

Action Plan – Suspected/Confirmed COVID case

If a staff member believes they have symptoms or displaying symptoms they are:

- Advised to go and get a test and must not attend work until test result issued and shown to their line manager
- Negative test result – can return to work with immediate effect and advise line manager
- Positive test result – remain off work for Government recommended isolation period (currently 14 days)

If positive;

As part of the testing process, individuals may have already been asked who they have been in close recent contact with.

A close 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic and up to 7 days from onset of symptoms (this is when they are infectious to others). This could be a person who:

- spends significant time in the same household
- has had face-to-face contact (within one metre), including:
 - having skin-to-skin physical contact, or
 - contact within one metre for one minute or more
- has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- has travelled in a small vehicle, or in a large vehicle or plane

Alerting close contacts

When someone first develops symptoms and orders a test, they will be encouraged to alert the people that they have had close contact with in the 48 hours before symptom onset. If any of those close contacts are co-workers, the person who has developed symptoms should ask their employer to alert those co-workers.

Close contacts at this stage do not need to self-isolate unless requested to do so by NHS Test and Trace or a public health professional, but they should:

- avoid contact with people at high increased risk of severe illness from coronavirus, such as people with pre-existing medical conditions
- take extra care in practising social distancing and good hygiene
- watch out for symptoms and self-isolate if they also show signs of coronavirus

SCCI Group may need to keep staff informed about COVID-19 cases among their colleagues. However, we will not name the individual. If a co-worker is at risk because of close contact with the positive case, then they will be notified to self-isolate by the NHS Test and Trace service.

Positive Cases

In the event of positive test SCCI Group may take steps to close or partially close the office in order to carry out additional cleaning and sanitising. This will be carried out to cause minimum disruption to a working day. Where disruption may occur, your line manager will direct you as to how service will be maintained throughout.

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