

CALL FOR SUPPORT



Topic: Contact Tracing for Employees

Information Requested: An ICBE member company would like to be able to record / see physical contacts that employees make on a daily basis in the workplace and outside of work as they need to be able to trace anyone who has come into contact with an employee in the event of a Covid19 case (for containment)

Objective: To learn what ideas/solutions other companies have come up with in this area.

We have asking people to log their movement daily who they are in contact with and times. We have restricted people into Zones, but as a manufacturing cleanroom site, Managers and Engineers do need to be flexible.

We have implemented an hour by hour daily contact record sheet (work hours only). Employee will make a note in 15 minute intervals who they have been in close contact with (defined as more than 10 minutes, less than 2 metres). These are collected at the end of every shift & day gathered.

We have also developed a SOP with this document so employees & Team Leaders know how to use it.

Improvements for reducing close contacts are derived from the data we capture.

We are asking all employees to fill in the attached form every day and for their supervisors to review it. We are aiming for no close contacts for each person on site e.g. not beside someone <2M for > 15 minutes.

In some cases we have issued full PPE to fitters etc where jobs require 2 persons, if they are wearing full PPE we do not consider this a close contact.

We have also move people out of offices to other offices that are vacant.

We have suggested team members keep a personal diary of those they come in contact with daily so that in the event there is a situation where contact tracing becomes necessary, they have that list to hand. (This suggestion was made by one of the speakers on the IT@Cork Webinar 2 weeks ago, link to recording: <https://youtu.be/5ZH1EgXbBL0>)

We issue a contact tracing sheet where warranted- These details :

Who they were on shift with

Over 15 mins Y/N

Define close contact.

Comments

We bench this against location in production, line working on ect, build a list of names and phone numbers.

We monitor for symptoms across contact tracing sheet and look for patterns should a trend develop.

We have issued a contact log notebook to all employees coming onsite. We are asking employees to update their notebooks on a daily basis. Please see the details we are tracking below. We would expect employees not to have any close contact information in their notebook.

If you have been in '**close contact**' with another employee travelling to/from work, during break times or anywhere onsite please include this in your Contact Log.

If your contact with another employee does not fall within the definition of a "close contact" please do not include this interaction in your Contact Log and enter N/A on this date.

The Contact Log notebook is retained by the employee and will only be requested if contact tracing information is required.

COVID-19 SAFETY TIP.

Consider a mini diary to record all individuals you have had close contact with during your day (both at home and at work). This will help facilitate any necessary HSE required contact tracing.

Here is a company that provides intelligent tracking solutions for people that might be good for companies to speak with.

<https://www.kinsetu.co.uk/> +44 2895 219091

Clive Stewart, Lean Supply Chain Executive

Invest Northern Ireland, Email: clive.stewart@investni.com

I think the HSE are releasing an app for individuals to voluntarily sign up for, it tracks GSM movements and who may have been near you. You might find out more details.

<https://www.siliconrepublic.com/enterprise/hse-coronavirus-contact-tracing-app>

Just to remind in case you didn't hear but the HSE are developing an app that alerts people that they have come into close contact with someone infected. This will be a national solution and an opt in process, using mobile phone data. This would work outside of work.

I know no more than that, I heard it on RTE news. GDPR to be figured out.

<https://www.irishtimes.com/news/ireland/irish-news/coronavirus-smartphone-app-to-facilitate-contact-tracing-to-be-rolled-out-hse-says-1.4215036>

I have rolled out training sessions with all people supervisors and managers on a Teams call re this form on the 23rd of March.

The scope of the form is just on site and its employees and it is initiated once someone is being sent for a test.

The principle is the affected employee contacts their supervisor as they normally would if they were unwell and the supervisor at that point in time takes the opportunity to complete as much of the form as possible.

The supervisor sends the completed form to myself and a specific HR business partner and we check to see if they have identified close contacts on site.

If they have the HR business partner works with the relevant supervisors or manager to inform the close contacts.

On the top of the completed form we write down the close contacts identified if any or the term "no close contacts" we do this so at a glance we can see if anyone identified or not.

I save the soft copies of files in a private folder only I and 2 HR people have access to and any physical paperwork is stored in the HR personnel location of which only dedicated HR people have access to.

We have done significant work on this, I'm on the workstream for it so happy to have a conversation with them if needed? HSE have reviewed ours and have said its over and above but that has been our decision. Happy to go through with anyone.