

### **In Case of a Positive Case of Covid-19**

1. In case of a positive case of Covid-19 at the University of Auckland, you will receive an email from the HSW Trace Lead, [REDACTED] or the Secondary Lead, [REDACTED]. Acknowledge the email as soon as you receive it.  
[REDACTED] Open the 'Covid-19 Contacts' file and the 'Checkin Template' in [REDACTED]
- [REDACTED] You should receive the name of the positive case and the dates of concern from the HSW Trace Lead or Secondary Lead as well as Checkin data for the dates of concern from [REDACTED]
4. Copy the Checkin data and paste it into the 'Paste In' sheet of the Checkin Template.
5. Copy the data in the 'General' sheet of the Checkin Template and paste it into the 'Covid-19 Contacts' file.
6. Close the Checkin data file and the Checkin Template.
7. Sort the 'Covid-19 Contacts' file by date and building.
8. Filter the relevant dates in the date field and search for the name of the positive case in the Name field. Apply a filter to the names field.
9. Open the 'Positive Case Location Request' file in [REDACTED]
10. Copy the results and paste them into the 'Positive Case Location Request' file. Save the 'Positive Case Location Request' file and send it to the Trace Lead or Secondary Lead as appropriate. Upload the file to Microsoft Teams\Pandemic Contact Tracing Team\General.
11. Remove the filter from the Names field in the 'Covid-19 Contacts' file but keep the date filter. Add a filter to the Building field to include only those buildings that the positive case has entered during the period of concern.
12. Open the 'Building Occupant Request Template' in [REDACTED]
13. Copy the data from the 'Covid-19 Contacts' file and paste it into the 'Building Occupant Request Template'. Add a column to the 'Building Occupant Request Template' after the Name column and label it 'Phone number'.
14. Save the 'Building Occupant Request Template' and send it to the Trace Lead or Secondary Lead as appropriate. Upload the file to Microsoft Teams\Pandemic Contact Tracing Team\General.