CONFIRMATION OF CASES AND CONTACT TRACING

4th December 2020

Contents

Introduction

This document is compiled as a response to outline the approach that TU Dublin intends to take in relation to contact logging as well as supporting the HSE in contact tracing, should this assistance be required, as requested in the document "COVID-19 RESPONSE PLAN higher Education Sector". This will also be part of the TU Dublin 'Working with COVID' approach.

Contact tracing is the responsibility of the HSE. Therefore, the primary focus outlined will be to ensure that up to date and accurate *contact logs* are kept by all staff and students together with TU Dublin being able to provide contact information to the HSE should this be requested by them.

In the event that a student or staff member of TU Dublin is a confirmed case for COVID-19, the HSE will contact the individual directly, as per usual protocols, to inform them of the positive result and advise the individuals concerned regarding further action. The majority of the higher education community are adults and will be tested and treated for COVID-19 according to adult protocols.

If information gathered by the HSE during case investigation suggests a need for HSE Public Health input, then HSE Public Health will contact TU Dublin directly to discuss and agree any further action or support required from TU Dublin.

There is no obligation on a student/staff member who tests positive for COVID-19 to inform the HEI of a positive COVID-19 test result, as medical test results are confidential and there may be no risk of transmission in the HEI setting (e.g. if the confirmed case of COVID-19 became infected off campus and did not attend campus during the infectious period.) However, in order to facilitate contact tracing, TU Dublin are requesting that, where possible, individuals who are confirmed to have COVID-19 inform their manager (for staff) or Head of School or Assistant Head of School (for students). Anyone who has been confirmed with COVID-19 have a duty to self-isolate and they should not attend Campus.

Staff and students should be encouraged to be vigilant to note signs and symptoms of COVID-19 in peers and be willing to encourage and support each other to self-isolate and seek medical advice if they observe any features that suggest COVID-19

Students and staff members should be advised that current legislation empowers Public Health doctors to use data as required for the purposes of protecting public health, e.g. to protect people from infection under defined circumstances. Therefore, a positive COVID-19

test result for a named individual (student/staff member) may need to be disclosed to TU Dublin for the purposes of contact tracing/outbreak management. In this event, only the minimum details necessary for the purposes of contact tracing/outbreak management are shared with an agreed senior person in TU Dublin, such that appropriate Public Health action can be undertaken. Agreement of the student / staff member would normally be sought for this disclosure in advance. Please note that this protocol does not abrogate employee responsibility to notify their employer under standard sick leave procedures.

HSE Public Health and/or HSE contact tracing teams will follow up with confirmed cases of COVID-19 to identify their close contacts. Under normal circumstances, confirmed cases will be contacted directly by the HSE and contact identification will be initiated. As outlined above, if information gathered by the HSE during case investigation suggests a need for HSE Public Health input, then HSE Public Health will contact TU Dublin directly, through the designated HSE liaison person for TU Dublin, to discuss further action, including the potential need for Public Health Risk Assessment. In situations where cases are reported within TU Dublin the designated TU Dublin HSE contact person will also inform the HSE as needed.

TU Dublin has a crucial role in collecting and maintaining attendance records on-campus. In this regard, all staff and students have a social responsibility to keep their own personal contact records, should this information be required by the HSE. Academic staff are also reminded and requested to keep accurate attendance records for any in person learning and teaching, as far as is reasonably practicable.

Contact Log Templates

TU Dublin has a robust contact logging protocol in place where all staff and students are advised to keep records of instances where they have been in close contact with other individuals in the workplace. TU Dublin recommends a contact logging process whereby each student or staff member across the university maintains their own personal log of their daily contacts. These templates are available for download on the TU Dublin website.

The information for contact logs is collected by the owner, who will then have the responsibility of keeping this information and only sharing this with the HSE or TU Dublin staff involved in management COVID-19 case outbreaks as required by the HSE. This information includes, but it not limited to

- Contact name and date
- Contact location
- Contact department / business / course code
- Contact mobile number, if available.

These logs have been created using MS Excel and are available for download from the TU Dublin COVID website. It is suggested that each person download a copy of this contact log template onto their PC or Smartphone whereby they can keep and update their own digital version and update accordingly. Each person should keep a record of their own contact information and only share this with the HSE or TU Dublin if requested under public health

grounds, while also recognising their role in keeping this data safe and secure. Please keep this log for 28 days after which it must be deleted.

The HSE data protection policy for COVID-19 can be found HERE.

TU Dublin reminds and advises all staff and students to download and use the COVID Tracker app which can be found HERE.

Contact log Template for Staff

This contact log for staff can be downloaded from the TU Dublin website, an example of which is shown below.

Instructions are available in the file along with some examples on how to complete this file.

		Technological University Dublin						
		COVID-19 Contact Log Sheet FOR STAFF						
Log Owner Name		Primary Location/ Campus				Staff Number		
Department		Line Manager				Other Location		
This contact log template is to help staff keep a personal record of their close contacts in support of COVID-19 contact tracing. It will only be used in the event that the owner has been tested postitive for COVIDF-19 or is considered a close contact. In the event that the owner is asked to share any contact information with the HSE or the University it will be treated such that it complies with GDPR. PLEASE KEEP THIS LOG FOR 28 DAYS AFTER WHICH IT MUST BE DELETED								
		Record of Close Contacts						
		Close Contacts - any person with whom you have been in contact for more than 15 minutes AND at a distance less than 2 metres, OR for more than 2 hours in the same room, OR someone in your household						
Date	Contact Name	Contact Campus	Contact Location Details	Space Type (Meeting, Office, Lab etc)	Contact Type: Staff /Contractor / Student / Visitor	Contact Department	Company	Mobile Number (If available)

Contact log Template for Students

This contact log for students can be downloaded from the TU Dublin website, an example of which is shown below.

Instructions are available in the file along with some examples on how to complete this file.

		Technological University Dublin						
		COVID-19 Contact Log Sheet FOR STUDENTS						
Log Owner Name		Primary Location/ Campus				Student Number		
Course		Head of School				Other Location		
This contact log template is to help staff keep a personal record of their close contacts in support of COVID-19 contact tracing. It will only be used in the event that the owner has been tested postitive for COVIDF-19 or is considered a close contact. In the event that the owner is asked to share any contact information with the HSE or the University will be treated such that it complies with GDPR. PLEASE KEEP THIS LOG FOR 28 DAYS AFTER WHICH IT MUST BE DELETED								
		Record of Close Contacts						
		Close Contacts - any person with whom you have been in contact for more than 15 minutes AND at a distance less than 2 metres, OR for more than 2 hours in the same room, OR someone in your household						
Date	Contact Name	Contact Campus	Location Details	Space Type e.g. Lecture Theatre, Classroom, Lab etc)	Contact Type: Staff /Contractor / Student / Visitor	Course Code	Company (if applicable)	Mobile Number (if available)

Definition of Close Contact

It is a matter of expert judgement by a Public Health doctor as to whether a given contact constitutes 'close contact'. The *Health Protection Surveillance Centre* (HPSC) defines close contacts as follows:

- Greater than 15 minutes face-to-face (<2 metres) contact with a confirmed case of COVID-19 in any setting

- Household contact of a confirmed case of COVID-19 (i.e. living or sleeping in the same home, individuals in shared accommodation sharing kitchen or bathroom facilities and sexual partners.)
- Sharing a closed space, including a workspace, with a person infected with COVID-19 for longer than two hours – in this situation you MAY be considered a close contact. A risk assessment will be undertaken by HSE (Public Health) to determine whether you are a close contact – the risk assessment will consider multiple factors, including the occupancy of the room, size of the room, ventilation and the distance of each individual from the confirmed case. If you are considered to be a close contact after risk assessment, you will be contacted by HSE and advised of appropriate action (i.e. restricted movements, COVID-19 testing).
- Healthcare workers, including laboratory workers, who have not worn appropriate PPE or had a breach in PPE during the following exposures to the case:
  o Direct contact with the case (as defined above), their body fluids or their laboratory specimen
  o Present in the same room when an aerosol generating procedure is undertaken on the case.
- Passengers on an aircraft sitting within two seats (in any direction) of the - case, travel companions or persons providing care, and crew members serving in the section of the aircraft where the index case was seated.

If you have had close contact with an infected person when they are deemed to be infectious you will be contacted by the HSE and advised re appropriate action, i.e. restricted movements and COVID testing.

Supporting the HSE in Contact Tracing

In the event that there is a COVID outbreak within TU Dublin, the HSE _may_ request the support of TU Dublin to assist in their contact tracing to help address any public health concerns.

In this event, if the HSE needs to share any names of confirmed COVID cases with TU Dublin they will always ensure that any individuals concerned will be made aware of this in advance of the HSE contacting TU Dublin.

Once TU Dublin are contacted by the HSE and have requested contact tracing support, TU Dublin will work to provide any relevant contact information to the HSE. In this case, the HSE will normally request support from TU Dublin through the nominated TU Dublin HSE contact, who may then request support from the designated Campus nominated person for contact tracing support as well as the relevant Manager or Head of School etc.

Information requested may include, but is not limited to, validation of contacts, contact phone numbers, date of birth and Eircode of any names on the confirmed case's contact log. This information may be sourced from any relevant TU Dublin HR, student, and timetable, course databases, as well as attendance records on campus, in class or in libraries. The confirmed case may be directly contacted, if needed, to help source and compile this information. Lecturers may also be contacted to confirm class attendance information should this be needed. This information will be kept private and will only be shared with the HSE, if requested. This is in compliance with GDPR regulations on public health grounds.

Process flow for Staff

The figure below illustrates this process flow

ENABLING CONTACT TRACING SUPPORT FOR THE HSE IF REQUIRED

Employee(s) called by HSE

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Is the Employee(s) COVID CONFIRMED or a Close Contact

— COVID Positive → Follow the HSE advice to self isolate. DO NOT ATTEND CAMPUS

— Close Contact → Follow HSE Advice to Restrict Movements. DO NOT ATTEND CAMPUS

↓

Is the HSE requesting support from TU Dublin for contact information

— NO → No further action needed. HSE will address contacts as per their normal protocols.

— YES ↓

TU DUBLIN HSE contact informs relevant Manager(s) (Head of School, Function, Department HSE informs employee they may be contacted.

→ Manager(s) follows up with Employee(s) to obtain contact information available.

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Manager(s) submits contact names to HR to compile contact information required by HSE (Name, DOB, Phone Number, Eircode)

→ HR submits information to TU Dublin HSE contact

→ TU Dublin HSE Contact compiles and submits information to HSE.

↓

Have the HSE requested any additional support

— YES → Follow requests from HSE as appropriate.,

— NO ↓

No further action needed

Process flow for Students

ENABLING CONTACT TRACING SUPPORT FOR THE HSE IF REQUIRED

Student(s) called by HSE

Student(s) COVID CONFIRMED or a Close Contact?

COVID Positive

Close Contact → Follow HSE Advice to Restrict Movements. DO NOT ATTEND CAMPUS.

Follow the HSE advice to self isolate. DO NOT ATTEND CAMPUS.

Is the HSE requesting support from TU Dublin for contact information?

NO → No further action needed. HSE will address contacts as per their normal protocols.

YES

TU DUBLIN HSE contact informs relevant Head of School
HSE informs Student they may be contacted

Head of School(s) follows up with Student(s) to obtain contact information available.

Head of Schools(s) submits contact names to Student Services to compile contact information required by HSE (Name, DOB, Phone Number, Eircode)

Student Services submits information to TU Dublin HSE contact

TU Dublin HSE Contact compiles and submits information to HSE.

Have the HSE requested any additional support

YES → Follow requests from HSE as appropriate.,

NO

No further action needed