COVID-19 – MANAGING POSITIVE STAFF AND STAFF CONTACTS

Member of staff notifies manager of a positive result

Manager confirms with staff member
- The date when symptoms started or the date of positive test if asymptomatic.
- Did they have close contact with other staff members/colleagues when not wearing PPE.
  - for staff who are symptomatic it is the period of 48 hours before the onset of symptoms and up to 10 days after
  - or
  - for staff who are asymptomatic from the date of the positive test and up to 10 days after

Close contact definition is:
A person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:

- Being coughed on
- Having a face-to-face conversation within one metre for more than one minute
- Skin to skin physical contact, or
- Contact within one metre for one minute or longer without face to face contact (i.e sitting side by side or back to back)

- A person who has been within 2 meters of someone who has tested positive for COVID-19 for more than 15 minutes

- A person who has travelled in a small vehicle (i.e. car sharing)

Any staff member who has been identified or identifies themselves as a close contact should be notified and sent home immediately to isolate while awaiting further assessment and advice by Occupational Health.

Manager to commence the contact tracing process as per Occupational health Guidance above & complete the contact tracing form for managers and email the completed contact tracing list to occhealth@ggc.scot.nhs.uk

Managers should continue to report incidents and near misses via the DATIX reporting system. For COVID related reporting, please refer to the Guidance on DATIX Reporting-COVID-19 for a step by step guide.