**Workflow for contact tracing during a pandemic**

Suspected case to don surgical mask. Isolate the case and immediate transfer to TTSH via 995 (indicating that the case to be conveyed is a suspect case)

Yes

Suspected infectious case in workplace that fit case definition (as advised by MOH)

Ward staff to inform ward supervisor

Ward supervisor to send the contact tracing details to contact tracing group. Contact tracing group to collate all the information to HPO within 24 hours. HPO to submit the information to MOH within 24 hours.

Yes

Staff return to work upon completion of Quarantine Order or upon doctor’s certification

Supervisor to inform HOD; Infection control team; HPO. Ward Supervisor to take note of staff who have come into contact with the affected person to monitor their health for the period of time following the guidelines issued by MOH.