

## **COVID-19 – Possible OR Actual Exposure – Action Guide**

Close Contact	How can I tell if I have had close contact with covid-19?
If a person is unwell and confirmed as having COVID-19, it is possible the illness could have been passed on to you. A case is potentially infectious: • 48 hours prior to a person develops symptoms • While symptomatic • Until symptom-free for 24 hours	<ul> <li>Close contact is anyone who has had contact with a person while their COVID-19 case is infectious:</li> <li>Living in the same home environment as a confirmed case.</li> <li>Spent 2 hours or longer in the same room as confirmed case.</li> <li>Seated within two rows either side of a COVID-19 case on a flight, bus or train for two hours or longer.</li> <li>Face-to-face within two metres or less of the case for more than 15 minutes in any other setting.</li> </ul>
What if I discover I have had possible contact	Advise your line manager of possible or actual contact with a COVID-19 case and provide information below: Your Name Details of possible/actual exposure (dates, location etc).
OR	Advise if you are being tested, self isolating etc.
learn I have had an actual contact with a COVID-19 Case	<ul> <li>Line Manager, Site/Team Management:</li> <li>Provide staff member Kiwirail guidance material (information available on the Kiwirail COVID-19 Sharepoint page)</li> <li>Discuss self isolation requirements.</li> <li>Send information to COVID-19@kiwirail.co.nz or contact the Kiwirail People Assistance Line 0800 696 646 for inclusion on the Kiwirail register of people self isolating.</li> </ul>
	A Kiwirail People Assistance Line volunteer will follow up with you.
If I develop symptoms who should I call? COVID-19 Symptoms include: Fever Cough Difficulty breathing Sneezing and Feeling very tired	<ul> <li>Do not come to work if you are feeling unwell.</li> <li>Contact your GP and follow their medical advice/direction.</li> <li>OR contact the dedicated Healthline COVID-19 number: 0800 358 5453</li> <li>Advise your line manager and if you are being tested, self isolating etc.</li> <li>Line Manager, Site/Team Management: <ul> <li>Provide staff member Kiwirail guidance material (information available on the Kiwirail COVID-19 Sharepoint page)</li> <li>Discuss self isolation requirements.</li> <li>Send information to COVID-19@kiwirail.co.nz or contact the Kiwirail People Assistance Line 0800 696 646 for inclusion on the Kiwirail register of people self isolating.</li> </ul> </li> </ul>
	Stay at home .
Self Isolation	<ul> <li>Avoid face-to-face contact with others less than 2 metres away OR any contact that lasts longer than 15 minutes</li> </ul>
Means staying at home as a precaution because you have potentially OR have been confirmed as having exposure to a COVID19 case OR	<ul> <li>If you are self isolating but others in your home are not: DO NOT: <ul> <li>Share a bed with others</li> <li>Share dishes, drinking glasses, cups or eating utensils. (wash thoroughly with soap and water/use dishwasher).</li> <li>Share food and drinks - you should not prepare food for others.</li> </ul> </li> </ul>
Anyone who has returned from overseas travel must self-isolate for 14 days from the date they return to New Zealand.	<ul> <li>DO Practice Good Hygiene:</li> <li>Stay in well-ventilated rooms/spaces (i.e. with a window that can be opened).</li> <li>Minimise time spent in shared spaces (i.e. bathroom, kitchen and sitting room), keep surfaces clean and ventilate rooms.</li> <li>Use your own toothbrushes, towels, washcloths and bed linen.</li> <li>Wash your clothing, linen and dishes separate to others in your home.</li> </ul>