

Protocol for Employees/Students who have tested positive for Covid-19

(Approved by Senate on 7 September 2020)

Staff members and students who have tested positive for Covid-19 must immediately inform their Line Manager in the case of employees or Dean in the case of students. (Students in residence must also follow the Residence protocol.)

The Line Manager or Dean will collect the name of the staff member or student, the staff or student number, their current location and verify their movements whilst on campus during the previous two days. This information will assist in contact tracing and in ensuring adequate cleaning and disinfecting of appropriate spaces where a risk of transmission of the infection may exist.

The Line Manager or Dean must inform the relevant Compliance Manager who will capture all the relevant information for reporting purposes, ensure that the employee or student is locked-out and liaise with Facilities Management to ensure that all facilities that may have been contaminated are appropriately disinfected.

The Compliance Manager will report the matter to the NCID and, in the case of a staff member, inform the Compliance Officer who will notify the Department of Employment and Labour (DoEL).

Any person who may have been in close contact with the employee or student must be traced and requested to self-quarantine. (That is any person who was within 1.5 meters of the staff member or student for a period of fifteen (15) minutes or more).

Where it is suspected that the transmission may have taken place in the workplace, applicable risk assessment plans, Standard Operating Procedures (SOPs) and protocols will be reviewed to address any control failures that may have contributed to the infection and the plan will be revised if necessary to address any shortcomings.

UP will supply administrative support to the Department of Health (DoH) contact tracing efforts where needed.

The staff member or student must be isolated and monitored by a healthcare practitioner.

The Line Manager or Dean will be responsible for following up on a daily basis.

Any person awaiting testing must be quarantined and may not attend any UP campus. (They will be locked out.)