Identify

You may be informed of a confirmed case of COVID-19 by NHS Test & Trace, an employee, visitor or your local Public Health England Health Protection Team (PHE HPT).

When you are informed of more than one confirmed case, go to step 2.

Refer to NHS Test and Trace: workplace guidance or search the title on GOV.UK for further advice.

Report

Contact your local PHE HPT for help and advice. Refer to www.gov.uk/health-protection-team for contact details.

Early engagement with your local PHE HPT is key to minimise any possible wider outbreak in your community. See page 2 for information you may be asked to provide. Do not worry if you are unable to answer all the questions, your local PHE HPT will help guide you through the process.

Respond

Your local PHE HPT will work with you to assess the risks and advise you of what actions to take.

Depending on the outcome, your local PHE HPT and Local Authority may establish an Outbreak Control Team to help support you to manage the situation.

See page 2 for types of action that could be put in place.

Contact the East Midlands PHE HPT: 0344 2254 524
General guidelines to prevent the spread of COVID-19:

There are important actions that everyone should take at all times to help prevent the spread of COVID-19. Refer to Working safely during coronavirus guidance or search the title on GOV.UK. This has practical steps to take and explains how you must carry out a COVID-19 risk assessment for your organisation.

The information contained on this card is specifically in relation to an outbreak, and should not replace health and safety and infection steps you already take, or have implemented as a result of consulting the ‘Working safely during coronavirus’ guidance.

Information your local PHE HPT may request from you:

<table>
<thead>
<tr>
<th>Details of your organisation</th>
<th>Details of the cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>• name of company</td>
<td>• contact details of the people affected</td>
</tr>
<tr>
<td>• location (including postcode and Local Authority)</td>
<td>• when the individual(s) became unwell</td>
</tr>
<tr>
<td>• key contact details: name, phone number, email</td>
<td>• when they were last present in the environment</td>
</tr>
<tr>
<td>• number of staff</td>
<td>• nature of the roles/job undertaken by any staff affected</td>
</tr>
</tbody>
</table>

Types of actions you may need to put in place include:

- Enhanced hygiene, hand washing and cleaning regimes, and use of personal protective equipment (PPE)
- Increased staff awareness of and adherence to preventative measures
- Additional measures to limit access to the premises
- Temporary closure of the premises

To access more information refer to the guidance below or search the titles on GOV.UK:

- guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person
- COVID-19: cleaning in non-healthcare settings
- government’s safer travel guidance for passengers
- working safely during coronavirus (COVID-19) in close contact services

Last updated: 24/07/2020