

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

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## PART A 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.  |

## PART B 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.<sup>1</sup>

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.

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<sup>1</sup> The public notice is available at [www.gazette.tas.gov.au](http://www.gazette.tas.gov.au).

## PART C 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 <i>Public Health Act 1997</i>
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 <i>Director of Public Health</i> under the <i>Public Health Act 1997</i> 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

## PART D 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

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

#### What to notify

- (3) The *superintendent* must notify the following information:
  - (a) In relation to the person with evidence of the disease:
    - (i) Full name
    - (ii) Gender
    - (iii) Date of birth
    - (iv) Telephone number(s) (if known)
    - (v) Usual residential address (street number and name, suburb, postcode)
    - (vi) Postal address (if different to above)
    - (vii) Email address (if known)
    - (viii) Whether the person is Aboriginal or Torres Strait Islander or both (if known)
  - (b) In relation to the disease:

- (i) *Laboratory* allocated number for the specimen
  - (ii) Date the specimen tested was collected
  - (iii) Method of diagnosis
  - (iv) Result
  - (v) Date the test result was authorised by the *laboratory*
- (c) In relation to the *superintendent*:
- (i) Name
  - (ii) Telephone number(s)
- (d) In relation to the *laboratory*:
- (i) Name
  - (ii) If not previously notified:
    - I. Street address  
(street number and name, suburb, postcode)
    - II. Postal address (if different to above)
    - III. Telephone number(s)
    - IV. Facsimile number
    - V. Email address
- (e) In relation to the medical practitioner requesting the test:
- (i) Name
  - (ii) Name of practice clinic / hospital
  - (iii) Street address of practice clinic / hospital  
(street number and name, suburb, postcode)
  - (iv) Postal address of practice clinic / hospital (if different to above)
  - (v) Telephone number(s)
  - (vi) Facsimile number
  - (vii) Email address if known
  - (viii) Provider number

## PART E 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

- (2) The *superintendent* must notify the following information:
  - (a) In relation to the person who tested negative for *SARS-CoV-2* infection:
    - (ix) Full name
    - (x) Gender
    - (xi) Date of birth
    - (xii) Usual residential address (street number and name, suburb, postcode)
    - (xiii) Whether the person is Aboriginal or Torres Strait Islander or both (if known)
  - (b) In relation to the disease:
    - (i) *Laboratory* allocated number for the specimen
    - (ii) Date the specimen tested was collected
    - (iii) Method of diagnosis
    - (iv) Result
    - (v) Date the test result was authorised by the *laboratory*



- (c) In relation to the *superintendent*:
  - (i) Name
  - (ii) Telephone number(s)
  
- (d) In relation to the *laboratory*:
  - (i) Name
  - (ii) If not previously notified:
    - VI. Street address  
(street number and name, suburb, postcode)
    - VII. Postal address (if different to above)
    - VIII. Telephone number(s)
    - IX. Facsimile number
    - X. Email address
  
- (e) In relation to the medical practitioner requesting the test:
  - (i) Name
  - (ii) Name of practice clinic / hospital
  - (iii) Street address of practice clinic / hospital  
(street number and name, suburb, postcode)
  - (iv) Postal address of practice clinic / hospital (if different to above)
  - (v) Telephone number(s)
  - (vi) Facsimile number
  - Email address (if known)
  - Provider number.



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