Issued by the Director of Public Health  
under the *Public Health Act 1997*

Effective 27 October 2021

Guidelines for Notifying   
Coronavirus Disease 2019 (COVID-19)

Containing legal requirements for  
laboratories ****

Table of Contents

[PART A Issuing statement and version notes 3](#_Toc85122816)

[PART B Introduction 4](#_Toc85122817)

[PART C Definitions 5](#_Toc85122818)

[PART D Laboratory notification – positive result 6](#_Toc85122819)

[PART E Laboratory notification – negative result 8](#_Toc85122820)

# Issuing statement and version notes

## Issuing statement

I, Dr Mark Veitch, being and as the Director of Public Health, acting pursuant to section 184 of the *Public Health Act 1997,* hereby:

1. revoke the *Guidelines for Notifying Coronavirus Disease 2019 (COVID-19) v2*; and
2. issue these Guidelines, being the *Guidelines for Notifying Coronavirus Disease  
   2019 (COVID-19) v3;* and
3. determine that these Guidelines come into effect on and from 27 October 2021.

Dated this October 2021

**Dr Mark Veitch**

Director of Public Health

## Version notes

27 October 2021 Start date for re-issued Guidelines. This version replaces the 5 March 2020 version. The changes reflect reporting requirements for negative results and method of reporting, and also remove reporting by medical practitioners.

5 March 2020 Start date for re-issued Guidelines. This version replaces the 6 February 2020 version. The changes reflect the official naming of the disease by the World Health Organization.

6 February 2020 First version of the Guidelines start operating.

# Introduction

## Content of guidelines

These Guidelines set out when and how laboratories must notify the Director of Public Health of coronavirus disease 2019 (COVID-19).

## Legal framework

The *Public Health Act 1997* contains the legal framework for declaring notifiable diseases and issuing notification guidelines.

Under section 40, the Director of Public Health has issued a public notice declaring COVID-19 a notifiable disease for the purposes of the Act.[[1]](#footnote-1)

Section 46 provides that guidelines may require a person to notify the Director of a notifiable disease. These guidelines serve that purpose for COVID-19.

Guidelines for notifying other diseases and contaminants are available on the  
Department of Health’s website at [www.dhhs.tas.gov.au/publichealth/public\_health\_act2](http://www.dhhs.tas.gov.au/publichealth/public_health_act2).

Guidelines are issued under section 184 and they contain legal requirements. Not complying with them is an offence under section 184(5) and penalties may apply.

# Definitions

A word or phrase appearing in *italics* in these Guidelines has the meaning given to it in the table below.  If there is an asterisk (\*) next to the word or phrase, its meaning is taken from the *Public Health Act 1997* at the effective date of the Guidelines. If the definition in the Act later changes, that new definition replaces the one below.

| Word or phrase | Definition |
| --- | --- |
| COVID-19 | means the coronavirus disease formerly identified as “2019 novel coronavirus”, an acute respiratory illness in humans caused by the virus SARS-CoV-2 |
| Director of Public Health\* | means the Director of Public Health appointed under the *Public Health Act 1997* |
| established electronic reporting channel | means an electronic reporting channel that conforms to the international standard known as Health Level 7 or HL7, version 2.3.1 |
| laboratory\* | means a laboratory whether associated with a hospital or not |
| Public Health Officer | means a person who holds a delegation from the *Director of Public Health* under the *Public Health Act 1997* to investigate the presence or occurrence, or suspected presence or occurrence, of diseases declared under section 40 as notifiable diseases |
| SARS-CoV-2 | means severe acute respiratory syndrome coronavirus 2, the virus that causes COVID-19 and the presence of which can be detected by a laboratory test |
| superintendent | means the person in charge |

# 

# Laboratory notification – positive result

## When and how to notify positive *SARS-CoV-2*

## When to notify

1. The *superintendent* of a *laboratory* who is aware (by reason of a test  
   carried out in, or a test result received by, the *laboratory*) that a person has evidence of *COVID-19*, i.e. *SARS-CoV-2,* must notify the *Director of Public Health* or a *Public Health Officer* in accordance with the requirements of this Part D.

## How to notify

1. Upon being required to notify, the *superintendent* must do so by immediately:
   1. telephoning Covid Response on 0436 840 407; and
   2. sending a facsimile to 03 6173 0821 or
   3. sending a report via email to [covid.response@health.tas.gov.au](mailto:covid.response@health.tas.gov.au) or
   4. sending a report via an established electronic reporting channel.

## What to notify

1. The *superintendent* must notify the following information:
   1. In relation to the person with evidence of the disease:
      1. Full name
      2. Gender
      3. Date of birth
      4. Telephone number(s) (if known)
      5. Usual residential address  
         (street number and name, suburb, postcode)
      6. Postal address (if different to above)
      7. Email address (if known)
      8. Whether the person is Aboriginal or Torres Strait Islander or both (if known)
   2. In relation to the disease:
      1. *Laboratory* allocated number for the specimen
      2. Date the specimen tested was collected
      3. Method of diagnosis
      4. Result
      5. Date the test result was authorised by the *laboratory*
   3. In relation to the *superintendent*:
      1. Name
      2. Telephone number(s)
   4. In relation to the *laboratory*:
      1. Name
      2. If not previously notified*:*
         1. Street address  
            (street number and name, suburb, postcode)
         2. Postal address (if different to above)
         3. Telephone number(s)
         4. Facsimile number
         5. Email address
   5. In relation to the medical practitioner requesting the test:
      1. Name
      2. Name of practice clinic / hospital
      3. Street address of practice clinic / hospital   
         (street number and name, suburb, postcode)
      4. Postal address of practice clinic / hospital (if different to above)
      5. Telephone number(s)
      6. Facsimile number
      7. Email address if known
      8. Provider number

# Laboratory notification – negative result

## When and how to notify negative *SARS-CoV-2*

## When to notify

1. The *superintendent* of a *laboratory* who is aware (by reason of a test  
   carried out in, or a test result received by, the *laboratory*) that a person has been tested for *COVID-19,* i.e. *SARS-CoV-2*, must notify the *Director of Public Health* or a *Public Health Officer* within 7 days via an established electronic reporting channel.

## What to notify

1. The *superintendent* must notify the following information:
   1. In relation to the person who tested negative for *SARS-CoV-2* infection:
      1. Full name
      2. Gender
      3. Date of birth
      4. Usual residential address  
         (street number and name, suburb, postcode)
      5. Whether the person is Aboriginal or Torres Strait Islander or both (if known)
   2. In relation to the disease:
      1. *Laboratory* allocated number for the specimen
      2. Date the specimen tested was collected
      3. Method of diagnosis
      4. Result
      5. Date the test result was authorised by the *laboratory*
   3. In relation to the *superintendent*:
      1. Name
      2. Telephone number(s)
   4. In relation to the *laboratory*:
      1. Name
      2. If not previously notified*:*
         1. Street address  
            (street number and name, suburb, postcode)
         2. Postal address (if different to above)
         3. Telephone number(s)
         4. Facsimile number
         5. Email address
   5. In relation to the medical practitioner requesting the test:
      1. Name
      2. Name of practice clinic / hospital
      3. Street address of practice clinic / hospital   
         (street number and name, suburb, postcode)
      4. Postal address of practice clinic / hospital (if different to above)
      5. Telephone number(s)
      6. Facsimile number

Email address (if known)

Provider number.

Public Health Services

Department of Health

www.health.tas.gov.au

public.health@health.tas.gov.au

GPO Box 125 Hobart 7001

Phone 1800 671 738

1. The public notice is available at [www.gazette.tas.gov.au](http://www.gazette.tas.gov.au). [↑](#footnote-ref-1)