1) The index is the person with a positive PCR Test result for Covid-19.

2) A close contact is a person who has been close to someone who has tested positive for Covid-19 (the index) during the period in which they were infectious to others. This period is typically 2 days before symptoms develop up to 10 days after the onset of symptoms. Close is defined as:
   - Being within 2m of each other for more than 15 minutes (either as a face to face contact or added up together over one day).
   - Being within 1m of the index for more than one minute without face-to-face contact.
   - Having a face-to-face conversation with the index.
   - Having skin-to-skin physical contact with the index.
   - Being a sexual partner of the index.
   - Travelling in a small vehicle with the index or in a large vehicle/place near to the index.

SPOC receives EAS notification.

Unit SPOC notified.

Unit SPOC undertakes risk assessment, speaking to Index and analysing local records.

Was the Index on site 2 days prior to the onset of COVID-19 symptoms?

YES

'Stay alert' email sent within last 7 days?

NO

Send 'stay alert' email indicating no presence on site in last 2 days.

YES

No email notification required as objective of 'stay alert' emails are to remind everyone of the safety measures we have in place, a subsequent reminder in less than 7 days is deemed excessive.

NO

Send 'stay alert' email indicating no presence on site in last 2 days.

Has Index identified any close contacts (as per definition)?

YES

SPOC speaks to Index about anyone they have come into contact with 2 days prior to symptoms identifying where this was, to ensure all contacts are identified as per definition.

NO

Unit SPOC keeps a confidential record and monitors for further cases.

Has the Index identified any other University buildings they have visited?

YES

Email SPOC(s) for Unit/Department/Building to inform of a positive case (Index kept anonymous).

NO

Unit SPOC to risk assess if additional cleaning is required.

SPOC(s) monitor all identified areas for further cases.

Organize as per RTOSW documents or as instructed by PHE.

Isolation period for Index ends on Day 11.

Index safely return to work on site if required by their role.

Those using NHS app will be notified by an alert.

INDEX or PHE will contact individuals who need to self isolate.

Notified SPOC(s) follow process for POC.

If positive LFT Test, await EAS notification of positive PCR test before taking further action.

If positive PCR Test.