



Department of Health and Human Services

50 Lonsdale Street
Melbourne Victoria 3000
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GPO Box 4057
Melbourne Victoria 3001
www.dhhs.vic.gov.au
DX 210081

SAMPLE LETTER

Dear Close Contact,

Re: Testing for coronavirus disease (COVID-19) for close contacts.

You have been identified as a close contact of an individual with coronavirus disease (COVID-19).

The Department of Health and Human Services (the department) is recommending that all close contacts associated with this case undergo a test for COVID-19 at day 11 of their quarantine period. You are not required to remain in quarantine beyond the 14-day period while awaiting the result. However, the department recommends you obtain this testing in order to prevent further infections in the community.

Please present to a **Hospital Respiratory Clinic** for COVID-19 testing on day 11 (date as advised in your email).

For information on Hospital Respiratory Clinic locations and opening hours, see our website: <https://www.dhhs.vic.gov.au/getting-tested-coronavirus-covid-19>. When searching by location, please make sure that you filter by Hospital Respiratory Clinics only. Attending a hospital clinic will allow your test to be processed as quickly as possible.

Please present this letter when you attend for testing and ensure that the hospital reads the attached document for testing advice.

You will need to provide your name, date of birth and a mobile contact phone number so that you can be contacted with your results. Your result will be provided to you by the testing provider. If your test comes back positive, you will need to self-isolate. The department will contact you to advise on next steps.

Even if you receive a negative result, you are still required to complete 14 days quarantine (isolation). You must stay home until 14 days after you were potentially exposed to COVID-19. You will be told by the department when you can leave quarantine.

If you have any questions or wish to discuss this information in more detail, please call the departments COVID-19 Hotline on 1300 651 160.

Yours sincerely

SAMPLE LETTER

Dear Testing Provider,

Thank you for providing coronavirus disease (COVID-19) testing relating to a close contact of a COVID-19 case that is currently being investigated by the Department of Health and Human Services (the department).

The department is asking that all people identified as having close contact with a confirmed case of COVID-19 are tested at day 11 of their quarantine period.

Please note the following:

- A single oropharyngeal and deep nasal swab for COVID-19 PCR should be taken; the same swab that has been used to sample the oropharynx should be utilised for deep nose sampling (i.e. one swab per patient only).
- As the testing provider, your organisation is responsible for advising individuals of their test results.
- To ensure outbreak samples are sent to the Victorian Infectious Disease Reference Laboratory (VIDRL) for testing and prioritised appropriately please follow these instructions:
 - The outside of the sample bag/s must be clearly labelled with a red sticker and marked for URGENT PRIORITY sample
 - The pathology slip must be clearly labelled with a red sticker and marked as URGENT PRIORITY; Priority 1 – SENSITIVE SETTING
 - The sample should be clearly labelled with:
 - the patient's name
 - patient's date of birth
 - marked as P1 (to indicate the priority group)
- The sample should be sent directly to VIDRL via your usual hospital courier service.

If you have any questions or wish to discuss this information in more detail, please call the departments COVID-19 Hotline on 1300 651 160.

Yours sincerely