




University of Cape Town
Faculty of Health Sciences



STANDARD OPERATING PROCEDURE

**Possible Coronavirus Infection or Exposure for
ALL staff and Students**

SOP Category: OHS	Review Date: May 2023 or as required
Compiled By: UCT Occupational Health Unit	
Approved By: Chair FHS OHS Committee	Signature: 
Approved By: Dean, Faculty of Health Sciences	Signature: 
Approved By: COO, UCT	Signature: 
Target Group: All staff, students & 3 rd Party Workers	Date and Version: 4 June 2020 (Version 1)
1. Scope and Purpose:	This document provides guidance to manage staff and students who have been exposed and possibly infected by Sars-Cov-2. This SOP should be read together with the SOPs that provides guidance to prevent the transmission of coronavirus in the workplace.
2. Preventative measures for Covid-19 infection	In addition to recommending physical distancing, good hand hygiene, use of cloth face mask and, when appropriate other PPE, regularly disinfecting workspaces, each team whose members work in close proximity should have a list of names, ID numbers, ages, addresses and contact phone numbers for all the people in the team. Keep a list of all those who share offices, transport etc.
3. Isolation facility	Department of Employment and Labour requires workplaces to have a dedicated isolation area identified, which can be used to quarantine someone with a possible infection until they can get advice. The following is recommended: <ul style="list-style-type: none"> • It should be a room in which windows can be opened • Should contain only a desk, chair, phone and tissues, gloves, masks and a healthcare waste bag. • Signage to be posted on the door to the effect : 'no entry: isolation area'.
4. General principles to be adhered to by staff or students at work with possible infection	Symptoms suggestive of possible coronavirus infection are: - <ol style="list-style-type: none"> 1. Cough 2. Sore throat 3. Shortness of breath or difficulty breathing 4. Loss of the sense of smell (anosmia) 5. Alteration of the sense of taste (dysgeusia)

	<p>6. With or without other symptoms which may include (i) fever, (ii) weakness, (iii) muscle aches and pains (myalgia), or (iv) diarrhoea</p> <p>If a staff member or student reports any of the symptoms at work, they should be: -</p> <ul style="list-style-type: none"> • provided with a surgical mask, continue using a cloth mask if a surgical mask isn't available. • wash their hands thoroughly. • quarantined - preferably by placing in a well-ventilated room until they are able to leave the facility. • referred to the Occupational Health Unit (Staff and Post-Doctoral Fellows) or Student Wellness (Students). <p>1. Student: - Contact the Student Wellness Triage Nurse directly on 021 6505620 or go online to schedule an appointment with the CoviD -19 student hotline. https://outlook.office365.com/owa/calendar/STUDENTWELLNESSSERVICEHEALTH1@mscloudtest.uct.ac.za/bookings/</p> <p>It is important for inform Student Wellness if the student is in residence or private accommodation.</p> <p>2. Staff and Post-Doctoral Fellows:- Contact Sr Sue Key at UCT Occupational Health Unit on 021 650 3873 or suzanne.key@uct.ac.za. You will receive advice telephonically or via e-mail on the procedure to follow. Please do not go to the Occupational Health Unit.</p> <p>Note that these criteria for determining testing for COVID-19 will change over time and hence the latest version of them should always be used.</p>
<p>5. General principles to be adhered to by staff at home or quarantine facility with possible infection</p>	<ul style="list-style-type: none"> • Provide suitable sick leave arrangements for the 14 days that the staff member will be away from work. Note that 14 days is the minimum time of isolation and that it might be longer depending on how ill the staff or students become and on the treatment required. • Confirmed mild cases of COVID-19 require self-isolation for 14 days after the onset of symptom onset and 14 days after clinical stability in severe cases (Annexure A - Scenario 1).
<p>6. Additional support for staff and students with possible infection</p>	<ul style="list-style-type: none"> • Assist in establishing whether the student / staff member is able to effectively self-isolate or if they require isolation at a public facility. If a public facility is required make sure to mention this when contacting the Department of Health. • Quarantine means separation from other people for 14 days so that they cannot infect others. Depending on their home circumstance they can be quarantined either at home or at a specially prepared quarantine facility. To be allowed to quarantine at home they need to have a room in which they can stay alone, preferably use separate bathroom facilities and be provided with meals in their room, separate from the rest of the household. • If unable to do so, should be assisted to travel home safely or to be taken to a public isolation facility without the risk of infecting other members of the public.

	<ul style="list-style-type: none"> • Provide supportive counselling. • If the likelihood is high that the infection was occupationally acquired (in other words it arose out of or in the course of work duties), then a workers' compensation claim for an occupational disease needs to be completed - W.Cl.1 Form.
<p>7. Exposure</p>	<ul style="list-style-type: none"> • Investigate the cause of the exposure in order to devise ways to prevent or minimize that type of exposure in the future. • Determine the type and degree of exposure to assess the likelihood of infection. • A decision then should be made as to whether to quarantine those exposed to a known COVID-19 positive case or to allow them to continue working (Annexure A - Scenarios 3 and 4). <p>High risk exposure:</p> <ul style="list-style-type: none"> • close contact within 1 metre of a COVID-19 confirmed case for >15 minutes without PPE (no face cover/eye cover) or; • with failure of PPE and/or direct contact with respiratory secretions of confirmed COVID-19 case (clinical or laboratory). • Line manager to assess and confirm COVID-19 exposure risk (if uncertain, refer to WHO tool for assessing exposure risk). https://apps.who.int/iris/handle/10665/331496 • Notify exposure to NICD. • Staff member to perform daily symptom self-check and complete symptom monitoring form until 14 days since last COVID-19 exposure. • If essential workers remain asymptomatic through day 7, consider for return to work, following a negative RT-PCR on day 8. <p>Low Risk exposure:</p> <ul style="list-style-type: none"> • >1 metre away from a COVID-19 confirmed case for <15 minutes OR; • within 1 meter but wearing PPE (face cover, eye cover). • Also consider lower risk if COVID case was wearing a surgical mask (source control). • Line manager to assess and confirm COVID-19 exposure risk (if uncertain, refer to WHO tool for assessing exposure risk). https://apps.who.int/iris/handle/10665/331496 • For low-risk exposures to a confirmed COVID-19 positive case, worker can continue to work with self-monitoring (twice daily temperature and daily symptom check) for 14 days after last COVID-19 exposure.
<p>8. Testing for COVID -19</p>	<p>If the symptoms are suggestive of COVID -19 then they will be referred to the nearest State or Private laboratory screening and testing facility for SARS-CoV-2.</p> <ul style="list-style-type: none"> • Groote Schuur Academic Hospital: 07h30-17h00 Mon-Fri (hours extended depending on the need) Tel: 021 404 5201 or 021 404 5116 • Tygerberg Academic Hospital: 06h30-19h00 Seven Days a Week Tel: 021 938 9354 or 021 938 9355 • Pathcare (Annexure B)

	<ul style="list-style-type: none"> • Lancet Laboratories (Annexure B) <p>Medical Aid: Contact GP telephonically to request testing, the GP will arrange for the pathology request form and notify which lab the person should go to (usually one of the Pathcare labs).</p> <p>Not on Medical Aid: Go to the GSH Covid-19 testing facility.</p>
9. Compensation for occupationally acquired novel coronavirus disease	Contact Sr Sue Key at the Occupational Health Unit on 021-650 3873 or email her at suzanne.key@uct.ac.za for details about the claims process. You will receive advice telephonically or via e-mail on the procedure to follow. Please do not go to the Occupational Health Unit.
10. Support for other staff and students	<ul style="list-style-type: none"> • Reassure other staff and students that that the University is handling the situation following advice from the Health Department and that the infected staff or student is being supported. • Inform staff that the Health Department and other Government departments, assisted by Student Wellness and Occupational Health Unit, will be identifying people to determine possible exposure to the virus and will advise on what further steps to take. • Contact Student Wellness and Occupational Health Unit telephonically or via e-mail and alert them to assist with and identifying, counselling and psychological support. • Keep an eye on the mental health and stress levels of all staff and students. • Have a communication plan in place to ensure that staff and students receive correct information.
11. Inform the Health Department and the Department of Labour and Employment	<ul style="list-style-type: none"> • UCT will contact the provincial COVID-19 hotline number on 021 928 4102. • After contacting the hotline, the relevant health department team or a partner government department team, will be in contact to assist you. • The department of Employment and Labour should also be contacted.
12. Establish how the staff/student got infected	<ul style="list-style-type: none"> • Assist to identify if he/she came into contact with anyone (fellow staff, students, or by someone within their home or social circle) who had symptoms of a throat and chest infection or were known to be COVID-19 positive. • Make a list of all persons the PUI came into contact with for the period starting 24 hours before symptom onset, where possible include the name, surname, contact number and address, of all the contacts who have symptoms as they would need to be assessed, to decide if they should be tested for the coronavirus. • It may be necessary to temporarily close the work site while these investigations are underway.
13. Contact tracing	<ul style="list-style-type: none"> • All persons the PUI came into contact with for the period starting 24hours before symptom onset could also develop the disease and need to be quarantined. • Ask the staff or student who they were in close contact with (i.e. face-to-face contact within 1 metre, or shared an enclosed space with the affected person in the 48 hours before symptom onset) or worked closely with. • These include people at work, in their neighbourhood, they travel with, at social gatherings and family members • Similarly ask staff and students whether they recall being in close

	<p>contact with or working closely with the person since the date that he/she became ill.</p> <ul style="list-style-type: none"> • Make a list of all staff, students and other contacts as they may have to be quarantined to prevent further spread. Include the name, surname, contact number and address of these individuals where possible. • Depending on how many people are involved it may be necessary to temporarily close the work site while these investigations are underway. • The health department assisted by partner government departments will interview all these contacts to determine whether the level of exposure is sufficient for them to have become infected, and hence whether they need to be quarantined or not. Please contact the Health Department immediately - CORONA VIRUS(COVID-19) 24-HOUR HOTLINE NUMBER: 0800 029 999. • Provide the list of contacts to the health department and access to the staff and students via a quiet room or via the telephone. • For those staff who need to be quarantined please provide suitable special leave arrangements for the up to 14 days that they will be in quarantine.
<p>14. Continue to screen staff and students to detect signs of possible infection</p>	<ul style="list-style-type: none"> • All staff and students should be monitored before starting work to identify others that may develop symptoms. • Those who develop symptoms should not come to work, but should instead report this to their line manager and to the health department (call the provincial COVID-19 hotline number on 021 928 4102), who will advise them which testing centre to attend, so that the test for coronavirus can be done. • Should staff and students feel unwell during the working day, they should be screened again for symptoms and managed accordingly.
<p>15. Cleaning of the contaminated area</p>	<ul style="list-style-type: none"> • Leave the contaminated areas empty for as long as possible, preferably 24 hours but not less than 4 hours, with windows open/ventilation on, before cleaning takes place to allow droplets to settle and minimise risk for the cleaners. • Clean all surfaces and objects that the infected person(s) may have come into contact with. • If large surface areas and large numbers of objects need to be cleaned and disinfected then the work site may need to close temporarily while this is being done. • All items/objects to be cleaned in the area and are not to be removed to be cleaned elsewhere. • Cleaning staff must wash their hands thoroughly before and after cleaning. • The following PPE should be worn during cleaning: - <ol style="list-style-type: none"> 1. Heavy duty rubber Gloves 2. Face mask 3. Visor or goggles 4. Apron 5. Closed shoes • The following materials should be used for cleaning and disinfecting: <ol style="list-style-type: none"> 1. Green household soap should be used to clean all equipment and environmental surfaces that can tolerate it (e.g. walls, floors, blinds, surfaces) prior to disinfecting. 2. Disinfectant (30ml of bleach per litre of water) should be used to

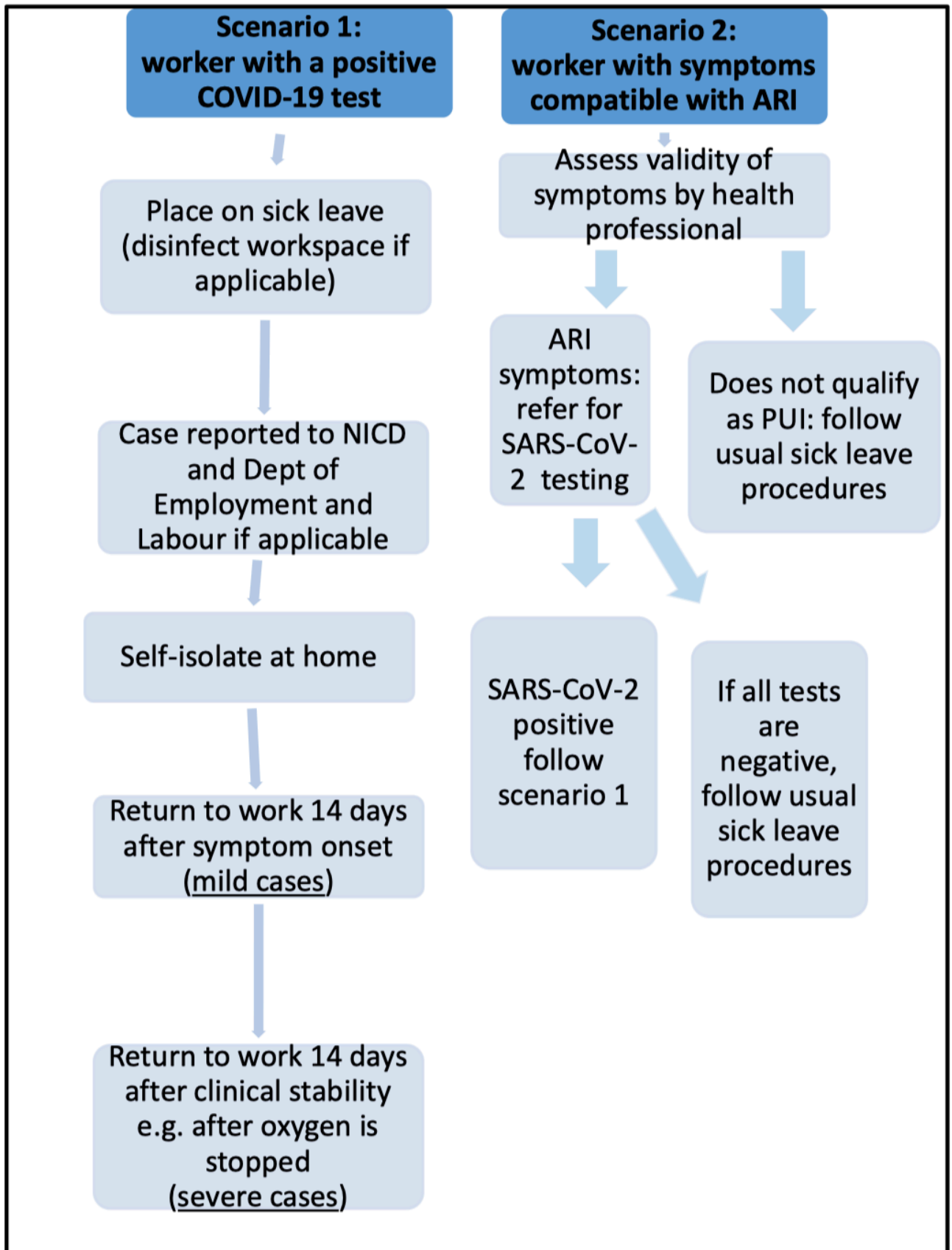
	<p>disinfect all equipment and surfaces.</p> <p>3. If the area/surface cannot be cleaned with soap and water, wipe down with 70% alcohol.</p>
16. Possible temporary closure of the work site	<ul style="list-style-type: none"> • The Health Department may need to advise temporary closure of the work site due to the public health risk posed by remaining open. • Temporary closure of the work site can be prevented by: <ol style="list-style-type: none"> 1. Rapidly cleaning and disinfecting the surfaces and items that were contaminated. 2. Completing the screening of other as yet unaffected staff and students timeously.
17. Re-opening of the work site	<p>In order for the work site to be re-opened, the following minimum requirements should be in place: -</p> <ul style="list-style-type: none"> • An assessment of the circumstances which resulted in the exposure of the staff and students to the coronavirus. • A description of steps that will be taken to remedy any shortcomings in prevention activities uncovered during the assessment. • Full training and refresher training of staff and students on coronavirus prevention activities has been achieved. • Cleaning and disinfection of all surfaces and objects that have been contaminated has been done. • The assessment and description of any steps taken should be compiled into a report and kept on record, as well as made available to the Health Department and the Department of Employment and Labour.

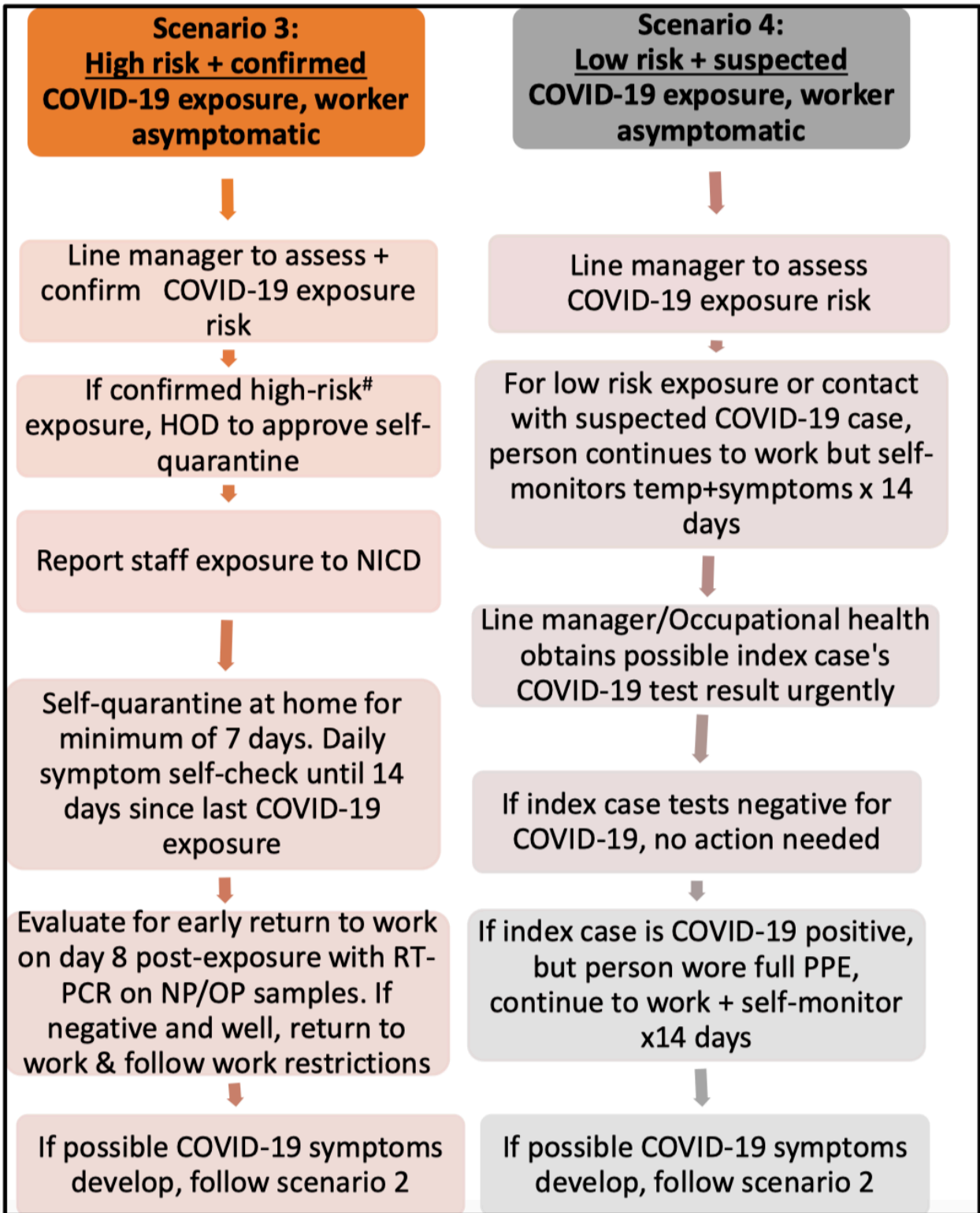
References

1. Western Cape Government: Health - Circular H70 of 2020: Preventing and managing coronavirus infection in the workplace.
2. Western Cape Government: Health - Circular H77 of 2020: Guidelines for the coronavirus infection in healthcare facilities.
3. DOH: Guidelines for symptom monitoring and management of essential workers for COVID-19 related infection.
4. Risk assessment and management of exposure of health care workers in the context of COVID-19 Interim guidance. World Health Organization, 19 March 2020.
5. National Health Laboratory Services - Coronavirus disease 2019 (COVID-19) Quick Reference for Clinical Health Care Workers, 25 May 2020.

Annexure A

DOH: Guidelines for symptom monitoring and management of essential workers for COVID-19 related infection.





Annexure B



Coronavirus Testing

0800 029 999 - NICD Patient Help Line



- CAPE TOWN -

PathCare Coronavirus sampling facilities include:

Kingsbury Depot

18 Wilderness Road
Claremont
(park in Kingsbury hospital grounds)
07h30-16h00 (Mon-Fri)
08h00-13h30 (Saturday)
CLOSED SUN/PUBLIC HOLIDAYS
Tel: 021 596 3987 or
021 671 1156/7
kingsburyclient@pathcare.co.za

Cape Town Mediclinic

21 Hof Street,
Oranjezicht
07h30-16h00 (Mon-Fri)
Tel: 021 464 5560
ctmc.dep@pathcare.co.za

The Park

Parking lot 2 - Park Building
Park Road
07h00-17h00 (Mon-Fri)
Tel: 021 531 5185
vphqueries@pathcare.co.za

Cape Gate Mediclinic (White tent in the basement)

Cnr Okavango and Tanner Road
08h00-17h00 (Mon-Fri)
Tel: 021 981 6555
capegate.ins@pathcare.co.za

Parklands Intercare

10 Link Road
08h00-13h00,
14h00-17h00 (Mon-Fri)
Tel: 021 521 9050
blbstaff@pathcare.co.za

Panorama Designated sampling site

22 Dorp Street
behind Panorama Mediclinic
08h00-17h00 (Mon-Fri)
Tel: 072 438 3396
clients.panorama@pathcare.co.za

Somerset West

Basement Block 1
08h00-18h00 (Mon-Fri)
Tel: 021 852 3144

Please phone depot to establish operational hours
as these may change depending on demand



WHERE CAN I GET TESTED?

This list is dated 12 May 2020

^ Western Cape

Pinelands Cape Town	Old Mutual Golf Club, Mupine , Forest Drive Ext. Pinelands	072-065- 4869	Mon- Fri 09:00- 16:00
Century City	Smartsurv House, Century City, Cape Town.	(021)6731700	Mon- Fri 09:00- 16:00