

PET Health Guidance Document

COVID-19 Contact Tracing Process

Doc No.: PET-HSE27-HH-FRM-00028



Purpose

This guidance document outlines a process to complete contact tracing. Contact tracing is the process of identifying close contacts of a person confirmed to have COVID-19, as well as any equipment they used and locations they visited in the business from 48 hours prior to them developing symptoms through to the time of entering isolation.

The details of the contact tracing shall be recorded in the 'Contact Tracing Tool' document (Excel).

When should we do contact tracing?

Contact tracing should be completed when a person is confirmed to have COVID-19, or as directed by a local Public Health Unit.

NOTE: If the individual is a contractor, the contractor's contact tracing protocol may be used if it meets/exceeds Pet DW (WEL) minimum requirements as outlined in this document. The contractor company must provide Pet DW (WEL) with enough information to carry out necessary notification, other contact tracing, cleaning/decontamination, etc.

Responsibilities:

HSE Business Partner

- Assign Site COVID-19 HSE Business Partner to perform contact tracing
- Stay connected with the individual, COVID-19 HSE Business Partner and Pet DW (WEL) Health Contact
- Ensure contact tracing is completed.

Site COVID-19 Contact Tracer

- Complete recommended contact tracing training course: <https://coronavirus.jhu.edu/contact-tracing>
- Perform contact tracing
- Provide individual with the COVID-19 Contact Tracing Tool.
- Carry out interview with affected individual to help complete contact trace, and source any relevant data to complete contact tracing history / profile.
- Notify 'close contacts' via phone and email to quarantine for 14 days starting from the date the close contact occurred.
- Provides contact tracing information to the Public Health Department if requested.
- Forwards all contact tracing documentation to PET Health Contact and deletes this documentation once PET Health Contact verifies receipt.
- Consults with HR/Legal/PET Health for guidance.

Line leader

- Stay connected with the individual, COVID-19 HSE Business Partner and WEL Health Contact
- Ensure contact tracing is completed.

- Individual (confirmed with COVID-19 PCR test or clinically diagnosed based on symptoms of COVID-19)**
 - Complete the required sections in the contact tracing tool
 - Participate in phone interview to help complete contact trace profile

- Pet DW (WEL) Health Contact/Case Manager**
 - Responsible for maintaining data entry into Cority.
 - Supports case management of person with suspected/actual COVID-19 until worker is cleared to return to work.
 - In some instances, this role will operate as the COVID-19 HSE Business Partner for office locations

- PET Health**
 - Responsible for establishing minimum requirements for this procedure and process.
 - Oversight of the completion/quality of contract tracing process.
 - Responsible for providing guidance for contact tracing process.

- Property & Workplace**
 - Responsible for providing cleaning and disinfection. Work with HR/Legal/PET Health on general notifications to “casual contacts” with self-monitoring instructions.
 - Liaising with Landlords who identify COVID-19 cases.

- Human Resources**
 - Responsible for providing support to employee’s who have challenges with ability to self-isolate.
 - Responsible for providing guidance for contact tracing notifications.

- Legal**
 - Responsible for providing guidance for contact tracing notifications.

Method for Contact tracing

1. The contact tracing process is conducted by the assigned Site COVID-19 HSE Business Partner.
2. The process includes an interview with the affected individual and sourcing of any relevant data to input to the timeline (i.e., a flight or bus manifest; pre-start attendance list; POB lists; shift logs; SAP Work Management; gate access times. All details are recorded in the Contact Tracing Template and must be kept secure.
3. Obtain information from COVID-19 Tracer, if applicable, to assist in identifying close/casual contacts.
4. Contact tracing shall be undertaken as soon as practicable and at a quality that enables identification of key contacts and areas. If the individual is not able to provide information due to medical condition, the individual’s leader and COVID-19 HSE Business Partner will work to complete the tracing to the best of their ability.
5. The list of close contact work areas / equipment will be provided to Property & Workplace, Non-Process Infrastructure or Site Infrastructure as relevant to ensure appropriate cleaning is conducted as soon as practicable. NOTE: The individual should include the identification of close contacts outside of the workplace. It is the individual’s responsibility to notify non-work related close contact.
6. At all times, the privacy of the affected individual must be protected.

What should we do if the individual person is unable to participate in the contact tracing?

Depending on the condition of effected employee, contacting can be challenging. If an effected employee becomes incapacitated (bedridden, hospitalized) due to illness and unresponsive to calls or emails the window of opportunity for data collection closes quickly. For cases where the employee is symptomatic and

self-reports, the following contact tracing information can be captured upon initial case report into the line leader or Health Services:

- Name, and name of line leader
- The dates/times in office or workplace (last 72 hrs.)
- Names of personnel in casual/close contact in workplace
- Locations visited within workplace (coffee break room, print room, vending area, exchange, etc.)
- How did they get to work/how did they get home (personal car, car service, van, etc.)

If employee is incapacitated and/or case report is provided by associate of employee:

- Obtain as much info as possible
- Contact Property and Workplace onsite representative for:
 - effected employee badge report
 - Floor or assignment or work area location, list of potential employees on the floor, etc.
- Contact line leader for details (assigned work area, dates, employees on floor, etc.)

What should we do once contact tracing is complete?

Manual process

The completed Contact Tracing Tool is to be signed and dated by the person performing the trace. The following must also be completed at the time of performing the contact trace:

- A signed consent form for the collection of personal health information from the affected individual, to be attached to the completed Contact Tracing Template. Verbal consent may also be given and noted by the person completing the contact trace,
- The secure storage of the completed template and consent form (this may be uploaded to the contact tracing site by completing an online record retrospectively),
- The Site COVID-19 HSE BP or Pet DW (WEL) Health Contact to provide a copy of the completed template to Department of Health contact tracing officers as required.

Please note communications about cases will be made only in conjunction between the Asset SRT and Communications team in accordance with Pet DW (WEL) privacy requirements. At all times the privacy of the affected individual must be protected. For more information, please see 'Dealing with Health Information collected in relation to COVID-19' on the Group COVID-19 SharePoint site.

Definitions

Close Contact

Person with no symptoms who has been in *close contact* with someone confirmed to have COVID-19 (excluding health care workers using adequate PPE and personal hygiene practices).

Fully Vaccinated Close Contact

Vaccinated persons who have been in close contact with a confirmed case of COVID-19

Social Distancing

For COVID-19, a close contact is anyone who was within 6 feet of an infected person for a total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes).

Tools and Equipment

- Mobile phone
- Isolation room for interview (optional)
- Contact Tracing Template and/or online questionnaire
- Meeting room with Cisco WebEx functionality (optional)
- Consent form to collect personal health information (PET HSE DAT - Health).

References

Refer to [PET DW Digital Workspace](#)

Pet DW (WEL) COVID-19 Updates

Refer to [PET HSE DAT](#)

A library of leader resources and HSE policies and procedures, definitions, forms and guidance.

PROCESS

Develop a personal health timeline

Confirm the vaccination status of the individual: Fully vaccinated (14 days post 2nd or only dose) / Partially vaccinated (1st dose only) / Unvaccinated

Document the affected individual's COVID-19 case history. Ensure consent to collect personal health information is obtained first.

- 1.1 Identify date of when symptoms started (i.e., respiratory or flu like symptoms – shortness of breath, cough or sore throat). **Document on timeline (date and time)**
- 1.2 Confirm how individual reported their symptoms? (i.e., via healthcare provider, onsite medic / nurse, line leader). **Document on timeline (date and time)**
- 1.3 Confirm if individual was tested and confirmed for COVID-19. **Document on timeline (date and time)**
- 1.4 Confirm if individual has been in self-isolation since onset of symptoms, and for how long. **Document on timeline (date and time)**
- 1.5 Confirm if individual has had close contact with any known positive cases (family, friends etc.) and when (dates, time, duration) to determine close contact. **Identify a list of potential person(s) and document on timeline.**
- 1.6 Confirm if individual travelled away from home (international, interstate, within State or Territory) during personal time and if so, where and whom with. **Identify a list of potential person(s) and document on timeline.**

Undertaking contact tracing

In the various settings listed below, determine who the suspected or confirmed case had 'close contact' with in the period from 48 (minimum) hours before the onset of their symptoms through to the time they went into isolation. To qualify for 'close contact' there must have been face-to-face contact for a total of 15 minutes in this period, or sharing of a closed space (the same room or vehicle) for more than two hours.

Develop a contact trace list for road travel to and from the workplace (office or site)

Document the affected individual's contact with others during travel.

- 2.1 Identify method of transport to / from workplace (i.e., public transport, ride-share or taxi, self-driven or WEL-provided bus charter etc.). Identify company involved if public / private transport used. **Identify mode of transport, where person may have been seated and document on timeline. In the instance of bus transport, record boarding and disembarking locations, note the bus route, where was the person prior to getting on the bus.**
- 2.2 Identify if there were other passengers that shared the transport to workplace; confirm date and time of travel and duration of travel. **Identify a list of potential person(s) and document on timeline.**
- 2.3 If individual drove to a car-parking facility, please confirm date and time. **Identify a list of potential person(s) and document on timeline.**

Develop a contact trace list for air travel to and from the workplace

Document the affected individual's contact with others during travel.

- 3.1 Identify method of transport to / from airport (i.e., WEL-provided bus, public transport, ride-share or taxi, self-driven etc.). Identify company involved if public / private transport used. **Identify mode of transport, where person may have been seated and document on timeline. In the instance of bus transport, record boarding and disembarking locations, note the bus route, where was the person prior to getting on the bus.**
- 3.2 Identify if there were other passengers that shared the transport to the airport; confirm date and time of travel and duration of travel. **Identify a list of potential person(s) and document on timeline.**
- 3.3 If individual drove to a car-parking facility (i.e., airport long stay, private car-parking facility etc.). Confirm date and time. **Identify a list of potential person(s) and document on timeline.**
- 3.4 Identify airport used and time of arrival. **Document on timeline.**
- 3.5 Identify method of check-in (i.e., printed boarding pass, mobile phone, airline reward card). **Document on timeline.**
- 3.6 Confirm if individual had check-in baggage. If so, identify list of potential person(s) in contact with baggage (i.e., baggage handlers on contact list). **Identify a list of potential person(s) and document on timeline.**
- 3.7 Identify where individual sat in departure lounge. Identify a list of potential person(s) that individual was in close contact with. **Identify a list of potential person(s) and document on timeline.**
- 3.8 Identify any shared facilities visited in airport (i.e., café, bookstore, bathroom). **Document on timeline**
- 3.9 Confirm with individual if there was any other interactions with other personnel (WEL or tenant) that could constitute close contact (i.e., other mine staff, security personnel, screening personnel). **Identify a list of potential person(s) and document on timeline.**
- 3.10 Confirm flight details and identify seat number. Place other individuals on contact list that were within 1.5m to 2m of seat number. **Identify a list of potential person(s) and document on timeline.**
- 3.11 Confirm any other interactions that may have occurred during flight (use of toilets, moving seats, touching window shade, overhead lights etc.). **Document on timeline.**

Develop a contact trace list for travel to and from camp and site

Document the affected individual's contact with others during travel.

- 4.1 Identify mode of transport (e.g. bus, light vehicle). **Identify mode of transport and document on timeline. In the instance of bus transport, record boarding and disembarking locations, note the bus route, where was the person prior to getting on the bus.**

- 4.2 Identify interactions with other personnel. **Identify a list of potential person(s) and document on timeline (i.e., passengers the person sat next to on the bus).**
- 4.3 Confirm if individual travelled directly to camp from airport. **Identify a list of potential person(s) that shared transportation and document on timeline**
- 4.4 Confirm if individual travelled directly to site from airport. **Identify a list of potential person(s) that shared transportation and document on timeline.**
- 4.5 Did individual travel on bus or light vehicle from site to camp at end of shift? If so, identify bus seating position / light vehicle asset. **Document on timeline.**

Develop a contact trace list for while the individual was at camp/hotel

Document the affected individual's contact with others.

- 5.1 Identify interaction with reception / shop (collecting keys, food & other purchases). **Identify a list of potential person(s) and document on timeline.**
- 5.2 Identify interaction with other people via social activities (outdoors, walking, BBQ etc.). **Identify a list of potential person(s) and document on timeline.**
- 5.3 Confirm daily attendance to dining facilities (breakfast, lunch and dinner). **Document on timeline.**
- 5.4 Identify if individual shares a room. **Identify a list of potential person(s) and document on timeline.**
- 5.5 Confirm if maintenance / cleaners attended individual's room to conduct cleaning / maintenance tasks. **Identify a list of potential person(s) and document on timeline.**
- 5.6 Verify the use of any other resources while in camp/hotel. **Document use of other resources on timeline.**

Develop a contact trace list for on-site or in the office

Document the affected individual's contact with others, with equipment and in relevant locations. Other reference points include an interview with their line leader, crew rosters, extract work order history, pre-start attendance, Outlook meeting invites, 1 SAP/ Workflow.

- 6.1 Identify interactions with other personnel during meetings (pre-starts, meetings, handovers etc.), including locations (e.g., meeting room number). **Identify a list of potential person(s) and document on timeline.**
- 6.2 Interactions with assigned / other team members during swing or shift. **Identify a list of potential person(s) and document on timeline.**
- 6.3 Interactions with other personnel during crib breaks (by shift). **Specify location, duration, identify a list of potential person(s) and document on timeline.**
- 6.4 Interactions with shared equipment (i.e., light vehicles, forklifts, cranes, machinery, tooling). **Identify a list of all potential equipment and document on timeline.**
- 6.5 Other interactions with personnel such as Field Leadership interactions, FPM Electrical and FPM Maintenance, Auxiliary etc. **Identify a list of potential person(s) and document on timeline.**
- 6.6 Identify desk use or use of shared office desk space and facilities (communal areas, libraries, shared computers, toilets, dining rooms, ice machines, phone booths etc.). **Document on timeline.**
- 6.7 Identify equipment operated by individual. **Identify equipment and document on timeline.**
- 6.8 Identify all operators who also utilized equipment identified in items 7.4, 7.6 and 7.7 across all shifts. **Identify a list of potential person(s) and document on timeline.**

- 6.9 Identify whether individual was operating with passenger / trainer. **Identify a list of potential person(s) and document on timeline.**
- 6.10 Identify any cross team interactions. **Identify a list of potential person(s) and document on timeline.**

Revision / Date	Updates:	Revised by
REV 01 – 08/05/2020	Include instructions for tracing when individual is not able to participate due to hospitalization, incapacitated, etc.; include contact tracer data where applicable	K. Phillips
REV-02	Updated to include fully vaccinated close contact definition	K. Phillips
Rev 3 – 11-Nov-2022	Post-merger rebranding.	Jason Flockton