

## LMS Case Management November 2020: information for staff

### To help keep everyone safe

1. Keep a rolling record of your close contacts so that if you become symptomatic, or test positive it is a simple matter to identify people who need to self-isolate. Close contacts are people you spent more than 15min within 2m of or anytime within 1m of, regardless of wearing a face covering.
2. Continue to follow all Institute guidance aimed at minimising the numbers of close contacts.
3. Ensure that you regularly clean workspaces and disinfect all common user equipment before and after use. This is particularly important because it often takes more than 24h after symptom onset before a case is confirmed positive. For cleaning to be an effective mitigation, it needs to be done proactively. Although we will request additional cleaning in areas where we know there have been cases, by the time we are aware, this area may already have had multiple users (please note that having been in the same area where a positive case was previously working does not make you a close contact).
4. Please make regular use of Imperial's testing programme. Given the recent identification of asymptomatic cases, we encourage everyone to test regularly.
5. If you are told to isolate by NHS Test and Trace, please inform HR and your line manager.

### If you are symptomatic or test positive

1. Do not come to site. If you are on site, stop working as quickly as possible and go home. Any PPE or other waste should be placed in a hazard bag and labelled COVID-19 waste, with the date and time. Leave this where it will not be in the way of others.
2. Inform your line manager and HR. You should inform them of anyone who has been a close contact in the 48h before your symptoms started or before your positive test result. If you have been on site please say where you have been. If you had to leave "COVID waste" on site let us know where this is, so it can be disposed of appropriately.
3. If you have been on site within the last 48h before the test/ symptom onset, you must also inform the Imperial College contact tracing hub using the appropriate link on this page: <https://www.imperial.ac.uk/occupational-health/covid-19-contact-tracing-hub/> . This is important and must be done in addition to informing LMS HR/ line manager.
4. You will be contacted by HR and/or the contact tracing hub. Please bear with us if this seems duplicative. The contact tracing hub is working well, but sometimes we are able to respond more quickly locally and it is important that steps are taken as swiftly as possible.

### The Imperial contact tracing hub and/or HR will

1. Inform all close contacts. Close contacts must self-isolate as per government guidance.
2. In some cases, we may ask people identified as possible contacts, but not as close contacts, to take a test through the Imperial REACT programme, as an additional safety precaution.
3. Arrange for cleaning in areas where infected people have been present. In some cases we will need to ask for assistance with this from lab members, if it involves laboratory areas. In exceptional cases, if cleaning cannot be carried out, we may need to close areas for up to 72h after the infected person has been in the area. We will send notifications to all staff of areas that have to be closed (and what to do if it is essential for you to have access during the period of closure).
4. **If you are NOT contacted by the tracing teams, you can assume that you have not been identified as being at increased risk as a result of any test results/symptoms.**

If you have any queries, please let VIPER know [viper@lms.mrc.ac.uk](mailto:viper@lms.mrc.ac.uk).