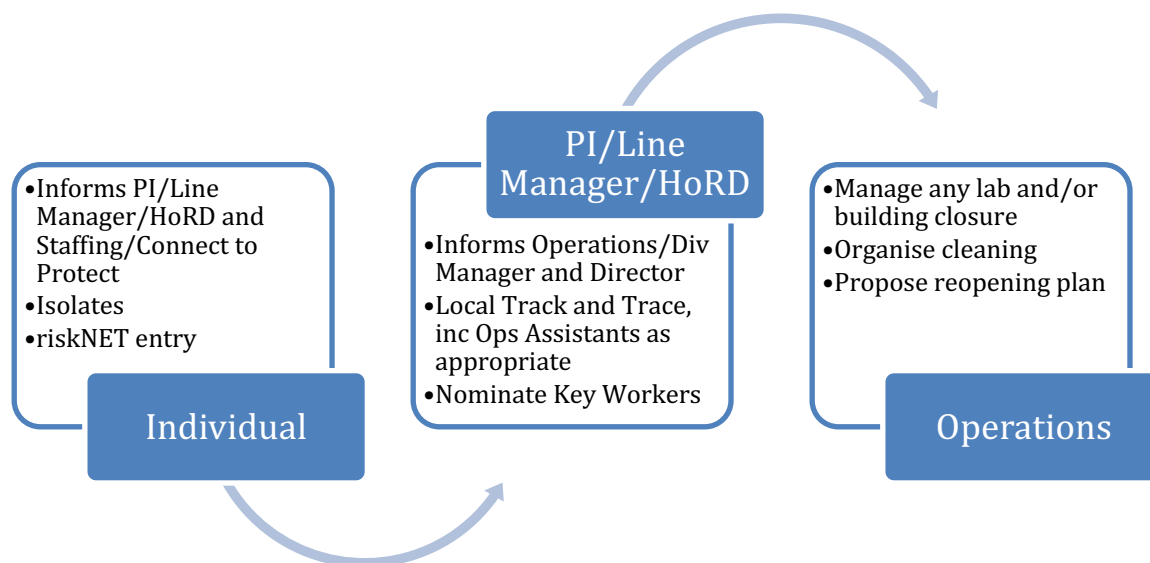# Division of Biosciences
Process to follow in cases of COVID-19 being suspected or diagnosed after reopening

1. **Staff member** to inform **PI, HoRD** and **Staffing team** and isolate immediately, following UCL guidance and completing the Connect to Protect form. Outside of normal working hours (Monday-Friday, 9am-5pm) contact the Security Control Room by calling 020 7679 2108 (or 222 from a UCL telephone).
2. **PI/HoRD** to inform **Operations Team, Divisional Director and Manager**[1] immediately.
3. Lab to be closed immediately and signage put up to indicate the room is not to be entered.
4. **PI** to use track-and-trace system set up locally to inform others who they have come into contact with over the last 7 days and those traced individuals instructed to isolate accordingly, informing **Operations**, **Staffing** and, any additional **PIs** and **HoRD**(s) that are affected.
5. **Staff member** to record the incident and response on **riskNET**, using the 'taken ill at work' category.
6. Two (non-isolating) **Key Workers** nominated by **PI**(s) to maintain any equipment/research during any closure period after three days of closure have passed.
7. **Operations Team** to organise deep clean of Lab and to identify any other potential points of contamination. **Operations**, having spoken to the relevant **HoRD**(s), are authorised to immediately close any corridors or parts of buildings they may feel are potentially unsafe; **Safety Services** should be involved as necessary.
8. If necessary, and only in *extreme* circumstances, **Operations** in consultation with **Safety Services,** the **HoRD**(s) and the **Divisional Director**, have the authority to close an entire building if it is deemed the only way to ensure a thorough clean and safe return to work. Affected **PI**s should follow point 5 in this instance to ensure vital research is maintained in the closure period.
9. Any reopening will be subject to an approved Risk Assessment at the appropriate level (Lab or Building) and such checks as deemed necessary by the **Operations Manager** and appropriate **Dept Safety Officers** before being referred to the **Faculty** and any other groups or bodies as required.

Individual
- Informs PI/Line Manager/HoRD and Staffing/Connect to Protect
- Isolates
- riskNET entry

PI/Line Manager/HoRD
- Informs Operations/Div Manager and Director
- Local Track and Trace, inc Ops Assistants as appropriate
- Nominate Key Workers

Operations
- Manage any lab and/or building closure
- Organise cleaning
- Propose reopening plan

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[1] Divisional leadership to inform Faculty Director of Operations and to email Division at earliest opportunity.