open

- > The PHU may ask your practice to undergo a deep clean – can you keep part of the practice open or shift to telehealth?
- > Once all the **close contacts** have been isolated, assess your staffing levels and decide if the practice can stay open – there is no expectation that you must remain closed.
- > Need extra staff to keep the practice open?
 - Call NZ locums **0800 695 628**.
 - Contact the **COVID-19 surge workforce**.

If your practice must close

- > If your practice needs to close for a period of time:
 - Update your voice message to say the practice is closed and where they can get help.
 - Contact patients and reschedule any appointments.
 - Update website and patient management system.
 - Put a sign on your front door.
 - Post a message on any community and your own Facebook pages.
 - Advise local stakeholders (e.g. pharmacy, neighbouring GP practices and community groups).
- > Contact your PHO and/or DHB for help with operational matters (e.g. media support, admin support and GP appointments for your patients).

Support and wellbeing

- > College members have free access to **EAP** – it's important to note that they also offer legal and financial advice and support.
- > MAS members and their families can access a free **health and wellbeing portal**.
- > HealthCare New Zealand is offering free counselling services – call **0800 820 08**.