

Pandemic Contact Tracing



Date:	26 May 2021
Subject:	Contact tracing methodology
References:	Pandemic Contact Tracing Team (Microsoft Teams)
Process Version:	V6

1. Context

During a requirement to contact trace due to a pandemic such as Covid-19, the University will be required to provide initial contact tracing data when requested by Auckland Regional Public Health (ARPHS).

The process covers requests for Staff, Student, Contractor and/or visitor cases.

2. Documents

2.1. Documents Set

Master: [REDACTED]

Uncontrolled IMT set: [REDACTED]

3. Privacy of information

During a requirement to contact trace due to a pandemic such as Covid-19, detailed privacy of data is difficult to maintain due to the speed of activity required to get names and personal contact information for students/staff etc.

The following is expected however:

- a) Documents in the Contact Tracing Team set (Microsoft Teams) will likely hold personal contact information for staff, students or others.
- b) Persons who have access to this Teams set should be aware of UoA privacy requirements, and not distribute these documents further and redact names/contract details wherever possible if information were sent outside the contact trace team.
- c) Persons assigned to this Team set are only required to have access for the purpose of assisting contract tracing and the documentation of.
- d) Information sent to IMT should also redact names and contact details wherever possible (unless there are specific requests around class information, names – from relevant groups such as campus life, HR) (Refer below for IMT template for contact)
- e) Information given to ARPHS contacts such as names, class data, phone numbers for staff students would have the expectation of privacy (under Public Health Act)

- f) Names and details for cases are not expected to be given to 3rd parties eg TEC (They are required to be informed that a case exists however)

5. IMT notification template

In order to maintain university operations under the pandemic plan, the IMT (either an existing IMT or newly informed) will need to know about a case where contact tracing has been requested by ARPHS.

Information should be included in a template similar to the following, with no direct names, genders or phone numbers

"A case of [DISEASE/VIRUS] has been reported to the HSW team by ARPHS as of [DATE][TIME], and a request for contact tracing with a [SITUATION REQUEST].

The contact tracing process has begun.

The case involves a Staff Member/Student/Contractor/Visitor

The information we currently have is that it is limited to [FACULTY/CAMPUS], and dates of concern are [DATE/S]

We expect to have more of an update in approx [X HOURS]"

Any other relevant information given by public health, including their immediate recommendations, plans to attend campus etc would also be included. Refer below for examples of situation requests eg Building Occupation Request

6. Situation requests

1. The following outlines the process to data gathering, assuming each of these situations:

a. Single location request

Staff member name given, and request is for 'supply a list of all places this person has been at UoA' within a data range.

Assumptions:

1. Timeframe would be expected as 1-2 hours to complete template from notification.
2. No phone numbers/personal data required to be gathered
3. Data Analyst can easily determine UoA ID of person(s) (if they have not been give it) etc from access, check-in data, exchange address book or other common tools
4. Property services asset team manage the process to take records from the Access Control system and combine them (this process is not included here currently)

Template Example:

Date	Time	Building	Floor	Access Card Number	UoA ID Number	Name	Department/Group	Faculty/Division	System
15/09/2020	06:06	B315	0		████	███			CheckIn
15/09/2020	06:25	B840	1	████	████	███	Commercial Services	Campus Life	Access

16/09/2020	08:25	B840	1							Manual
------------	-------	------	---	--	--	--	--	--	--	--------

B: Building occupant request

Staff member name given, and request is for 'supply a list of all people that have been in locations that the infected person has been in'

Assumptions:

1. Timeframe would be expected as 1-4 hours to complete template from notification, depending on complexity of the report
2. We equate 'locations' as 'buildings' for UoA tracing information but this may require further consideration at the time.
3. We do not include (in first tracing template provided) any additional spaces such as retail, open areas or other locations UoA doesn't actively receive tracing data (whether or not it also has NZ Covid Tracer, or other retail or 3rd party contact trace data).
4. We are expected to provide, Name, Contact Phone Number, Time and date of location entry for each person.
5. Property services asset team manage the process to take records from the Access Control system and combine them (this process is not included here currently)

Template Example (for occupant request, one building):

Date	Time	Building	Floor	Access Card Number	UoA ID Number	Name	Department/Group	Faculty/Division	System	Phone Number
15/09/2020	06:06	B315	0						Checkin	021 35645
15/09/2020	06:25	B315				John Smith	Commercial Services		Access	021 35645
16/09/2020	08:25	B315				Mary Poppins		Campus Life	Manual	022 35645
15/09/2020	06:06	B315	0			Jay Brown			Checkin	027 35645
15/09/2020	06:25	B315	1			John Smith		FoS	Access	027 35645
16/09/2020	08:25	B315				Wilma Flintstone	Student		Checkin	021 35645