

Where to report COVID-19 cases

Positive cases and outbreaks for disability service providers

Reporting positive cases

If you have a **positive case** in your setting, you must tell 3 areas. You may also need to tell WorkSafe depending on your situation.

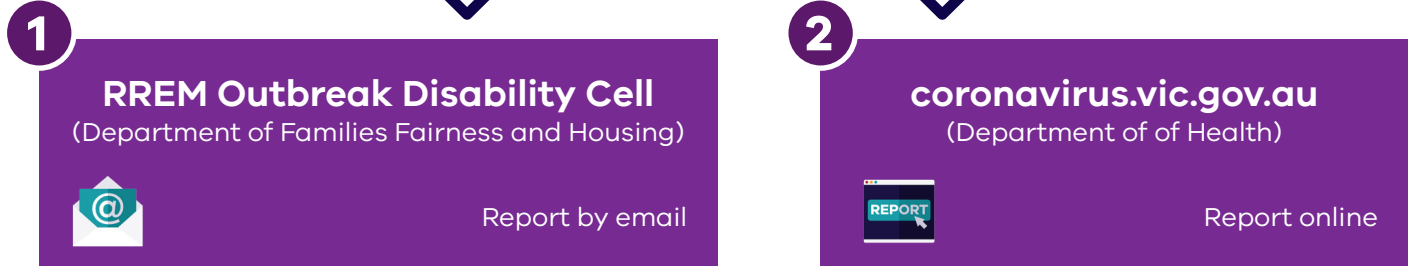


- 1** Fill out the online form from the [NDIS Quality and Safeguards Commission](https://www.ndiscommission.gov.au/providers/notice-changes-events/notification-covid-19) <<https://www.ndiscommission.gov.au/providers/notice-changes-events/notification-covid-19>>.
- 2** Email the [Readiness, Response and Emergency Management \(RREM\) Outbreak Disability Cell](mailto:rremoutbreak@dffh.vic.gov.au) at the Department of Families Fairness and Housing <rremoutbreak@dffh.vic.gov.au>.
- 3** Report a positive rapid antigen test at the Department of Health by filling out their [online form at coronavirus.com](https://www.coronavirus.vic.gov.au/report) <<https://www.coronavirus.vic.gov.au/report>>. This is a legal requirement for everyone in Victoria. You should report an NDIS participant's positive test on their behalf. You do not need to report the result of a rapid antigen test if a PCR test was done.
- 4** You must tell WorkSafe if someone in your workplace contracts COVID-19 and needs immediate in-patient care or dies as a result. [Fill out an online incident report at WorkSafe](https://www.worksafe.vic.gov.au/report-incident-criteria-notifiable-incidents) <<https://www.worksafe.vic.gov.au/report-incident-criteria-notifiable-incidents>>.

Reporting outbreaks

If you have an **outbreak** in your setting, you must tell 2 areas.

Who to tell if you have an outbreak



- 1 Email the [Readiness, Response and Emergency Management \(RREM\) Outbreak Disability Cell](#) at the Department of Families Fairness and Housing <rremoutbreak@dffh.vic.gov.au>.
- 2 Fill out the outbreak notification form on [coronavirus.vic.gov.au](https://www.coronavirus.vic.gov.au/covid-outbreak-notification-form) <<https://www.coronavirus.vic.gov.au/covid-outbreak-notification-form>>.

Outbreak definition

The **definition of an outbreak** has recently changed for disability service providers.

Outbreak in a disability setting

Non-residential	Residential
<p>5 or more staff, NDIS participants or visitors:</p> <ul style="list-style-type: none">• test positive (PCR or rapid antigen test)• are linked• occur within 7 days.	<p>2 or more residents:</p> <ul style="list-style-type: none">• test positive within 7 days of each other• were on-site during their infectious period. <p>or</p> <p>5 or more staff or residents:</p> <ul style="list-style-type: none">• test positive within 7 days of each other• were on-site during their infectious period.

Benefits of prompt reporting

Reporting needs to be done as soon as possible to protect those who test positive.

If you report a positive case or outbreak as soon as you know, you could get important resources and support.

There are benefits for those who test positive at the individual level and service-provider level:

Benefits of reporting ASAP

Individual-person level

Reporting positive rapid antigen test result

Access to COVID Positive Pathways program



Clinical support for eligible residents of supported-disability accommodation



Assessment for and access to medications to prevent severe symptoms



Regular in-home contact from GP or health service:



Symptom monitoring



Extra help if symptoms worsen



Telehealth with health service clinicians or GP, or in-person consultations

Service-provider level

Reporting cases and outbreaks

Access to resources and support



Provision of clinical waste bins



On-site testing for residents



Expert support in outbreak management from federal and state governments



Rapid antigen test supply



Provision of PPE



Air scrubbers to give indoor rooms fresh air



Support with staffing



Links to relevant information to help manage outbreaks

When you report a positive rapid antigen or PCR test result, you must complete the assessment surveys and answer follow-up calls. This enables the Department of Health to identify NDIS participants for the COVID Positive Pathways program.

To receive this document in another format, email RREngagement&partnerships@dffh.vic.gov.au.

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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