![Community Child Care — Vision into Practice]

# POSITIVE CASE OF COVID IN YOUR SERVICE?

These steps may help you...

**Call us on (03) 9486 3455 for further support**

## 1. Notify DHHS on 1800 338 663

Act on DHHS advice

DHHS will provide you with an Excel spreadsheet for contact tracing

DHHS will also provide a list of cleaners that can provide deep cleaning – see cleaning guidelines **here**

## 2. Notify DET on 1800 338 663

Lodge 1st notification on NQAITS that you have a positive case

Lodge 2nd notification on NQAITS if your service is required to close

## 3. Notify your staff, families & other visitors

Inform them of what you know and keep them updated daily

Gather contact tracing information – you will need to know who was in contact with the person who tested positive

## 4. Notify DESE

Via CCSAssessments-VIC@dese.gov.au AND your third-party software provider or Operational Details in the **PEP**

## 5. Notify WorkSafe on 13 23 60

**What if you haven't heard back from DHHS?**
Determine if you should close your service to avoid the spread of COVID – you will need close contacts' full name, DOB, contact info and their last date of contact