

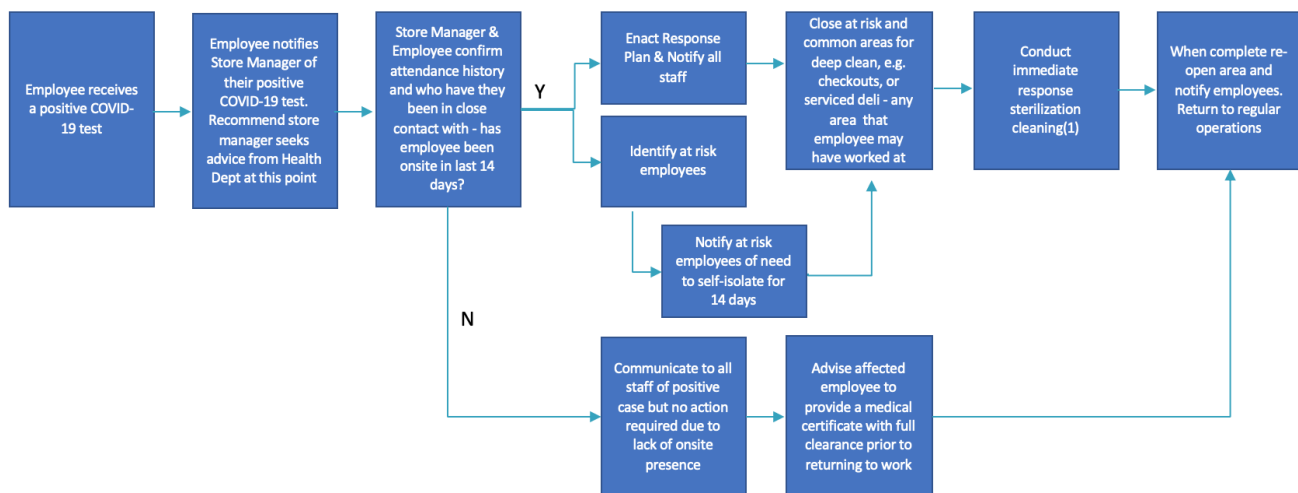
# Grocery Store Guidelines for a Confirmed Case of Coronavirus (COVID-19)

The purpose of this document is to provide guidance to IGA independent store owners on the procedure to follow in the case of an employee being confirmed as having the Coronavirus.

It is important that these guidelines are followed to ensure that you can understand the associated risk to your other team members and your local community in order to put precautionary measures in place to mitigate potential transmission and ensure business continuity.

## Notification Procedure

1. Upon notification of a positive result to Coronavirus testing, an employee is required to contact the Store Manager as soon as possible to notify them. The team member cannot return to work until they have a clearance certificate from their GP or 14 days has passed since the positive test.
2. It is recommended that the Store Manager seek advice at this point from the Tasmanian Department of Health. The Tasmanian Public Health Hotline is 1800 761 738, and can be sourced from this website: <https://coronavirus.tas.gov.au/>
3. Upon receiving notification, the Store Manager should obtain the following information from the employee:
  - When they last attended work for a shift;
  - When they started experiencing symptoms;
  - Names of colleagues they have had close contact with (see below for definition);
  - The dates they will be unable to attend work; and
  - Request that the employee obtains a full clearance from their treating medical practitioner prior to returning to work.
4. The Store Manager will conduct an assessment of the risk of close contact that the employee had to their colleagues to determine the appropriate precautionary measures, based on the individual circumstances. This assessment will be done in accordance with the relevant Department of Health guidelines.
5. Below is a GUIDE ONLY of the steps that Store Managers are recommended to follow:



(1) **Immediate response sterilization cleaning** is over and above the regular "preventative" cleaning which should be in place – you will likely be asked for records of regular cleaning procedures by the Department of Health, so please make sure they are being kept up to date, this could be the difference between keeping your store open during a clean or having to close it..

### Definition of Close Contact

The Department of Health currently defines close contact as someone who has been face to face for at least 15 minutes, or been in the same closed space (two metres) for at least 30 minutes with someone who has tested positive for the COVID-19 when that person was infectious.

### Communication to employees

In the case of a confirmed positive diagnosis, the Store Manager will prioritise communication to employees who have had close contact with their colleague while they were infectious.

These employees will be required to self-isolate for 14 days from the date of last contact with the confirmed case.

Following this, communication will be provided to the other team members in the store.

### Store impacts

In the event that the Store has a confirmed case and it is determined by the Store Manager that the impacted area of a site requires cleaning and sanitising, that area may need to be closed.

The Store Manager should make the decision on whether to close an area for cleaning on the basis of whether the risk of infection is contained, or uncontained. See decision tree above.

If the risk of infection is uncontained, a whole store may need to be closed. In such an eventuality, all staff should be sent home and contacted when it is safe to return to work.

### Site cleaning

The store owner or manager should arrange for an “immediate Response Sterilization Clean” which is over and above clean, to be conducted in the contained area, or the full store if need be. Exact instructions will be provided by a Tasmanian Health Department staffer upon contacting you . Craig Smith from TIR is currently securing specialised cleaning contractors and you should engage Craig to secure these services if not advised otherwise by the Health Department official.