

Bulletin: Individual Staff Self-Assessment Process & Isolation Guidance for vaccinated staff members

17 August 2021

To: Heads of Department/Section, Executive Deans,
HSLOs and DHSOs, Faculty Managers.

For action

This bulletin should be circulated to all staff members that undertake or are responsible for COVID-19 Risk Assessments.

COVID-19 Individual Staff Self-Assessment Process

Workplace Health, Safety and Wellbeing (WHSW) have updated the COVID-19 *Staff Individual health risk assessment* (IHRA) process to allow for staff self-assessment while reducing the time required of both the staff member and the manager when completing this documentation.

Line managers must ensure that staff members complete an online [individual health risk assessment](#) to identify their 'COVID age'.

The COVID age score obtained will correspond to a red, amber, yellow, or green risk category. Managers will be required to refer staff in the red category to the Occupational Health team. Full advice on this process is provided within the following document:

- [Individual Staff COVID Risk Assessment Process \(.pdf\)](#)

Self-Isolation Guidance for double vaccinated staff members

As part of Step 4 of the Government's COVID-19 roadmap, double vaccinated people (or people who are fully vaccinated) will no longer be legally required to self-isolate if they are identified as a close contact of a positive COVID-19 case, including those in shared households.

The University has identified some risks to our community if the Step 4 advice for vaccinated people is followed without further mitigations. Additional layers of protection have been introduced and apply to different close contact categories. Please familiarise yourself with the information and advice within the following guidance:

- [COVID Isolation Guidance for Double Vaccinated Persons Working or Studying on our Campuses \(.pdf\)](#)

If you have any queries on the latest processes detailed above, please contact covid19@essex.ac.uk