

# Covid-19 Protocol for Staff: Case Reporting and Action Checklist

Any College member who [needs to self-isolate](#) – e.g. because they have symptoms; have tested positive; have been told to self-isolate by the NHS; or have arrived in the UK from a high-risk country – is required to notify the Lodge by phone (01865 271700) or email ([lodge@stcatz.ox.ac.uk](mailto:lodge@stcatz.ox.ac.uk)).

The Lodge will notify the Covid-19 Admin Team ([covidadmin@stcatz.ox.ac.uk](mailto:covidadmin@stcatz.ox.ac.uk)) by email of this information, copying:

- the Home Bursar ([inge-marie.rossouw-smith@stcatz.ox.ac.uk](mailto:inge-marie.rossouw-smith@stcatz.ox.ac.uk))
- for students – the Dean ([dean@stcatz.ox.ac.uk](mailto:dean@stcatz.ox.ac.uk)) and Junior Deans ([juniordean@stcatz.ox.ac.uk](mailto:juniordean@stcatz.ox.ac.uk))
- for staff members – the Personnel Advisor ([kate.walters@stcatz.ox.ac.uk](mailto:kate.walters@stcatz.ox.ac.uk)).

As early as possible, the person should be advised to make a list of anyone they may have come into [close contact](#) with in the 48 hours prior to experiencing symptoms, including anyone from College, and send it to the Lodge or the Personnel Advisor (for staff) / the Covid-19 Admin Team (for students) for contact tracing purposes. Close contact lists received by the Lodge will be forwarded to the Covid-19 Admin Team with copies to the other persons above.

Where a student needs to self-isolate:	Where a staff member needs to self-isolate:
<p><u>The Covid-19 Admin Team</u> will:</p> <ul style="list-style-type: none"> <li>● record the information in the Covid-19 Spreadsheet</li> <li>● email the student, the members of the student’s household, and, with assistance from the Personnel Advisor (for contacts who are members of staff), the student’s close College contacts, to confirm their need to self-isolate and offer advice and support, including in respect of Covid-19 testing</li> <li>● check in daily with each self-isolating student by email</li> <li>● forward any domestic, welfare or other requests, as appropriate.</li> </ul> <p><u>The Home Bursar</u> will:</p> <ul style="list-style-type: none"> <li>● notify the housekeeping, maintenance and catering departments of any rooms and households with self-isolating students.</li> </ul> <p><u>The Decanal Team</u> will:</p> <ul style="list-style-type: none"> <li>● notify Directors of Studies of their students’ absence</li> <li>● check in periodically with each self-isolating student, as appropriate.</li> </ul> <p><u>Directors of Studies</u> will:</p> <ul style="list-style-type: none"> <li>● ensure appropriate teaching arrangements and support for their self-isolating students.</li> </ul>	<p><u>The Covid-19 Admin Team</u> will:</p> <ul style="list-style-type: none"> <li>● record the notice in the Covid-19 Spreadsheet.</li> </ul> <p><u>The Personnel Advisor</u> will:</p> <ul style="list-style-type: none"> <li>● email the staff member and, with assistance from the Covid-19 Admin Team (for contacts who are students), the staff member’s close College contacts, to offer advice and support, including in respect of Covid-19 testing</li> <li>● notify the Senior Tutor (<a href="mailto:marc.mulholland@stcatz.ox.ac.uk">marc.mulholland@stcatz.ox.ac.uk</a>) (for academic staff) or head of department (for non-academic staff) of the staff member’s absence</li> <li>● check in periodically with the staff member, as appropriate.</li> </ul>

When handling Covid-19 related personal information about a student or member of staff, please be sensitive to the person’s privacy and data protection rights. This information should:

- Only be shared within College, and on a ‘need to know’ basis; only reveal the information you need to reveal
- Only be retained for as long as necessary to support the person and protect the health and safety of College members and others; unless there is an outbreak in College, this will usually be 21 days, after which all records of the information, including email records, should be securely deleted
- Be held securely at all times, in accordance with the College’s [Information Security](#) and [Data Protection](#) policies.

For further information, support and advice:

- See the University's [Guidance on Self-Isolation and Testing](#) and [What Do We Mean by a 'Recent Close Contact'?](#) for detailed information about when to self-isolate and for how long, and social distancing / "close contacts" (if you do not have a copy, please request one from the Lodge)
- Consult the College's other Covid-19 [policies and protocols](#) and the University's Covid-19 [information and resources for staff](#)
- Contact the Lodge, the Home Bursar, or the College's data protection officer ([dpo@stcatz.ox.ac.uk](mailto:dpo@stcatz.ox.ac.uk)).