



# Specialist Homelessness Services (SHS) Checklist

## Contacting Public Health Unit (PHU) for advice or reporting of positive COVID-19 client case

*This checklist will assist in communicating with the relevant PHU, when seeking advice on a suspected COVID-19 case or reporting a confirmed positive case. Prior to contacting the PHU, gather all information noted in the checklist.*

Contact PHU (Statewide: 1300 066 055) Find local PHU contact details [here](#).

### Provide your SHS information

- Service name, location and contact details.
- Advise the PHU that your service is funded by DCJ.
- Primary and secondary contact persons, for the service.
- Nature of your service, including target group and the number of clients.
- Describe the client group, including vaccination status, any risk factors such as AOD or mental health issues and behavioural considerations.
- Number of client and visitor movements in and out of the site, including intake, exits, and links to other services/organisations.
- Number of staff and contractor movements across other service sites/organisations.
- Site and building plans, including floor plans and ventilation.
- Details on accommodation type, size, spread, common areas, degree of intermingling, and any venue risks.
- Site security.



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## Provide client situation

- Nature and date of incident.
- Current health status of client, including symptoms.
- Client profile, including pre-existing health conditions and vaccination status.
- Considerations or requirements relating to culture and/or disability.
- Note whether the client has been vaccinated, if a test undertaken and, if so, when.
- Note the whereabouts of the client, including whether they are isolating and where.
- Client capacity to isolate and most appropriate location, for example, on site or Health accommodation.
- Details of children, risk of parent/s being unable to care for them, and available pathways for care.
- Risk assessment details.

***Remember - Be clear about being funded by DCJ to deliver your service***