

COVID-19 Test and Trace

When you receive notification that there is a potential for a positive case in your area, please familiarise yourselves with the information that will be required below.

When you receive notification that there is a positive case, the form below **MUST** be completed in full and returned to health and safety (HealthandSafetyTeam@wnc.ac.uk). This information is what is required by the Department for Education and Public Health England East Midlands Health Protection Team, and any delay in providing it to them can result in further unnecessary spread of the virus.

Information **highlighted in yellow** needs to be completed whilst the symptomatic person is waiting to go home.

1. Contact details of the people affected	Name: Contact tel no: DOB: Home address: Address of site base:
2. When the individual became unwell or a test was undertaken	Date of first symptom: Date of isolation: Date last on-site / contact: Date of test: Date of test results:
3. When and where they were last present in the college setting (include room numbers and toilets)	(need to track back to 2 days prior to onset of symptoms) Classrooms: Workshops: Toilets: Meetings rooms: Social spaces:
4. Nature of the roles/job undertaken Course of study	
5. Known links between the individual with COVID-19 (in or out of the college setting)	
6. Number of people with which the individual had close contact	(need to track back to 2 days prior to onset of symptoms) Staff: Learners: ALS: First aiders: Transport:

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(see below for details of what is a close contact)	
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7. Details of control measures (what is in the areas risk assessment in how they are managing transmission risk – specific to each area)	Require the specific area' risk assessment
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What do we mean by a 'contact'?

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- people who spend significant time in the same household as a person who has tested positive for COVID-19
- sexual partners
- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
 - being coughed on
 - having a face-to-face conversation within one metre
 - having skin-to-skin physical contact, or
 - contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person> (updated 30.9.20)