

A laptop screen displaying the Mears Protect web application. The interface includes a header with the Mears Protect logo and a navigation bar. Below the header, there is a section for 'Mears Protect Access Requests' with a warning message. The main content area features four cards: 'ACCIDENT' (Has someone suffered an injury as a direct result of a work activity?), 'ILL HEALTH' (Has someone been diagnosed with any of the following?), 'INCIDENT' (Has an incident (event or circumstance) occurred which had the potential to cause injury, ill health or harm to the environment?), and 'INFORMATION SECURITY BREACH' (Has some confidential or personal data been lost or inadvertently disclosed to the wrong person or persons?). At the bottom, there is a section for 'Incidents' with a table showing 'Open and owned by me' and a message 'There are no actions for you right now.'

MEARS

Mears Group Covid-19 Reporting Mears Protect Guide

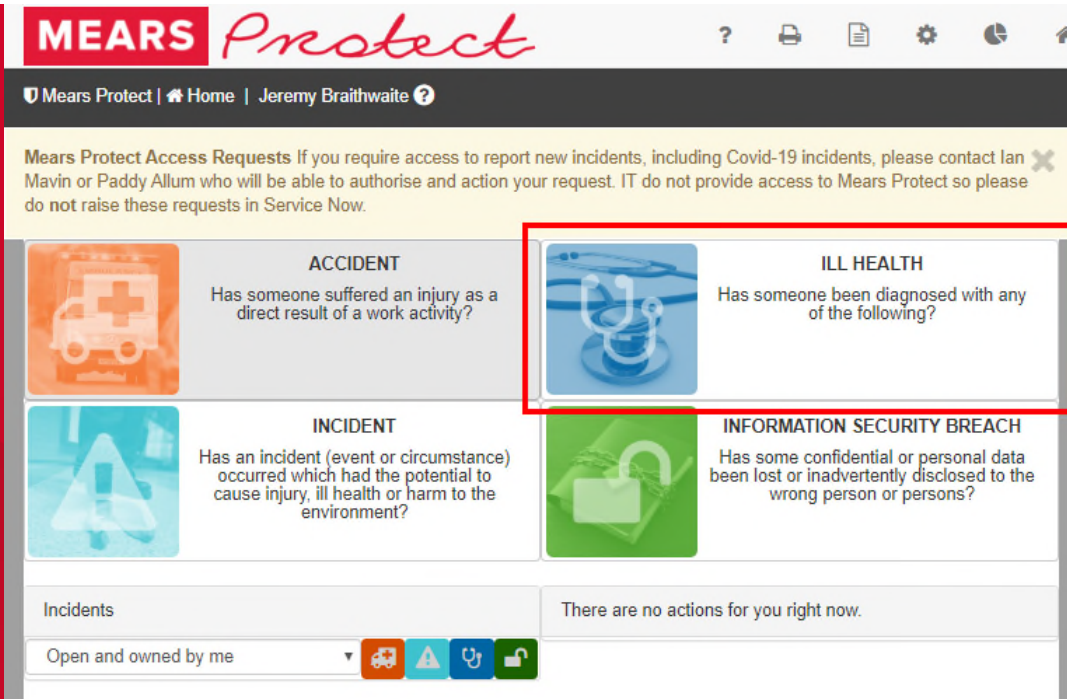
Presented by: Name Surname

Job Title: optional

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How to report a Covid-19 Incident

- ▶ Open Mears Protect from the icon on Mears Connect
- ▶ Start a new “ILL HEALTH” report
- ▶ * If you cannot see the four buttons pictured contact Paddy Allum or Ian Mavin who can set up your access



Choose the type of Covid-19 Report

- ▶ Choose the appropriate report:-
 - ▶ “Confirmed diagnosis of Covid-19” option for people that have been tested positive for the disease
 - ▶ “Contact with a person...” use the this option to report all other Covid-19 incidents.
- ▶ Complete all other mandatory fields to progress the report

MEARS Protect ? ? ? ? ?

Mears Protect | Health | Jeremy Braithwaite ?

This is the UAT database and contains the latest V1.7 releases

Author: Jeremy Braithwaite Type: Health Status: In Preparation
Owner: Jeremy Braithwaite Incident Reference: PENDING Business Area:
Created: Completed Date: Report to HSE?:

16% Complete

New Health Issue (Health Checklist)

Employment Type: <Select Employment Type> Injured Party Employment Status:

Have any of the following events occurred (Check most applicable):-

- ☐ Carpal Tunnel Syndrome
- ☐ Severe cramp of the hand or forearm
- ☐ Occupational Dermatitis
- ☐ Hand – Arm Vibration Syndrome
- ☐ Occupational Asthma
- ☐ Tendinitis or Tenosynovitis of the hand or forearm
- ☐ Any Occupational Cancer
- ☐ Any disease attributed to an occupational exposure to a biological agent
- ☐ Confirmed diagnosis of Covid-19
- ☐ Contact with a person who has confirmed diagnosis of Covid-19 or advised to isolate due to potential exposure to Covid-19
- ☐ None of the above

Save Abandon Branch Details ▶

Covid-19 Categorisation

- ▶ Make sure you choose the most appropriate values for Source and Treatment
- ▶ You must select “Yes” even if they are working from home, as they can’t physically be at work whilst “self Isolating”
- ▶ If absent from work (including “self isolating working from home”) enter the date they were first absent, if they have not returned leave the Returned To Work date blank
- ▶ If they are off sick they should record correctly on Workday and follow the Absence Reporting Policy

MEARS Protect ? 🖨 📄 🕒 🏠

Mears Protect | Health | Jeremy Braithwaite ?

This is the UAT database and contains the latest V1.7 releases ✕

Author: Jeremy Braithwaite Type: Health Status: In Preparation
 Owner: Jeremy Braithwaite Incident Reference: PENDING Business Area: CARE
 Created: 05/05/2020 11:19 Completed Date: Report to HSE?: **Yes**

83% Complete

New Health Issue (Provide details of the Health Issue?)

For data security reasons, ensure that you do not include any identifiable details about the affected party, such as their name, ID, address, email, telephone number etc, in the Summary or any of the action notes or uploaded attachments

Summary Of Health Issue (489 characters remaining)

Description

On what date did this issue first occur? 28/04/2020 📅 Type Reportable Health Issue

What time did this first occur? 11:20 🕒 Nature of Illness Exposure to Covid-19

Source Of Illness Due to activity outside of work ▼ Absent From Work? Yes ▼

Treatment Self Isolation - No Infection ▼ Date First Absent From Work <select date> 📅

Date Returned To Work (if applicable) <select date> 📅

💾 Save 🗑 Abandon 🔗 IP Details 📖 Training & Information

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Completing the report

- Once you have completed the reporting sections you will get a full report with a list of required actions to be completed.
- Note the location of the Fast Actions and Make Reportable buttons

The screenshot displays the MEARS Protect interface. At the top, the 'MEARS Protect' logo is visible. The form is divided into several sections:

- Description:** A text area for the incident description.
- On what date did this issue first occur?:** A date picker set to 28/04/2020.
- What time did this first occur?:** A time picker set to 11:20.
- Type:** A dropdown menu set to 'Covid-19'.
- Nature of Illness:** A dropdown menu set to 'Exposure to Covid-19'.
- Source Of Illness:** A dropdown menu set to 'Due to activity outside of work'.
- Treatment:** A dropdown menu set to 'Self Isolation - No Infection'.
- Absent From Work?:** A dropdown menu set to 'Yes'.
- Date First Absent From Work:** A date picker set to '<select date>'.
- Date Returned To Work (if applicable):** A date picker set to '<select date>'.
- Days Lost:** A text input field set to '0'.

Below the form, there are two sections for training and information:

- Equipment Training:** A section with checkboxes for 'Training Already Completed by IP' (Company Induction (PEAW), Refresher training, None) and 'Information Already Received by IP' (Care Worker Handbook, Specific care safe talk, None).

A warning message states: 'For data security reasons, ensure that you do not include any identifiable details about the affected party, such as their name, ID, address, email, telephone number etc, in the Summary or any of the action notes or uploaded attachments'.

The **Investigation Details** section shows a list of actions:

- Incident Actions:** A tab that is highlighted with a red box.
- Incident Notes:** A tab.
- Supporting Documents:** A tab.

At the top right of the actions list, there are two buttons: **Add Fast Action** (highlighted with a red box) and **Add Action**.

The actions list contains three items:

Issue	Assigned To	Due By	Status	Priority	Created On
Issue all relevant information	Jeremy Braithwaite	10/05/2020	Open	Low	05/05/2020 11:25
Ensure any absence is recoded on Workday	Jeremy Braithwaite	08/05/2020	Open	Low	05/05/2020 11:25
Offer advice that if they develop any symptoms they should seek advice from NHS 111 immediately and inform their manager				High	05/05/2020 11:25

At the bottom of the page, there is a navigation bar with several buttons: **Save**, **Reassign**, **Make Reportable** (highlighted with a red box), **Pass to SHE Manager**, **Share This Report**, and **Delete**.

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Upgrading an Incident to Confirmed

- ▶ If the affected person at a later date tests positive use the Fast Action to convert the incident from Exposure to Confirmed Diagnosis using the Fast Action button and selecting the “**Exposure to Covid-19 - Convert to confirmed diagnosis of Covid-19**” Fast Action.
- ▶ This will create a new action where you must attach the Test Results

The screenshot displays the MEARS system interface. A 'Select Fast Action' dialog box is open, showing two options for fast actions. The first option, 'Exposure to Covid-19 - Convert to confirmed diagnosis of Covid-19', is highlighted with a red box around its 'Add Action' button. The second option is 'Exposure to Covid-19 - Negative test received'. Below the dialog box, the 'Investigation Details' section is visible, showing a list of incident actions. The 'Add Fast Action' button is also highlighted with a red box. The background shows the 'Health Issue' and 'Equipment Training' sections of the incident record.

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Select Fast Action

Fast Action Name
Exposure to Covid-19 - Convert to confirmed diagnosis of Covid-19 **Add Action**

Fast Action Description
This action will escalate the Health Incident from Exposure to Covid-19 to confirmed diagnosis of Covid-19.

Fast Action Name
Exposure to Covid-19 - Negative test received **Add Action**

Fast Action Description
The person has taken a Covid-19 test and the results are negative.

Cancel

Investigation Details

Incident Actions Incident Notes Supporting Documents

Add Fast Action **Add Action**

Downgraded from Confirmed Diagnosis of Covid-19 to Exposure to Covid-19, please give an explanation of why this incident was downgraded

Assigned To	Due By	Status	Priority	Created On
Jeremy Braithwaite	06/05/2020	Open	High	05/05/2020 15:34

Please attach the negative test results or provide details of the test.

Assigned To	Due By	Status	Priority	Created On
			High	05/05/2020 15:34

Save **Reassign** **Make Reportable** **Pass to SHE Manager** **Share This Report** **Delete**

Recording a Positive Covid-19 Test Result

- ▶ If the affected person at a later date takes a Covid-19 test and it is positive you should record this using the Fast Action button and selecting the “**Confirmed Covid-19 - Positive test received**” Fast Action.
- ▶ This will create a new action where you must attach the new Test Results

The screenshot displays the MEARS system interface. A 'Select Fast Action' dialog box is open, showing two options for fast actions. The first option is 'Exposure to Covid-19 - Convert to confirmed diagnosis of Covid-19' with an 'Add Action' button. The second option is 'Exposure to Covid-19 - Negative test received' with an 'Add Action' button highlighted by a red rectangle. Below the dialog box, the 'Investigation Details' section is visible, showing incident actions, notes, and supporting documents. A red rectangle highlights the 'Add Fast Action' button in the 'Incident Actions' tab. The incident details show it was downgraded from 'Confirmed Diagnosis of Covid-19' to 'Exposure to Covid-19'.

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Health Issue

Summary Of Health Issue

Description

On what date did this incident occur?

28/04/2020

What time did this incident occur?

11:20

Equipment Training

Training Already Completed

☐ Company Induction

☐ Refresher training

☒ None

Fast Action Name

Exposure to Covid-19 - Convert to confirmed diagnosis of Covid-19

Fast Action Description

This action will escalate the Health Incident from Exposure to Covid-19 to confirmed diagnosis of Covid-19.

Fast Action Name

Exposure to Covid-19 - Negative test received

Fast Action Description

The person has taken a Covid-19 test and the results are negative.

Cancel

For data security reasons, ensure that you do not include any identifiable details about the affected party, such as their name, ID, address, email, telephone number etc, in the Summary or any of the action notes or uploaded attachments

Investigation Details

Incident Actions Incident Notes Supporting Documents

Downgraded from Confirmed Diagnosis of Covid-19 to Exposure to Covid-19, please give an explanation of why this incident was downgraded

Assigned To: Jeremy Braithwaite Due By: 06/05/2020 Status: Open Priority: High Created On: 05/05/2020 15:34

Please attach the negative test results or provide details of the test.

Assigned To: Due By: Status: Priority: High Created On: 05/05/2020 15:34

Save Reassign Make Reportable Pass to SHE Manager Share This Report Delete

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Downgrading an Incident to Exposure

- If the incident was initially raised as confirmed diagnosis but you need to downgrade to Exposure to Covid-19 then use the Fast Action button and select the **“Confirmed Covid-19 - Convert to Exposure to Covid-19”** fast action.

The screenshot displays the MEARS system interface. A 'Select Fast Action' dialog box is open, showing two options for fast actions. The first option, 'Exposure to Covid-19 - Convert to confirmed diagnosis of Covid-19', is highlighted with a red box around its 'Add Action' button. The second option is 'Exposure to Covid-19 - Negative test received'. Below the dialog box, the 'Investigation Details' section is visible, showing the incident status as 'Downgraded from Confirmed Diagnosis of Covid-19 to Exposure to Covid-19'. The 'Add Fast Action' button in this section is also highlighted with a red box. The incident details include the assigned person (Jeremy Braithwaite), due date (06/05/2020), status (Open), priority (High), and creation date (05/05/2020 15:30).

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Select Fast Action

Fast Action Name
Exposure to Covid-19 - Convert to confirmed diagnosis of Covid-19 **Add Action**

Fast Action Description
This action will escalate the Health Incident from Exposure to Covid-19 to confirmed diagnosis of Covid-19.

Fast Action Name
Exposure to Covid-19 - Negative test received **Add Action**

Fast Action Description
The person has taken a Covid-19 test and the results are negative.

Cancel

Investigation Details

Incident Actions Incident Notes Supporting Documents

Add Fast Action Add Action

Downgraded from Confirmed Diagnosis of Covid-19 to Exposure to Covid-19, please give an explanation of why this incident was downgraded

Assigned To: Jeremy Braithwaite Due By: 06/05/2020 Status: **Open** Priority: High Created On: 05/05/2020 15:30 By: Jeremy Braithwaite

Escalated to confirmed diagnosis of Covid-19, ensure all appropriate parties have been informed and the infected person is given the current government advice.

Save Reassign Make Reportable Pass to SHE Manager Share This Report Delete

Recording a Negative Covid-19 Test Result

- ▶ If the affected person at a later date takes a Covid-19 test and it is negative you should record this using the Fast Action button and selecting the “**Confirmed Covid-19 – Negative Test received**” Fast Action.
- ▶ This will create a new action where you must attach the new Test Results

The screenshot displays the MEARS system interface. A 'Select Fast Action' dialog box is open, showing two options for fast actions. The first option is 'Exposure to Covid-19 - Convert to confirmed diagnosis of Covid-19' with an 'Add Action' button. The second option is 'Exposure to Covid-19 - Negative test received' with an 'Add Action' button highlighted by a red rectangle. Below the dialog box, the 'Investigation Details' section is visible, showing incident actions, notes, and supporting documents. A red rectangle highlights the 'Add Fast Action' button in the 'Incident Actions' tab. The incident details show it was downgraded from 'Confirmed Diagnosis of Covid-19' to 'Exposure to Covid-19' and includes fields for assigned person, due date, status, priority, and creation date.

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Health Issue

Summary Of Health

Description

On what date did this

28/04/2020

What time did this f

11:20

Equipment Tr

Training Already Co

☐ Company Induc

☐ Refresher traini

☒ None

☒ None

For data security reasons, ensure that you do not include any identifiable details about the affected party, such as their name, ID, address, email, telephone number etc, in the Summary or any of the action notes or uploaded attachments

Investigation Details

☒ Incident Actions ☐ Incident Notes ☐ Supporting Documents

☒ Add Fast Action ☐ Add Action

Downgraded from Confirmed Diagnosis of Covid-19 to Exposure to Covid-19, please give an explanation of why this incident was downgraded

Assigned To: Jeremy Braithwaite Due By: 06/05/2020 Status: Open Priority: High Created On: 05/05/2020 15:30 By: Jeremy Braithwaite

Escalated to confirmed diagnosis of Covid-19, ensure all appropriate parties have been informed and the infected person is given the current government advice

Save Reassign Make Reportable Pass to SHE Manager Share This Report Delete

Completing the Incident

- ▶ Once all actions have been closed pass the incident to the SHE manager for final check using the “Pass to SHE Manager” button
- ▶ If the affected party is marked as Absent From Work” then the “Date Returned To Work” must be completed. If they are still absent then leave the Incident open until they have returned to work (including working from home).
- ▶ Once the RTW date and all actions have been completed then “Pass to SHE Manager”.

MEARS Protect

Sign in | Care Worker | Please enter the employee ID

Affected Party Contact Number: fgh | Affected Party Address (Must Include a valid Post Code without spaces): CM14XS | Affected Party Gender: Female | Date Of Birth: 28/04/2020 | Age (At time of reporting): 0

Injured Party Email: | Contact Email: |

Health Issue Details

Summary Of Health Issue

Description: |

On what date did this issue first occur?: 28/04/2020 | Type: Covid-19 | Absent From Work?: Yes | Date First Absent From Work: 05/05/2020 | Date Returned To Work (if applicable): <select date> | Days Lost: 0

What time did this first occur?: 11:20 | Nature of Illness: Confirmed Covid-19 Diagnosis | Source Of Illness: Due to activity outside of work | Treatment: Self Isolation - No Infection

Equipment Training

Training Already Completed by IP: ☐ Company Induction (PEAW) | ☐ Refresher training | ☒ None | Information Already Received by IP: ☐ Care Worker Handbook | ☐ Specific care safe talk | ☒ None

For data security reasons, ensure that you do not include any identifiable details about the affected party, such as their name, ID, address, email, telephone number etc, in the Summary or any of the action notes or uploaded attachments

Investigation Details

Incident Actions | Incident Notes | Supporting Documents

Escalated to confirmed diagnosis of Covid-19, ensure all appropriate parties have been informed and the infected person is given the current government advice

Save | Reassign | Make Reportable | **Pass to SHE Manager** | Share This Report | Delete

Reinstating and Amending a Closed Covid-19 Incident

- ▶ Press the “Reinstate Incident” button and you will have two options
- ▶ 1) Reinstate to the SHE Manager, this will set the incident back to the final check stage where the SHE Manager can make adjustments
- ▶ 2) Reinstate to the Originator, this will set the incident back to the investigation stage where the originator can make changes and then pass to the SHE manager for final checks.

The screenshot displays the MEARS system interface. A red box highlights the 'Reinstate Incident' dialog box, which offers two options: 'Reinstate Incident To SHE Manager' and 'Reinstate Incident To Originator'. Below the dialog, the incident details form is visible, including sections for 'Injured Party', 'Health Issue Details', 'Equipment Training', and 'Investigation Details'. The 'Reinstate Incident' button at the bottom of the form is also highlighted with a red box.

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Injured Party

Employment Type
Work Experience
Affected Party Name
Affected Party Contact
Injured Party Email
Contact Email

Health Issue Details

Summary Of Health Issue
Description

On what date did this issue first occur?
28/04/2020

What time did this first occur?
11:20

Type
Covid-19

Nature of Illness
Confirmed Covid-19 Diagnosis

Source Of Illness
Due to activity outside of work

Treatment
Self Isolation - No Infection

Absent From Work?
Yes

Date First Absent From Work
<select date>

Date Returned To Work (if applicable)
29/04/2020

Days Lost
0

Equipment Training

Training Already Completed by IP
☐ Company Induction (PEAW)
☐ Refresher training
☒ None

Information Already Received by IP
☐ Care Worker Handbook
☐ Specific care safe talk
☒ None

Investigation Details

Incident Actions
Incident Notes
Supporting Documents

Save Reassign Make Reportable Reinstate Incident Share This Report Delete