COVID- 19 reporting guidelines for staff

We are asking all staff and students to report symptoms and positive COVID cases to help us support NHS Test and Protect and support the health and safety of our university community. Any information provided will only be held for 21 days and will be treated as confidential.

Who does this apply to?

All staff regardless of whether they are on campus, off campus or working from home and students (students have been notified via a student communication).

What should I report?

If a member of staff/ student is a confirmed as a positive case by NHS Test and protect.

If a member of staff/ student has COVID symptoms.

Who should I report to?

Your line manager and Faculty Manager or directorate manager **and** to the Head of Safety, Environment and Continuity.

If a student is residing in University accommodation this should also be reported to the Accommodation Operations Manager.

How do I report?

Using the reporting form here http://stir.ac.uk/3nk

(N.B. directorate staff should also report directly to their manager).

If you cannot use the form, please report directly to your Manager / Faculty Manager/ AOM who should then report to the Head of Safety, Environment and Continuity (alison.morrison@stir.ac.uk ; ext. 7079)

 N.B. If you are reporting a positive case it is important that this is reported to the Head of SEC ASAP.

All cases of absence should also be reported in the usual was as per HR & OD policy and procedures.