




# COVID19 Response Flowchart for Managers


Updated 19032020 for suspected / not suspected case decision

 NZ Health Line 0800 358 5453  
AU Health Line 1800 020 080  
To obtain advice for you or your people

**Person on site with symptoms?**  
Fever >38C  
Persistent or dry cough  
Shortness of breath

Yes

No, but potential contact with Covid19

 **Send person with symptoms home**

 **Call Health Line Obtain Advice**

If not a suspected case

 **COVID19 Personal Response Plan**

- 1. Notify EHS for monitoring
- 2. Confirm pay as appropriate
- 3. Plan return to work

If a suspected case (e.g., travel; contact with a case or if advised)

**IDENTIFY**  
• The person's specific work areas, and  
• The common areas that have potential contamination

**ACTION**  
• Clear area of workers and  
• Disinfect high-touch surfaces (e.g. tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks)

**IDENTIFY**  
The individuals who had close contact with the person when they had symptoms:  
• Direct fluid contact  
• Within 1 m >15 min  
• Within 2 m >2 hours

**ACTION**  
Manager to contact the individuals  
1. Inform them that they may have been exposed (medium risk)  
2. Ask them to call the Health Line and self-isolate if advised  
3. Ask them to report back the advice and actions to be taken

**IDENTIFY**  
The groups who may have had indirect contact with the person when they had symptoms:  
• Indoors in the same area for a prolonged period  
• E.g., open office, classroom, same work area, etc

**ACTION**  
Manager to contact the group:  
1. Inform them that they may have been exposed (low risk)  
2. Ask them to call the Health Line and self-isolate if advised  
3. Ask them to report back the advice and actions to be taken

### Communication Tips

- Outline the exposure and decisions made
- Confirm that that efforts were made to identify and contact people who had direct exposure
- Remind everyone that they can use the Personal Response Plan to evaluate their risk
- Remind everyone of good hygiene practices
- Request that affected individuals inform their manager
- Confirm that the situation will be monitored and that an update will be provided if the situation changes
- Refer people to support where needed (e.g., EAP, EHS, P&P, Manager, etc)



If you have any questions please contact [admin@freestyla.co.nz](mailto:admin@freestyla.co.nz)