

Covid-19; Preventing and Managing Covid-19 in Workplace Settings – Local Guidance

Who should use this information?

Business owners, managers and staff of workplace settings e.g. factories, offices. This information provides key steps to quickly identify and contain any potential COVID-19 outbreak and does not replace any health and safety or infection control steps you already have in place.

General guidelines to prevent the spread of COVID-19:

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 to carry out a COVID-19 risk assessment for your organisation.

Suspected case:

If a member of staff or contractor develops symptoms whilst at work measures should be taken to support them to return home immediately, avoiding contact with anyone else in the workplace.

- They should use private transport, but they must only drive if it is safe for them to do so.
- If they cannot get home themselves, contact a household member and request that they collect them as soon as possible.
- Advise the staff member to arrange a PCR test via www.gov.uk/get-coronavirus-test or by calling **119**. They should inform their workplace of the test result as soon as possible.
- If a staff member is awaiting collection they should wait in a room where they can be isolated behind a closed door with a window opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
- If they need to go to the bathroom while waiting to be collected they should, if possible, use separate facilities which should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- If the member of staff requires support from another member of staff whilst awaiting collection refer to the [supporting people outside of their home](#) guidance.
- The workplace should record and keep the details of the incident in case it is needed for future case or outbreak management.

Once the member of staff has returned home they should continue to follow the guidance on [self-isolation](#)

The workplace will be informed if a staff member tests positive as part of NHS Test and Trace if they have been in attendance whilst symptomatic. The workplace will not be informed of any negative results and would not normally be informed of a result where the member of staff has not attended work while infectious.

Supporting a member of staff to self-isolate

If a member of staff needs support to enable them to self-isolate, there are local, as well as national, support systems in place that can provide help: www.northyorks.gov.uk/help-you-during-coronavirus-covid-19 or call **01609 780780** for more information.

Positive case

For one or more positive cases employers must complete the following three actions:

1. Call PHE Yorkshire and Humber Health Protection Team on **0113 386 0300**
2. Notify North Yorkshire Public Health Team – **email: dph@northyorks.gov.uk**
Email header: Confirmed COVID case – workplace (name of setting and District)
3. Employers should call the Self Isolation Service Hub on **020 3743 6715** as soon as they are made aware that any of their workers have tested positive. Employers will need to provide the 8 digit NHS Test and Trace Account ID (CTAS number) of the positive case alongside the names of co-workers identified as close contacts.

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

2 or more positive cases:

Follow the actions above and our local PHE HPT will work with you to assess the risks and advise you of what actions to take. Depending on the outcome, the Health Protection Team and North Yorkshire County Council may establish an Outbreak Control Team to support you to manage the situation. This team will include your local Environmental Health Officer, who may visit the workplace to see the preventative measures you have in place.

Close contact and self isolation

You must self-isolate if you have been informed by NHS Test and Trace that you are a contact of a person who has had a positive test result for COVID-19 unless you are participating in an approved daily contact testing scheme or, from 16 August, if you are exempt as outlined below.

You will not need to self-isolate if you are notified you have had close contact with someone with COVID-19 or if you receive a contact alert via the NHS Test and Trace App if any of the following apply, however you will be advised to take a PCR test:

- you are fully vaccinated
- you are below the age of 18 years and 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons

Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.

However, if you do not meet the criteria above and receive a contact tracing alert you must self isolate, get a PCR test and continue to self isolate regardless of the result.

For further details on ensuring workers self-isolate where necessary can be found [here](#).

Useful advice to manage the risk of COVID-19 in the workplace can be found [here](#).

This includes advice on cleaning, ventilation, car sharing and touchpoints.

Information your local PHE HPT may request from you:

Details of your organisation

- name of company
- location (including postcode and Local Authority
- key contact details: name, phone number, email
- number of staff

Details of the cases

- contact details of the people affected
- when the individual(s) became unwell
- when they were last present in the work environment
- nature of the roles/job undertaken by any staff affected
- known links between the individual(s) with COVID-19 (in or out of work)
- number of people with which the individual(s) had close contact
- nature of the environment (for example site layout and nature of the building)
- details of control measures
- has there been any contact with other agencies? for example Local Authority, Food Standards Agency (FSA), Health and Safety Executive (HSE)

Types of Actions you may need to take:

- Increased staff awareness of the safer travel guidance for passengers if they car share to get to work
- Enhanced hygiene and handwashing regimes
- Increased use of personal protective equipment (PPE) and face coverings
- Increased staff awareness of and adherence to preventative measures consistent with the government working safely during coronavirus (COVID-19) and staying alert and safe guidance
- Enhanced cleaning of the workplace: cleaning in non-healthcare settings
- Staff working patterns changed to team or shift working
- Additional measures to limit access to the premises, or temporary closure of the site
- Staff Management:
 - o If any members of staff become unwell on site with a new, continuous cough, a high temperature or loss of or change of sense of taste or smell, they should be sent home. If they become unwell when at home, they should stay at home, access testing and not come to work.
 - o NHS Track and Trace in the workplace has been updated to reflect the easing of restrictions. Designated workplaces in certain sectors should have a system in place to request and record contact details of customers and visitors. They should also keep a record of all staff working on their premises, their shift times and contact details. [Click here](#) for more information
 - o Venues are encouraged to display an NHS QR code poster. [Click here](#) for more information.
 - o Provide clear, consistent and regular communication to improve understanding and consistency of ways of working.

To access more information, refer to the guidance below:

- www.gov.uk/coronavirus
- www.northyorks.gov.uk/TestAndTrace
- www.gov.uk/guidance/nhs-test-and-trace-how-it-works
- www.northyorks.gov.uk/guidance-workplace-settings
- www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance
- www.gov.uk/guidance/guidance-and-support-for-employees-during-coronavirus-covid-19
- www.gov.uk/guidance/working-safely-during-coronavirus-covid-19
- www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles
- www.gov.uk/government/publications/reopening-businesses-and-venues-in-england?utm_medium=email&utm_campaign=govuk-notifications&utm_source=d16cec85-6e0b-44a1-bb88-e59f5718c6a6&utm_content=daily

For a positive case/s of COVID-19 immediately inform
 PHE Yorkshire & Humber Health Protection team (0113 386 0300)
 A member of the Health Protection Team will be available 24/7 to advise.

If you have a non-urgent concern about any part of this process, contact dph@northyorks.gov.uk

SUSPECTED case in staff member

Advise staff member to isolate at home for minimum of 10 days from onset of symptoms.

Advise that the staff member, gets tested within 5 days via www.nhs.uk/coronavirus or call **119**.

If any of their contacts develop symptoms, they should get tested too.

Clean and disinfect areas the suspected case was using – wear appropriate PPE (minimum gloves and apron).

Result of test?

Negative for COVID-19

Positive for COVID-19
 FOLLOW CONFIRMED CASE process

Case can return once well. Contacts can stop self-isolating and carry on as normal.

If the CONFIRMED case has not been in the workplace during the infectious period (48 hours before symptoms to 10 days after) then no further action needs to be taken.

CONFIRMED case in staff member

Employers need to inform the following of the positive case:

1. PHE Yorkshire & Humber Health Protection team on **0113 386 0300**
2. County Council Public Health team at dph@northyorks.gov.uk
3. Self Isolation Service Hub on **020 3743 6715**

Advise staff member to isolate for minimum of 10 days from onset of symptoms.

NHS Test and Trace will get in touch with anyone who is a contact of someone who has tested positive for COVID-19 by text message, email, phone or the NHS COVID-19 app.

Advise that anyone with symptoms get tested via www.nhs.uk/coronavirus or call **119**.

Clean and disinfect areas the confirmed case and close contacts were using – wear appropriate PPE (minimum gloves and apron).

Review COVID procedures to check if further action is needed following the positive case

Cases and contacts can return once the isolation period is completed.

2 or more CONFIRMED cases in same setting

Employers need to inform the following of the positive case:

1. PHE Yorkshire & Humber Health Protection team on **0113 386 0300**
2. County Council Public Health team at dph@northyorks.gov.uk
3. Self Isolation Service Hub on **020 3743 6715**

Advise staff members to isolate for minimum of 10 days from onset of symptoms.

NHS Test and Trace will get in touch with anyone who is a contact of someone who has tested positive for COVID-19 by text message, email, phone or the NHS COVID-19 app.

Advise that anyone with symptoms get tested via www.nhs.uk/coronavirus or call **119**.

Clean and disinfect areas the confirmed case and close contacts were using – wear appropriate PPE (minimum gloves and apron).

Review COVID procedures to check if further action is needed following the positive cases

The County Council Public Health Team will monitor the outbreak, providing tools to support outbreak communications and infection control advice. Call PHE again if:

- The situation worsens considerable
- There are any hospitalisations
- Any media interest