

Staff Infectious Illness Notification Process

1. General principles:

- [Completed notification forms](#) will be sent to all relevant groups at the same time; Respective groups are expected to manage mailboxes / take actions as described below and update the notification spreadsheet in a timely manner.
- The identity of the individual making the notification should not be disclosed to anyone other than those directly involved in the investigation (i.e. the groups below) – ‘contacts’ should not be told the identity of the person involved, unless the individual gives permission for this - the relevant notification number should be used instead.
- When trying to identify contacts / areas for cleaning, you only need to consider any onsite activities in the infectious period; For COVID, this is from 48 hours before onset of symptoms (or day of test, if no symptoms) up to 10 days after symptoms began. For other illnesses, see [NHS](#) and / or [Health Protection](#) guidance.
- A contact is someone who has been within 2m of the individual for >15 minutes either as a one off or cumulatively over the course of a day, or within 1m for >1 minute

2. Actions Upon Receipt of a Notification

<u>Team</u>	<u>Action to Take</u>
Health & Safety Unit	<ul style="list-style-type: none">• Triage the case – contact staff if any discrepancies or missing information• Support others as required• Send advisory emails to named contacts / cohorts as required• To advise EFD of areas that require cleaning if required

3. Contact Tracing

Where an individual notifies us of an infectious illness, the Health and Safety team will establish whether any contact has occurred with other members of the University community and will issue infection control advice to those contacts as follows:

In order to reduce the potential for an infectious illness to spread to any others, this may include asking contacts to follow the below advice:

- Consider practising social distancing, including from those you live with, and wash / sanitise your hands frequently.
- Limit contact with people who are not part of your household, especially in crowded, enclosed or poorly ventilated spaces.
- Avoid contact with people who you know are at high or increased risk of severe illness, such as people with weakened immune systems.
- If you develop symptoms of an infectious illness, please seek medical advice, if you are able, and stay at home until you feel better.

⁽¹⁾ The Senior On-call Case Handler’s role is to provide senior decision making, when required, outside of normal working hours; to support the Health & Safety Unit in contacting cases, determining management actions and reporting to PHE