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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** ResponseAssess 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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