

Suspected case (employee has symptoms)

- If an employee has COVID-19 symptoms (new continuous cough, fever, new loss of taste or smell) send them home immediately and tell them to book a test online at www.gov.uk or by calling 119 and to follow the stay at home guidance.
- Clean premises thoroughly as normal, paying particular attention to anywhere the employee may have touched frequently (door handles, light switches, cash register, computer keyboard, telephone etc).
- Use disposable cloths and cleaning equipment. You can find guidance on cleaning after a case of COVID at www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings.
- Double bag any personal waste.
- It is not necessary to close the business or workplace or send any other staff member(s) home unless you are advised to do so following investigation by the Public Health Agency (PHA).

One employee or customer tests positive

- The PHA Contact Tracing Service (CTS) will be in touch with the person who has tested positive (the case) to identify all their close contacts - including at work or in businesses they have visited. The case will have to self-isolate for **10 days**. If any of those close contacts are co-workers, the case may wish to (but is not obliged to) ask their employer to alert those co-workers.
- Not all people the person has met will be close contacts. The CTS will determine this through their discussion.
- All close contacts will then be called by the CTS and told to self-isolate for **14 days**. If they develop symptoms they should book a test. Close contacts should NOT book tests unless they develop symptoms. Please note a close contact must complete the full 14 days self-isolation even if they receive a negative test result.
- People who live with a close contact of a case will NOT have to self isolate unless they are also a close contact of the case.
- **Businesses do not have to close because one employee has tested positive.**
- Follow the cleaning advice above and reinforce prevention messages.
- You should support workers who need to self-isolate and must not ask them to attend the workplace if they have been advised to stay at home.

Two employees or customers test positive

- Where two or more cases may be linked through their employment or attendance at a common business or setting, the PHA will consider this and assess if further investigation is needed. Two cases linked to a setting is not necessarily an outbreak as the link may be coincidental.
- The PHA may contact the business owner to get information and give advice on what to do. This could mean enhanced cleaning, testing of all employees or other preventative measures to break the chain of infection. These are determined on a case by case basis.
- PHA will work with the business owner until any outbreak or cluster is appropriately managed and the business can operate safely. This is designed to be a supportive process.
- Where appropriate the Health and Safety Executive or District Council may be involved in these discussions and action plans.