

What should be done if there is an infection in your organisation?

A guide for quick action.

Introduction

There is a real possibility of being confronted with a corona infection in your organisation one of these days. As soon as infection occurs, the contact tracing process for the infected employee is initiated. What are the steps to be taken by you as an employer at such time? Here is a clear list of all the necessary steps that you should take, ranging from a good preparation to quick action wherever required.

This brochure was drawn up based on the applicable guidelines dated 22/10/2021.

Process to be followed if an employee is infected (= index patient)




1

Notification to call centre / employer



- ✔ Your employee has tested positive for covid-19.
- ✔ The government contact-tracing team, or you, as the employer, will notify your external service.
- ✔ Your external service will initiate a contact tracing process. Your cooperation in this process as an employer is expected with a view to minimising the chances of the infection spreading.



In case more infections are detected within your company, your external service will notify the regional health authorities.

2

Making contact with the employer



Your external service will contact you to discuss the progress of the contact tracing process.

✔ According to the Royal Decree of 05/01/2021, contact tracing in the workplace is a legal task for the occupational physician.

Both employer and employee must cooperate with the orders of the occupational physician within the framework of contact tracing, quarantine and testing.

- The employer notifies the occupational physician as soon as possible in the event of infection.
- The employer gives contact details to the labour doctor.
- The employee truthfully reports high-risk contacts.

✔ A risk analysis is carried out to determine high and low risk contacts.

✔ We draw up a **list of names** of all the persons with whom the employee who tested positive came into contact:

- starting from two days before the onset of symptoms until the date of remaining absent from the workplace
- starting from two days prior to the positive test (for asymptomatic employees).

3

Making contact with the index patient



What are high-risk contacts and who are they?

People in contact with the index patient are identified jointly with the patient and in consultation with the employer:

- ✓ The correctness and completeness of the list of names is verified jointly with the index patient.
- ✓ An initial distinction is made between high-risk and low-risk contacts.
- ✓ Contacts should also include the following:
 - external employees;
 - self-employed persons;
 - volunteers;
 - trainees;
 - ...

Questionnaire as a guideline for triage

These questions will cover the following aspects, among others:

- ✔ Do both persons correctly wear the mouth/nose mask?
- ✔ Was there physical contact?
- ✔ Was compliance with the distancing rules and hygiene measures ensured?
- ✔ How long did the contacts last?
- ✔ ...

Golden rule: in general, a high-risk contact is any contact for more than 15 minutes (counted cumulatively), with less than 1.5 m distance between them, and with both persons failing to correctly use the mouth/nose mask.




4

Making contact with the index patient



The employer shall jointly decide who will make contact with the persons on the contact list.

- ✓ The employer is informed by the external service of the measures resulting from the contact tracing. The employer must follow this up.
- ✓ High-risk contacts are contacted and informed about the necessary measures.



The [Sciensano](#) website provides general advice for low-risk and high-risk contacts.

5

What if there are multiple infections in your company?

When is a cluster said to exist?

Definition

As soon as it is found that there are 2 interlinked infections within your company, within 14 days.

The obligation to notify such clusters and consultation on strategy should be done through:

- ✓ For Flanders: infectieziekten@vlaanderen.be
- ✓ For Wallonia: surveillance.sante@aviq.be
- ✓ For Brussels: covid-hyg@ccc.brussels

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