

# Someone has told me that:



They have tested positive for COVID-19 (via either LFT or PCR test)

or

They need to self-isolate

or

They have been pinged by NHS Test and Trace or the NHS COVID-19 app

1

Ask them how they are.

If staff or students tell you they feel unwell please refer them to NHS 111 for medical advice or help to make a 999 call if in need of immediate medical care. If appropriate line managers can make referrals for staff to Workplace Health. Concerns for the wellbeing of a student can be referred to Student Support and Wellbeing.

2

Ask them to report to NHS Test and Trace if they have not already, and follow NHS guidance:

[www.nhs.uk/conditions/coronavirus-covid-19/selfisolation-and-treatment/](https://www.nhs.uk/conditions/coronavirus-covid-19/selfisolation-and-treatment/)

NHS Test and Trace will carry out contact tracing. You may be asked to help them confirm who these people are. Only NHS Test and Trace can legally instruct a person to self-isolate if they do not meet any of the self-isolation exemption criteria. If the staff member or student is choosing to report self-isolation because they have been pinged by NHS Test and Trace or the NHS COVID-19 app it is important to note that UCL is not expected to check if they are exempt from self-isolation.

3

Ask them to report to UCL Connect to Protect. They should make their own report if they are able to do so.

<https://app.ucl.ac.uk/ConnectToProtect>

The Connect to Protect team will get in touch with the individual to advise to take a PCR test if they have reported a positive LFT test, make sure they have access to appropriate support and ask for information to identify close contacts. They will also contact line managers and Directors/HoDs. Departments should not send notifications to close or proximity contacts OR notify the student or staff member's cohort. The Connect to Protect team will inform and warn any potential contacts.

**Please remember that medical information is confidential.** If you are told that someone has tested positive or has been asked to self-isolate please do not share this information unless authorised by the individual or Connect to Protect.

If someone cannot report to Connect to Protect or if you are concerned that potential contacts have not been notified please send any reports or concerns by email to [connecttoprotect@ucl.ac.uk](mailto:connecttoprotect@ucl.ac.uk)

4

Clean their work station.

Please contact the Estates Customer Service Desk if you need any assistance or advice: [ucl.ac.uk/estates/customer-helpdesk/raise-service-request](https://ucl.ac.uk/estates/customer-helpdesk/raise-service-request)

5

Ensure any staff absences are noted on my HR. Students should be advised to submit a request for extenuating circumstances if they are unable to attend their teaching activities or submit coursework.

If you are concerned about a possible outbreak in your department, or that appropriate measures have not been taken in response to a report in your department, or you are unclear about what action to take please contact [connecttoprotect@ucl.ac.uk](mailto:connecttoprotect@ucl.ac.uk)

**UCL coronavirus information:** [ucl.ac.uk/coronavirus](https://ucl.ac.uk/coronavirus)