

Identify

1. Case
Student/Staff/Visitor?
2. Symptoms
COVID-19 symptoms: fever ($\geq 37.5^{\circ}\text{C}$), cough, body ache or fatigue, shortness of breath, sore throat, runny nose, diarrhea and nausea, headache, or loss of sense of smell or taste
3. Location
Where has the case been detected – Building and exact location
4. Identifier
The person identified who identified the case should make themselves known and inform the Health and Safety Officer on 056-808-5534 – contact number available 24/7

Notify

1. The Health and Safety Officer will contact the DHA hotline number 800-342 immediately and any other relevant contacts

Act

1. The Health and Safety Officer will then ask the patient to remain in that location /or direct this individual to a remote location away from the public if it is safe to do so.
2. The Health and Safety Officer will wear the appropriate PPE and make his way to meet the patient.
3. The Health and Safety Officer will use cordons and portable screens to secure the area

Isolate

1. The Health and Safety Officer will assist the patient to reach the isolation room.
2. The Health and Safety Officer will contact on-site security to assist with making a free way towards the isolation room.
3. The Health and Safety Officer will make contact with DHA for further advice and assistance. Based on the patient condition, H&S will assess and make a judgment call if an ambulance is required at that stage
4. The Health and Safety Officer will ensure track and tracing reports are available and ready, should they be required