



# CONTACT TRACING TEAM GUIDE



# SCENARIOS OF INTERNAL CONTACT TRACING — WHEN AN EMPLOYEE IS A CONFIRMED CASE

	Scenario 0
<b>Scenario</b>	Employee has been diagnosed as a confirmed COVID-19 case
<b>Examples of Scenario</b>	Contact with another confirmed case, Travel to affected country
<b>Action by Hospital/MOH</b>	Hospital Contact Tracing Team will conduct interview with employee to find out details of his/her movement for the last 14 days. These information will be submitted to MOH within 2 hrs.
<b>Action by HRD</b>	<ul style="list-style-type: none"> <li>• Vacate office areas where the confirmed case has been so as to carry out disinfection</li> <li>• Work closely with employee (and family members), Division Chief, RO and team members to provide support and (re)assurances</li> </ul>
<b>Action by CTT (Contact Tracing Team)</b>	Closely monitors employee's health
<b>Action by Employee</b>	Reports to RO and Chief, who will inform Head of HR. Update RO and Chief of health status when possible.

# SCENARIOS OF INTERNAL CONTACT TRACING

## — WHEN AN EMPLOYEE IS IN CONTACT WITH A CONFIRMED/SUSPECTED COVID-19 CASE

	Scenario 1	Scenario 2	Scenario 3
<b>Scenario</b>	Employees have been in close contact with [COVID-19] Case (within 2m with contact time more than 30 mins)	Employees have been in casual contact with [COVID-19] Case (face to face contact time less than 30 mins)	Employees have been in transient contact with [COVID-19] Case
<b>Examples of Scenario</b>	Group discussions, Lunch appointments	Chat in pantry, took the same lift	Share same office premise, in the same premise where the confirmed case was
<b>Action by MOH</b>	Activates contact tracing and quarantine measures.	NA	NA
<b>Action by HRD</b>	Vacate office areas where the confirmed case has been to, so as to carry out disinfection	Vacate office areas where the confirmed case has been to, so as to carry out disinfection	Vacate office areas where the confirmed case has been to, so as to carry out disinfection
<b>Action by CTT</b>	Closely monitors contacted employees' health	Conducts internal contact tracing and closely monitors employees' health	Conducts internal contact tracing and closely monitors employees' health
<b>Action by Employee in Contact Tracing List</b>	Reports to RO and Chief, who will inform Head of HR. Follows the advice issued by MOH e.g. Quarantine Order. Monitor health and submit temperature readings to CTT daily.	Work from home, monitor health and submit temperature readings to CTT daily	Work from home, monitor health and submit temperature readings daily via AIC online form

# SCENARIOS OF INTERNAL CONTACT TRACING

## — EMPLOYEE CAME INTO CONTACT WITH A CTT CASE

	Scenario 4	Scenario 5	Scenario 6
Scenario	Employees have been in prolonged contact with [CTT] Case (within the same space for a few days)	Employees have been in close contact with [CTT] Case (within 2m with contact time more than 30 mins)	Employees have been in casual contact with [CTT] Case (face to face contact time less than 30 mins)
Examples of Scenario	Working in the same team and physically share same office space with [CTT] Case	Group discussions, Lunch appointments	Chat in pantry, took the same lift
Action by MOH	NA	NA	NA
Action by HRD	NA	NA	NA
Action by CTT	Conducts internal contact tracing and closely monitors employees' health	Conducts internal contact tracing and closely monitors employees' health	NA
Action by Employee in Contact Tracing List	<b>Work from home</b> , monitor health and submit temperature readings daily via online form	Continue working in office and submit temperature readings daily via online form	Continue working in office and submit temperature readings via online form

## SCENARIOS OF INTERNAL CONTACT TRACING

— EMPLOYEE HAS HIGH TEMPERATURE AND/OR SHOWS RESPIRATORY SYMPTOMS (EMPLOYEE HAS NOT BEEN IN CONTACT WITH ANY SUSPECT OR CONFIRMED CASES)

	Scenario 7	Scenario 8
<b>Scenario</b>	Employee has high temperature (above 38 degrees) during daily temperature taking	Employee reports that he/she displays respiratory symptoms
<b>Examples of Scenario</b>	NA	NA
<b>Action by MOH</b>	NA	NA
<b>Action by HRD</b>	NA	NA
<b>Action by CTT</b>	NA	NA
<b>Action by Employee in Contact Tracing List</b>	To inform your RO/Chief and HR immediately and seek professional medical attention	To inform your RO/Chief and HR immediately and seek professional medical attention