

## Covid-19: Member of Staff Testing Positive for Covid-19 – Action for all Staff and Line Managers

### **Tell.**

As a member of staff you should inform your **line manager** as soon as you test positive for Covid-19 so actions can be taken to protect others you may have had contact with while on campus.

Even if you have not been on campus but test positive, you should let your line manager know in line with the absence management procedure. This enables any additional advice or support to be provided while recuperating, working from home (if able) or in advance of returning to work on campus.

### **Report.**

Staff should report the fact they have received a positive test result for Covid (whether they have been on or off campus) using the [Covid-19 Notifications Webform](#). This information triggers follow up action by HR and can assist the University to identify any clusters of cases on campus at an early stage.

If a member of staff is unable for some reason to use the webform, the line manager can report on their behalf by notifying the matter to [covidnotifications@strath.ac.uk](mailto:covidnotifications@strath.ac.uk), using the “Checklist For Line Managers Managing a Member of Staff Testing Positive for Covid-19”.

### **Protect.**

Protect your family, colleagues and wider community by following Scottish Government advice to self-isolate <https://www.nhsinform.scot/campaigns/test-and-protect>

Following a positive result, you should be contacted by NHS Test and Protect team to identify any people you have been in close contact with for a long enough period of time to be at risk of infection. These people will be given advice to help reduce the risk of spreading the virus e.g. told to self-isolate.

In the intervening period between you testing positive and being contacted by the NHS Test and Protect team, if you are aware of being in close contact with anybody while you were infectious and on campus, then please include this when you complete the [Covid-19 Notifications Webform](#) or, if unable to complete the webform, let your line manager know these details. This will allow any precautionary action to be taken as necessary.

# Guidance for Managing a Member of Staff Testing Positive for Covid-19 **off Campus**

**Member of staff** (MoS) tests positive for Covid and informs their line manager and also completes the [Covid Notifications webform](#) as soon as possible.

**Line Manager** reminds MoS to report using the [Covid Notifications webform](#) if they have not done so already or if they are unable, the Line Manager must notify on their behalf by completing the Line Manager Checklist (below) and submitting to [covidnotifications@strath.ac.uk](mailto:covidnotifications@strath.ac.uk)

**HR** review any staff related notifications via [Covid Notifications webform](#) or [covidnotifications@strath.ac.uk](mailto:covidnotifications@strath.ac.uk)

**Line Manager** offers support and reminds MoS that NHS Test and Protect will be in touch and that they should self-isolate in line with [SG Test and Protect Guidance](#)

**HR** check – have staff been on campus during potential infectious period (48 hours before symptoms/test result or 10 days after)?

**HR** informs Head of Department and HR Manager to ensure both are aware and to ensure support is offered by **Department** to MoS

Yes

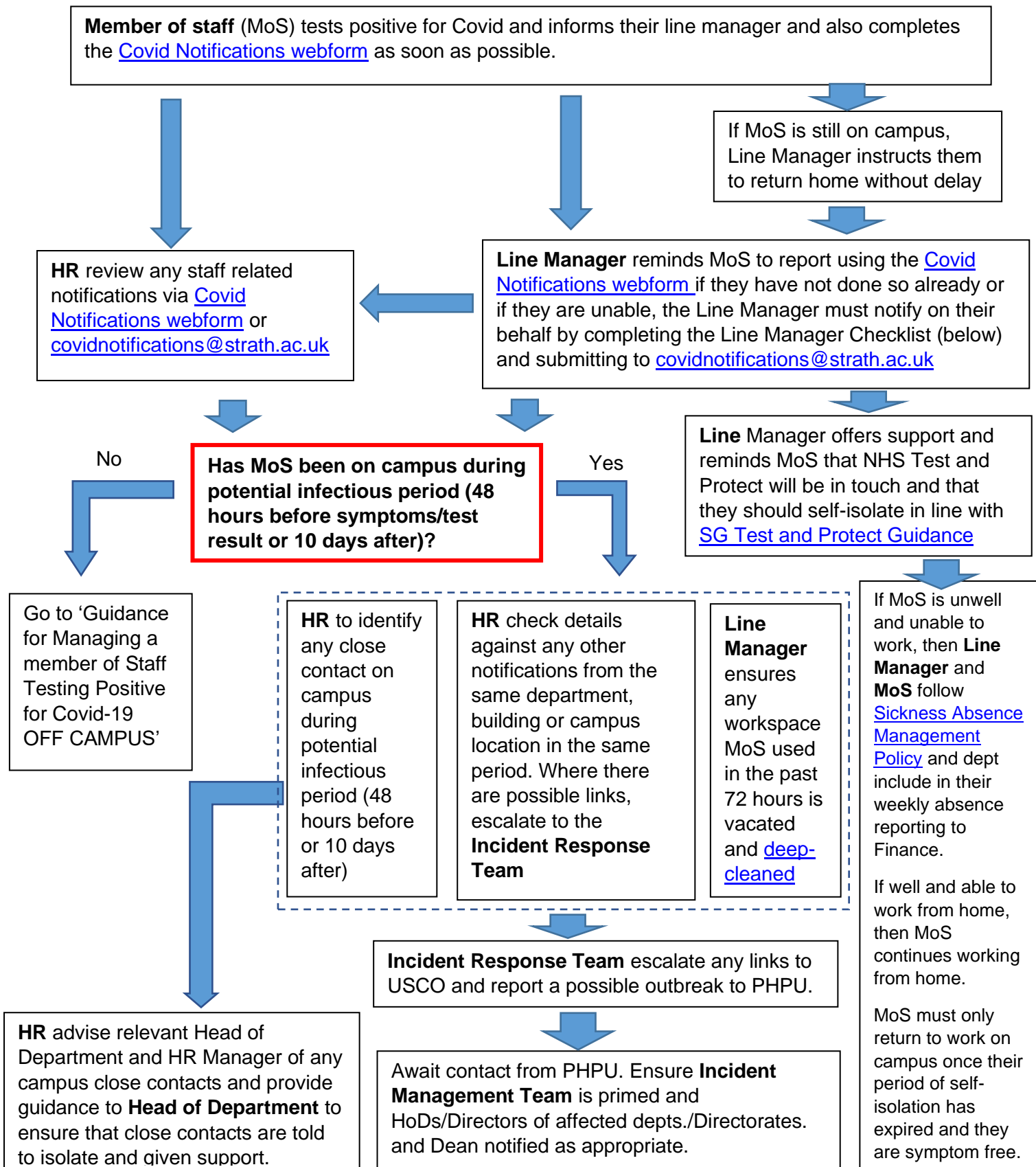
Go to 'Guidance for Managing a member of Staff Testing Positive for Covid-19 ON CAMPUS'

If MoS is unwell and unable to work, then **Line Manager** and **MoS** follow [Sickness Absence Management Policy](#) and dept include in their weekly absence reporting to Finance.

If well and able to work from home, then MoS continues working from home.

MoS must only return to work on campus once their period of self-isolation has expired and they are symptom free.

# Guidance for Managing a Member of Staff Testing Positive for Covid-19 on Campus



## Checklist: For Line Managers Managing a Member of Staff Testing Positive for Covid-19

When contacted by a member of staff who has tested positive and is unable to complete the [Covid Notification webform](#) them self, the line manager should use the checklist below to assist with identifying whether the person was infectious while on campus and whether any others were at risk of transmission of the virus.

No.	Actions	
1.	Member of staff's name: Department: Building(s) including room numbers where they work:	
2.	What date did the person first experience symptoms of Covid?	
3.	a) What date did they test positive? b) If known, what is there Test and Protect case number?	
4.	Estimate the date when they became infectious. (This is 48 hours before their symptoms started, or 48 hours before they tested if they have no symptoms.)	
5.	What date did they start to self-isolate?	
6.	What dates were they on campus while infectious (48 hours before symptoms appeared and 10 days after symptoms appeared or 48 hours before they tested positive if they have no symptoms and 10 days after)?  <b>Note:</b> If the person was <u>not</u> on campus while infectious, the rest of the form does not require to be completed.	
		<b>Yes/No</b>
7.	Establish whether from the time they became infectious to the time they self-isolated did they: <ul style="list-style-type: none"> <li>• Visit any other parts of campus, if so where?</li> <li>• Attended any university run events, e.g. lectures, small group teaching?</li> <li>• Were likely to be in contact with significant numbers of students or colleagues in one setting</li> </ul>	
8.	During the infectious period, has the person been in <b>close contact*</b> with other people on campus during the period they were on campus (48 hours before symptoms appeared and 10 days after symptoms appeared or 48 hours before they tested positive if they have no symptoms and 10 days after)?	
9.	Does the person know the names of these close contacts? If yes, please detail names and department	

10.	Please confirm if you have already advised any of these campus-based close contacts to isolate and if so, which ones?  If you have not advised any close contact to isolate, they will be identified via this submission and HR will trigger the contact process via the relevant Head of Department. Note this is to supplement the activities of NHS Test & Protect.	
11.	Has the member of staff's arrival/departure time and work location details been recorded on daily Occupancy Register, other departmental system or Ulab system?	
12.	Has a Covid risk assessment been conducted for the work area and work activity the member of staff was undertaking?	
13.	Has the member of staff's desk/table/work bench been cleaned? (If not, request a clean from Estates Cleaning Team)	
14.	Has the desk/table/work bench of the <b>close contacts</b> on campus also been cleaned? (If not, request a clean from Estates Cleaning Team)	
15.	Has the Department Safety Co-ordinator been informed?	
16.	Has the HoD been informed?	

\*A **close contact** is someone who has been near someone with coronavirus and could be infected. Close contacts may have been near the infected person at some point in the **48 hours** before their symptoms appeared, or 10 days since symptoms appeared or 48 hours before they tested positive if they have no symptoms and 10 days after. A close contact is defined as:

- Someone who was within 1m and face to face with the case for any length of time. For example, even brief conversations where the person stood within 1 metre would be classed as a close contact.
- Someone who was within 1m for one minute or longer without face-to-face contact. For example, standing side to side for more than one minute.
- Someone who was within 1-2m of the infected individual for any more than 15 minutes **cumulatively**. For example, either a 15 minutes conversation within 1-2 metres, or, 3 short 5 minutes conversations within 1-2 metres whilst the person was infectious.

**Completed by:**

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Department: \_\_\_\_\_ Date: \_\_\_\_\_

Once complete submit to Covid -19 Notification mailbox [covidnotifications@strath.ac.uk](mailto:covidnotifications@strath.ac.uk)