

Member of staff notifies manager of a positive result

Manager confirms with staff member

- The date when symptoms started **or** the date of positive test if asymptomatic.
- Did they have close contact with other staff members/colleagues when not wearing PPE.  
**for staff who are symptomatic it is the period of 48 hours before the onset of symptoms and up to 10 days after**  
or  
**for staff who are asymptomatic from the date of the positive test and up to 10 days after**

**Close contact definition is:**

A person who has had face-to face contact (within one metre), with someone who has tested positive for COVID-19, including:

- Being coughed on
- Having a face-to-face conversation within one metre for more than one minute
- Skin to skin physical contact, or
- Contact within one metre for one minute or longer without face to face contact (i.e sitting side by side or back to back)
- A person who has been within 2 meters of someone who has tested positive for COVID-19 for more than 15 minutes
- A person who has travelled in a small vehicle (i.e. car sharing)

Any staff member who has been identified or **identifies themselves** as a close contact should be notified and sent home **immediately** to isolate while awaiting further assessment and advice by Occupational Health.

Manager to commence the contact tracing process as per Occupational health Guidance above & complete the [contact tracing form for managers](#) and email the completed contact tracing list to [occhealth@ggc.scot.nhs.uk](mailto:occhealth@ggc.scot.nhs.uk)

Managers should continue to report incidents and near misses via the [DATIX reporting system](#). For COVID related reporting, please refer to the [Guidance on DATIX Reporting-COVID-19](#) for a step by step guide.