



RCSI

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

Covid-19 Suspected or Positive Staff / Researcher Protocol

Scope of Document:

To define the protocol and actions to be taken by RCSI in the event of a suspected or positive Covid-19 result by a staff/researcher of RCSI.

Responsibilities of the following parties are outlined in this protocol:

- **The Staff member / researcher:** Has responsibility for reporting should they be confirmed positive for Covid-19. They also have a responsibility to report if they are feeling symptomatic with suspected Covid-19 symptoms prior to testing positive. The staff/researcher has a responsibility to disclose to the best of their knowledge all RCSI close internal contacts. All internal close contacts should be disclosed for the time period covering from 48 hrs prior to when they felt symptomatic to the point they commenced isolating.
- **RCSI Health and Safety (H&S) Office (Collette Power/Yvette Moffatt):** Has responsibility to receive the notification of the positive case.
- **RCSI HR Partner:** Has responsibility for helping the H&S team liaising with the line manager and contacting the staff/researcher to check in on their welfare and provide reassurance on a regular basis
- **Line Manager:** Has responsibility for gathering details on team members/students that may have had potential exposure to a colleague that tested positive. Also has responsibility for working with H&S response team to collate full list of potential contacts.



RCSI

Contents

Scope of Document:	1
1. Response Strategy/Protocols	3
a) Suspected Case Steps.....	3
b) Positive Case Steps:	3
c) Health and Safety Office & BCP Response Team Steps	4
d) Line Manager Response Steps.....	5
2. Reporting and Tracking	5

1. Response Strategy/Protocols

The series of actions defined below to determine the likelihood of potential exposure by other colleagues or students must be undertaken with urgency, this means within the same day as notification of the case is received.

It is important to note that RCSI is following all guidance as supplied by the HSE in relation to close contact of a potential or positive covid-19 antigen or PCR test. This guidance can be found [here](#).

a) Suspected Case

Staff/Researcher Response Steps

Step 1: If on campus, isolate immediately in the nearest vacant room / office and contact the Health and Safety office (01 402 2107, safety@rcsi.ie) and your line manager immediately.

Step 2: Leave the campus in a safe manner. RCSI's Health & Safety Office will help you leave campus safely.

Step 3: Get tested for COVID-19. All details on the type of test required can be found [here](#).

Step 4: As soon as possible, identify your RCSI close contacts and give their name and mobile number to safety@rcsi.ie by completing this [form](#),

Step 5: Remain off campus and self-isolate for the required times as per [public health advice](#).

Step 6: If you test negative for Covid – 19, you are to remain off campus until you ensure you are symptom free for 48 hours.

Step 7: Inform your Line Manager and safety@rcsi.ie of your negative result. Both will then confirm you are approved to return to campus.

Note: If you are working remotely (not on campus) and suspect you have covid symptoms, arrange a [test](#). Then contact safety@rcsi.ie to inform them, especially if you live with any RCSI colleagues who are now considered a close contacts.

b) Positive Case:

Upon confirmation of a positive test result, the following steps are to be followed.

Staff/Researcher Response Steps:

Step 1: Immediately notify the following people

- The Health and Safety Office safety@rcsi.ie 01 402 2107
- Their Line Manager/PI/HOD as appropriate

Note: Even if you have not been on campus recently, you are still asked to contact the Health and Safety Office. This is so RCSI can have an awareness of who may be affected and offer you support.

Step 2: When contacted by Health and Safety, you should list to the best of your knowledge all colleagues or students who may be considered as close contacts. This is defined as:

- within the last 48 hours
- with any colleague/student that you have spent > 15 minutes indoors face to face contact in any setting.
- with any colleague/student you spent > 2hrs with in an enclosed indoor space such as a shared office classroom or lecture theatre.
- with any colleague/student you share a household with.

To aid this information gathering process, you will be requested to complete this [online form](#) with the above details.

Note: For each of the above scenarios, the list of close contacts includes when one or all parties are wearing masks. This is because, while the wearing of masks does provide protection it does not completely mitigate a risk of exposure, particularly should one or both parties not adhere to mask wearing guidance.

Step 3: You are also asked to [log the result of your antigen test with the HSE](#) who will request you log your close contact information also if you test positive.

A number of factors contribute to whether a contact is determined by the HSE team as “casual” or “close” this includes the size an enclosed space, length of contact etc.

<https://www2.hse.ie/conditions/coronavirus/close-contact-and-casual-contact.html#close>

c) Health and Safety Office

Step 1: Upon notification of the case, the health and safety office will contact the staff/researcher to enquire after their wellbeing.

Step 2: Determine a list of staff/researchers/students who are considered as close contacts i.e.

- Were within 2 meters for more than 15 minutes in any setting
- Were within the same enclosed space, such as an office for 2 hrs or more.
- Any colleague or RCSI student living in the same household

As above, ask the staff/researcher to complete [this online form](#) to aid this data gathering process.

Step 3: If required, contact the line manager to determine the list of colleagues or students that were present on campus and in the same enclosed space as the positive case for the 48hrs prior to symptom onsite, until the date they commenced self-isolating.

Step 4: Contact all close contacts to inform them of what to do, following all [HSE close contact advice](#).

Note:

- If possible, try not to identify the person that has tested positive, as that would be a breach of privacy. However, if the positive case has given their permission to be identified, then they can be identified solely for the purposes of determining potential exposures and for no other reason.

- The staff/researchers HR Partner if appropriate and line manager will keep in contact with the staff/researcher periodically to check in on their welfare and see if they need additional support.

Step 5: While liaising with the line manager, identify, if any, spaces that may need a deep clean to eradicate any potential virus.

d) Line Manager Response Steps

Step 1: Once you are notified of a suspected or positive covid-19 case among your team, contact safety@rcsi.ie / 01 402 2107 to ensure they are aware of the case.

Step 2: Review the booking system if applicable to the spaces the staff/researcher was present in. Determine what team members shared space with the staff/researcher 48hrs prior to displaying symptoms and until they left campus to self-isolate.

Step 3: Liaise with your H&S contact to hand over the total list of potential close contacts you have identified.

Step 4: The H&S member will contact all close contacts and in the meantime you should check in regularly with positive/suspected case and their close contacts to enquire after health and wellbeing and if they need support. Liaise with your HR partner if needed.

2. Reporting and Tracking

The H&S Office will have responsibility for maintaining and tracking a log of all positive Covid-19 cases within the RCSI community. This team also has responsibility to recording all lists of potential contacts as determined internally and also by the HSE contact tracing team where known. This team will generate reports for SMT as requested.