

PROCESS TO BE FOLLOWED IF A POSITIVE COVID-19 RESULT IS OBTAINED BY STAFF MEMBER

What should I do if I test positive for COVID-19?

Any staff member who tests positive for COVID-19 must contact Human Resources at **042-9370220** to report their positive test result. Please forward copy of the HSE text message outlining positive result to hr@dkit.ie.

Please note that this information will be treated confidentially. HR will not share this positive test result with your line manager. The HSE contacting tracing teams will determine if any of your work colleagues are close contacts (e.g. colleagues in a shared office) and the HSE will contact them if necessary. The Institute cannot inform colleagues.

You should also contact your line manager as per normal sick leave absence procedures so that they are aware of your absence from work.

When can a staff member return to campus after testing positive for Covid-19?

In line with public health guidelines staff must follow the **“How long to self-isolate”** as per www2.hse.ie. A person may have a low-grade cough following COVID-19 infection that is due to lung hypersensitivity. This may persist for several weeks.

Please note if you have been referred for testing because you displayed COVID-19 symptoms you should not return to campus until 48 hours after these symptoms have gone.

What do you do if your household contacts have symptoms or tested positive?

Please liaise with your Manager in relation to remote working for some of the days.

When special leave with pay is authorised:

- Employee is awaiting a COVID-19 PCR test
- Employee received positive PCT test result
- Employee required to self-isolate and subsequent negative PCR result special leave with pay is only available until date of negative result.

What do you do if another staff member informs you that they have tested positive for COVID-19?

In the event that a colleague from DkIT tests positive for COVID-19, the HSE will contact the individual directly to inform them of the positive result and advise regarding further action.

What should I do if a colleague I have been in contact with tests positive?

If you are a close contact of a positive case the HSE Contact Tracing Centre will be in touch with you and advise you.

What does contact tracing involve and what is the role of DkIT?

- HSE Public Health and/or HSE contact tracing teams follow up with confirmed cases of COVID-19 to identify their close contacts. **HSE Contact Tracing teams assume total control of the situation and will make contact with DkIT if necessary.**
- The Public Health Risk Assessment will see who might have been exposed to the virus and who needs to be excluded or tested. 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.

- Close contacts will be contacted by the HSE and advised of appropriate action (i.e. restricted movements, COVID-19 testing).

What should I do if a colleague I have been in contact with is awaiting a test result?

You do not have to restrict your movements or isolate until such time as a positive diagnosis has been received. HSE contact tracing will be in touch with you if you are deemed a close contact.

Further Information:

- HSElive: 1850241850
- HSE advice changes on a regular basis so you should consult <https://www2.hse.ie/conditions/covid19/> for access to the latest public health advice.

We refer you to the latest FAQ's Appendix 4 for various scenarios.

<https://www.gov.ie/en/news/092fff-update-on-working-arrangements-and-leave-associated-with-covid-19-fo/>