



Daily Attestations: frequently asked questions

Protecting our healthcare and aged care workers

Effective 4 September 2020, it has been recommended that certain health and aged care providers require workers and students on clinical placements to complete a daily attestation for coronavirus (COVID-19) prior to commencing a shift or any work at the provider's premises ('Daily Attestation').

The following frequently asked questions (FAQs) have been developed to aid conversations in health and aged care settings and give additional guidance to health and aged care workers and clinical placement students about the Daily Attestation.

What is the Daily Attestation?

It is recommended that providers require staff (including employees, volunteers and contractors) and students on clinical placements to complete a daily attestation to confirm that they are free from symptoms related to coronavirus (COVID-19), and have not had contact with a confirmed case of coronavirus (COVID-19) in the previous 14 days, prior to commencing a shift or any work at the provider's premises.

It is recommended that attestations are provided on each day a worker or clinical placement student attends the provider's premises and be considered valid until midnight on the day on which they are made (or the conclusion of the shift, whichever is later).

Attestations should be stored by the provider for six weeks, to assist with contact tracing if any worker or student tests positive for coronavirus (COVID-19).

What is an attestation?

An attestation in this context is the act of declaring that something is true, in either verbal or written format (including an electronic application).

What is the purpose of an attestation?

Like all Victorian workers, health and aged care workers (including employees, contractors and volunteers) and students on clinical placement are required to stay isolated at home if unwell. This is particularly critical in a healthcare and aged care setting, where care is provided to patients and clients who are more vulnerable to contracting coronavirus (COVID-19) than other community members.

The Daily Attestation reinforces that workers and clinical placement students must not attend a provider's premises for work or placement whilst unwell and it strengthens the message to remain at home if they have any signs of ill health.

The measures are intended as a further tool to assist in ensuring a safe workplace and an environment in which workers and clinical placement students feel confident not to attend work at the very earliest sign of symptoms (even if slight or seemingly trivial). By considering their own health status each time they enter the provider's premises, workers or students can reflect on whether or not they are symptom-free in a method that they might not have done in the past, thereby helping to counter behavioural norms.

How do I complete an attestation?

The method of taking attestations is a matter to be determined by the respective provider. Providers can establish either a verbal or written (including electronic application) attestation process for their workers and clinical placement students. It is up to each provider to determine the process that will have the least impact on workers and clinical placement students, have a high level of infection prevention, and allow the collection and safe storage of data for the minimum six-week period.

Where providers are implementing written attestations using a physical logbook or diary, infection control procedures should be adhered to. This may include having a designated person fill in the logbook for all workers and clinical placement students. Hand sanitiser should be provided where there is a shared pen/hard copy log.

The record of the attestation should include the time and date on which the attestation is given, the person's name and staff/student ID number, the person's role and the setting where the attestation is being recorded.

Will a verbal attestation be recorded?

If the attestation is provided verbally, a record of the attestation and any symptoms should still be captured in a logbook (either physical or online), at entry points by a designated person adhering to infection control procedures.

Who completes an attestation?

Everyone who presents for work or a clinical placement at the premises of a provider should provide an attestation. This includes employees, contractors, volunteers, students on clinical placements, and any other person who is attending the provider's premises for work (whether paid or unpaid).

Why do I need to do an attestation every working day?

Coronavirus (COVID-19) is a highly infectious virus, which can present with very mild symptoms in some people. It is important that everyone attending a healthcare or aged care setting considers their health each and every time they present there to prevent inadvertent spread of coronavirus (COVID-19) or any other illness.

The attestation is a reminder to undertake this self-assessment and will provide a record of symptom status in the event of a public health outbreak to assist with contact tracing.

How long will the recommendation for a Daily Attestation be in place?

The recommendation for a Daily Attestation is a response to the current pandemic, it commenced on 4 September 2020 and will be in place until further notice from the Department of Health and Human Services.

If I am not working or attending a placement that day, or am working from home, must I complete an attestation?

No, attestations should only be required from workers and clinical placement students who are entering the physical premises of a provider.

What should I do if I have a listed symptom and cannot complete the attestation?

Like all Victorian workers, if you are experiencing even very mild symptoms of ill health then you **must not** go to work or your clinical placement. You are required to stay home.

If you attend for work or placement and have a listed symptom, the relevant provider may allow you to access personal leave or there may be an alternative role you can fulfil via remote working – whether this is the case is a matter for the particular provider to determine.

If you are experiencing coronavirus (COVID-19) symptoms, please get tested and isolate at home as soon as possible.

How will the information I provide in the attestation be used?

All providers should keep records of all daily attestations for a minimum six-week period.

The Department of Health and Human Services expects that these records will not be used for purposes other than workplace safety (including contact tracing). They are also expected to be stored locally and are not required to be reported to the Department unless required to inform contact tracing in the event of an active outbreak.

What if I am symptom-free when I complete my attestation but later develop symptoms or subsequently test positive to coronavirus (COVID-19)?

If required to provide an attestation, you must answer it honestly.

If you attest that you do not have any relevant symptoms and later develop symptoms at the work premises after completing the attestation, it is important that you immediately escalate this information to your line manager, to ensure that you can remove yourself from the premises, get tested for coronavirus (COVID-19) and then isolate.

What if I refuse to complete an attestation?

If you refuse to make an attestation when required by a provider, the provider may refuse you entry to the premises on the basis of occupational health and safety concerns. This is particularly the case in the context of health and aged care settings, where the spread of the virus would not only put workers and clinical placement students at risk, but also patients or residents in the case of aged care.

Further information for providers

What is a common implementation approach?

Many healthcare providers across Victoria have implemented a QR code-led virtual attestation with written/manual options on site as a backup when required.

Providers are using QR code screening applications to add attestation questions for completion by staff, with completions required to be shown at site entrances for the shift. Supplementing this, providers have paper-based forms for attestation at site entry points, as well as online forms outside of the code screening application. Healthcare and aged care providers are communicating these changes to process through email announcements, team meetings/daily huddles, digital signage, and internal social media.

What are some other examples for implementing a Daily Attestation in healthcare and aged care settings?

- A smartphone app is available, with attestation questions for completion prior to working on the shift. Staff are required to complete the attestation and display a 'green-tick' before entering. Paper-based forms are also available at site entry points, as well as online forms via provided devices.
- Microsoft Power Apps, which is used for collecting digital attestations. The app is marketed through daily huddles, Yammer (internal social media), operations updates via email, team meetings, digital screens on campus and screensavers, as well as developing a 30-second quick guide to completion.
- Attestation tool via online app accessed through the intranet.
- Notice to all staff sent out with a QR code to complete an attestation survey one day prior working.
- QR code for scanning at entry points to be able to start work for the day, with educational posters for staff located at building entrances.

Employers are requested to supplement these FAQs to workers and clinical placement students with further information on:

- Location-specific information for workers and clinical placement students on how to complete the daily attestation where they work, including different options for those who may or may not have access to technology, how infection prevention measures will be applied to any attestation processes and any different processes applying to contractors or other non-regular workers onsite.
- Information for managers about attestations and the manager's obligations in ensuring attestations are completed.
- The secure storage of personal information collected as part of the attestation process.
- Specific leave or other arrangements available to employees if they are not able to attest that they are symptom-free, before presenting for a shift or a day's work.
- Implications for workers and clinical placement students who refuse to complete attestations.
- Relevant information relating to your workplace's COVIDSafe Plan including how staff can access it.
- The name of a person to contact for more detailed or specific information about attestations within the workplace

To find out more information about coronavirus and how to stay safe visit [DHHS.vic – coronavirus \(COVID-19\)](https://www.dhhs.vic.gov.au/coronavirus)

[<https://www.dhhs.vic.gov.au/coronavirus>](https://www.dhhs.vic.gov.au/coronavirus)

If you need an interpreter, call TIS National on 131 450

For information in other languages, scan the QR code or visit

[DHHS.vic –Translated resources - coronavirus \(COVID-19\)](https://www.dhhs.vic.gov.au/translated-resources-coronavirus-disease-covid-19)

[<https://www.dhhs.vic.gov.au/translated-resources-coronavirus-disease-covid-19>](https://www.dhhs.vic.gov.au/translated-resources-coronavirus-disease-covid-19)



For any questions

Coronavirus hotline 1800 675 398 (24 hours)

Please keep Triple Zero (000) for emergencies only

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