



SPOC receives EAS notification

Unit SPOC notified

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

SPOC ensures a PCR test is booked. Await EAS notification of positive PCR test before taking further action

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

**INFORMATION**  
 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 lasts from 2 days before symptoms develop until up to 10 days after the onset of symptoms. Close is defined as:  
 • Being within 2m of the index for more than 15 minutes (either as a one off 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 within 1m.  
 • Having skin-to-skin physical contact with the index  
 • Being coughed on by 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

+VE LFT

+VE PCR

YES

NO

'stay alert' email sent within last 7 days?

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YES

NO

YES

No

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

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

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

YES

NO

Unit SPOC keeps a confidential record and monitors for further cases

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

Those using NHS app will be notified by an alert

INDEX or PHE will contact individuals who need to self isolate

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

YES

NO

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

Unit SPOC to risk assess if additional cleaning is required

Notified SPOC(s) follow process for their Unit/Department/Building

SPOC(s) monitor all identified areas for further cases

Organise as per RTOSW documents or as instructed by PHE

NO

Isolation period for Index ends on day 11

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

