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| **CLOSED CONTACT**  **Individual reports being identified as closed contact by NHS Scotland or self-identification, but has no symptoms** | | | |
| **Individual** | Staff or students | **ISOLATE** Self-isolate for 14 days (or duration as defined by Test & Protect team) | **INFORM** Inform Line Manager / Supervisor |
| **On-Campus First Contact / Line Manager / Supervisor** |  | **RECORD** Record absence in CORE-HR if unable to work from home | **MONITOR** Monitor individual's situation |
| **Bronze Command (Unit + School Management)** | HoS, HoRDs, HoDs | **RECORD** Reporting or recording of case is **NOT REQUIRED** | **ON-CAMPUS CONTACTS & AREAS** Isolation of used areas, or other close contacts is **NOT REQUIRED** |
| **Silver Command (College Management)** | Neil Bowering, Mhairi Docherty, Graham Tobasnick, Cyril Pacot | **NO ACTION REQUIRED** |  |
| **Gold Command (University Management)** | David Duncan, Ian Campbell | **NO ACTION REQUIRED** |  |

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| **SYMPTOMATIC but NOT CONFIRMED**  **Individual reports feeling Covid-19 symptoms** | | | | | | |
| **Individual** | Staff or students | **ISOLATE** Remain at home for 10 days, arrange for testing https://www.nhsinform.scot/self-help-guides/self-help-guide-access-to-testing-for-coronavirus | | | | |
| **On-Campus First Contact / Line Manager / Supervisor** |  | **FIRST RESPONSE** If ON campus, ISOLATE INDIVIDUAL and arrange for returning home (or ambulance if breathing is impaired) | **ESCALATION** Notify BRONZE COMMAND | **RECORD** Record any absence in CORE HR and monitor individual's situation and testing results | Completion of UofG Help Covid-19 online form is **NOT REQUIRED** |  |
| **Bronze Command (Unit + School Management)** | HoS, HoRDs, HoDs | **ON-CAMPUS CONTACTS** Trace recent on-campus close contacts and communicate about being vigilant regarding symptoms. They are NOT REQUIRED to self-isolate unless identified by the NHS or through the NHS Protect App | **ON-CAMPUS AREAS** Trace and isolate recent used areas for 3 days\* following last presence of individual where practical | **ESCALATION** Notify SILVER COMMAND of any closure requirement | **LOCAL COVID-19 REGISTER** Record case in local Covid-19 register form | **CLEANING** Establish and implement cleaning protocol for used areas with Estates Cleaning Services |
| **Silver Command (College Management)** | Neil Bowering, Mhairi Docherty, Graham Tobasnick, Cyril Pacot | **ESCALATION** Notify GOLD COMMAND if potential link to other known cases | **ESCALATION** Notify GOLD COMMAND if core activities at risk (e.g. teaching or large research activities) | **STUDENT RESIDENCE** Notify Estates if symptomatic individual is UG student leaving in University operated residence |  |  |
| **Gold Command (University Management)** | David Duncan, Ian Campbell | **Covid-19 Outbreak** Response Assess situation and initiate Covid-19 Outbreak response as required |  |  |  |  |

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| **Individual reports CONFIRMED/POSITIVE Covid-19 test** | | | | | | |
| **Individual** | **Staff or students** | **RECORD** Register the illness on the UoG Helpdesk Covid-19 report tool | **ISOLATE** Self-isolate for at least 10 days and only go out once fever-free for at least 48 hours |  |  |  |
| **On-Campus First Contact / Line Manager / Supervisor** |  | **RECORD** Ensure completion of UofG Help Covid-19 online form (by line manager or individual) | **ESCALATION** Notify BRONZE and SILVER Command | **RECORD** Update any absence details in CORE HR |  |  |
| **Bronze Command (Unit + School Management)** | HoS, HoRDs, HoDs | **ON-CAMPUS CONTACTS** Trace recent on-campus close contacts and recommend isolation for 10 days (note that this could be manage with NHS Protect Scotland App) | **ON-CAMPUS AREAS** Trace and  isolate recent used areas for 3 days\* following last presence of individual where practical | **ESCALATION** Notify SILVER COMMAND of any closure requirement | **LOCAL COVID-19 REGISTER** Update local Covid-19 register form | **CLEANING** Establish and implement cleaning protocol for used areas with Estates Cleaning Services |
| **Silver Command (College Management)** | Neil Bowering, Mhairi Docherty, Graham Tobasnick, Cyril Pacot | **ESCALATION** Notify GOLD COMMAND if potential link to other known cases | **ESCALATION** Notify GOLD COMMAND if core activities at risk (e.g. teaching or large research activities) | **STUDENT RESIDENCE** Notify Estates if symptomatic individual is UG student leaving in University operated residence |  |  |
| **Gold Command (University Management)** | David Duncan, Ian Campbell | **Covid-19 Outbreak Response** Assess situation and initiate Covid-19 Outbreak response as required |  |  |  |  |

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| **Covid-19 incident log** | | | | |
| Date:​ | Incident:​ | Area Affected:​ | | |
| TIME​ | ACTION/COMMUNICATION/DECISION ​  (Description of action (not) taken, summary of conversations/communications, records of documents given to Health Protection Teams etc.​ | | WHO​  (person whoundertook action)​ | INITIALS​  (of person making log entry)​ |
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