

COVID Business Risk Assessment Form

This form is to be used to record contacts of known COVID cases that attended your workplace and to determine the risk to contacts of that known COVID case. This form is to be used when SA Health has advised your business that a person(s) with COVID has attended the premises.

This form is comprised of four pages:

1. Cover page (this page)
2. Risk assessment table
3. SA Health COVID risk assessment flow chart
4. SA Health COVID risk outcome definitions

Businesses should follow these steps:

1. Determine if your staff had contact with the case in their infectious period (infectious period is two days prior to symptoms or first positive test) and input the following into the table on page TWO:
 - a. Determine the vaccine status of staff who came into contact with the known COVID case.
 - b. Determine the proximity of contact
 - i. Touching e.g. handshaking, hugging; Aerosol behaviours e.g. coughing, singing; Contact with multiple COVID cases;
 - ii. Less than 1.5m (< 1.5m); OR
 - iii. Greater than 1.5m (> 1.5m)
 - c. Determine duration of contact
 - i. Less than 1 minute (< 1 min)
 - ii. 1 to 15 minutes (1-15 min)
 - iii. Greater than 15 minutes (> 15 min)
 - iv. Greater than 1 hour (> 1 hour)
 - d. Determine if the space is indoors or outdoors
 - e. If indoors estimate the size of the indoor space in square meters (m²)
 - f. Determine if both (contact and COVID case), one or none were wearing masks
 - g. Use the SA Health flow chart on page THREE to determine the COVID risk assessment outcome and select for each contact
 - h. Inform staff of their COVID risk outcome by referring to the actions on page FOUR – No action; Test & isolate; 7 day quarantine, OR 14 day quarantine
2. Contact SA Health with staff who have had contact with the COVID case during infectious period with this form, and also notify of any members of the public that have come into contact with the COVID case in your business
 - a. SA Health can be reached at 1800 253 787 and you can email this form to health.coronavirusenquiries@sa.gov.au

COVID Business Risk Assessment Form


Business Name		Full Name (Key Contact)		Phone No. (Key Contact)		Date	
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First Name	Last Name	Contact No.	Vaccinated?	Distance between contact and COVID case	Exposure time with case	Location	Room size estimate (m ²)	Mask wearing	COVID risk outcome

If you require more entries save this form and begin a new one.

Table 1: Assessing the risk for COVID Exposures in general businesses and venues

Triggers: 80-90% 16+ vaccination coverage of the South Australian population coverage or as directed by the Chief Public Health Officer

CONTACT IS VACCINATED 											
Distance	Touch (hugging, handshaking etc) or aerosol behaviours (singing, coughing etc), or contact with multiple COVID cases	<1.5 metres			>1.5 metres						
Exposure time		<1min	1-15mins	>15mins	<1 min	1-15mins	>15 mins	>1 hour			
Location					Outdoor	Indoor	Indoor	Indoor	Indoor		
Room size						>100m ²	<100m ²	>300m ²	100-300m ²	<100m ²	<30m ²
Mask			Both wearing masks	One or both not wearing masks			Both wearing masks	One or both not wearing masks	Both wearing masks	One or both not wearing masks	
Outcome	Vaccinated close contact	Low risk casual contact	Casual contact	Vaccinated close contact	Low risk casual contact	Casual contact	Vaccinated close contact	Low risk casual contact	Casual contact	Vaccinated close contact	


CONTACT IS UNVACCINATED 											
Distance	Touch (hugging, handshaking etc) or aerosol behaviours (singing, coughing etc), or contact with multiple COVID cases	<1.5 metres			>1.5 metres						
Exposure time		<1min	1-15mins	>15mins	<1 min	1-15mins	>15 mins	>1 hour			
Location					Outdoor	Indoor	Indoor	Indoor	Indoor		
Room size						>100m ²	<100m ²	>300m ²	100-300m ²	<100m ²	<30m ²
Mask											
Outcome	Unvaccinated close contact	Casual contact	Unvaccinated close contact	Casual contact	Unvaccinated close contact	Casual contact	Unvaccinated close contact	Casual contact	Unvaccinated close contact		

Table 2. Managing the risk for COVID Exposures in general businesses and venues

	LOW RISK CASUAL CONTACT	CASUAL CONTACT	VACCINATED CLOSE CONTACT	UNVACCINATED CLOSE CONTACT
Quarantine requirements	None	Until first negative test	Quarantine for 7 days from exposure	Quarantine for 14 days from exposure
Testing requirements	None	<ul style="list-style-type: none"> Minimum 3 tests Get tested immediately Get tested again on day 6 and 13 Get tested immediately at any time if symptoms develop 	<ul style="list-style-type: none"> Minimum 3 tests Get tested immediately Get tested again on day 6 and 13 Get tested immediately at any time if symptoms develop (negative day 6 test required to be released from quarantine) 	<ul style="list-style-type: none"> Minimum 3 tests Get tested immediately Get tested again on day 6 and 13 Get tested immediately at any time if symptoms develop (negative day 13 test required to be released from quarantine)
Any contact who develops symptoms must get a throat-nose swab (PCR) and isolate until result is known and symptoms have resolved.				
Other requirements	None	From days 1 to 14: <ul style="list-style-type: none"> Wear surgical mask when around others at all times Avoid contact with vulnerable people (elderly, pregnant, young children) Avoid non-essential activities where possible Avoid shared spaces and maintain physical distancing 	From days 8 to 14: <ul style="list-style-type: none"> Wear surgical mask when around others at all times Avoid non-essential activities Do not attend COVID Management Plan events Do not enter a high-risk setting (hospitals, aged care) except for essential reasons Avoid contact with vulnerable people (elderly, pregnant, people with chronic health conditions) Avoid shared spaces and maintain physical distancing 	Not applicable
Household quarantine requirements	None	None	<p>Yes – People in same household* as the contact who are unvaccinated must also follow the above quarantine and testing requirements (unless they can be appropriately separated from primary contact)</p> <p>No – People in same household as the contact who are vaccinated only need to get a test on day 1 and 6 (no quarantine).</p>	<p>Yes – People in same household* as the contact who are unvaccinated must also follow the above quarantine and testing requirements (unless they can be appropriately separated from primary contact)</p> <p>Yes – People in same household as the contact who are vaccinated need to quarantine for 7 days and get a test on day 1 and day 6 (unless they can be appropriately separated from primary contact)</p> <p>No – If the contact is under 12 years old, people in the same household who are vaccinated need to get a test on day 1 and 6 (no quarantine)</p>

Contact tracing for the public is conducted by SA Health. You will be categorised on a risk based assessment with consideration to your vaccination status, mask use, environment, activities taken and other epidemiological and environmental factors.

This is a general guide only. Additional testing and quarantine requirements may apply to individual cases based on a risk assessment.

Vaccinated refers to a person who is greater than 14 days following receipt of the final dose of a primary course of COVID-19 vaccine approved or recognised by the Therapeutic Goods Administration (TGA).

Notes: COVID-19 tests for contacts must be PCR tests. This applies to children and adults of all ages.