

## Emergency Action Plan

If anyone becomes unwell with a new, continuous cough, loses their sense of taste or smell, or has a high temperature in the business or workplace, they should be sent home and advised to follow the [stay at home guidance](#).

At the time of writing (13 August), the government is not recommending that you need to close your business/workplace if one person develops symptoms on your premises. However, if you have more than one confirmed case, you will need to report it to your local Health Protection Team. [Find your local Health Protection Team](#). They will need to investigate and help you to decide on the most appropriate course of action to take.

You should keep monitoring the government [guidance for employers](#) as it is reviewed and updated regularly. Please bear in mind that not all cases of symptoms will be confirmed as coronavirus (COVID-19). You may also wish to contact your local Health Protection Team, who will be able to advise if there have been any other confirmed COVID-19 cases in your area.

If the person with symptoms needs clinical advice, they should go online to NHS 111 or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should **not** visit their GP, pharmacy, urgent care centre or a hospital.

Anyone who is showing symptoms qualifies for a test. Tests can be booked online via the relevant government website. A decision on their return to work can be made based on receiving these results.

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 consider asking 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 COVID-19, such as people with pre-existing medical conditions;
- Take extra care in practising social distancing and good hygiene; and
- Watch out for symptoms and self-isolate if they also show signs of COVID-19.

Employers may need to keep staff informed about COVID-19 cases among their colleagues.

It is worth noting that the name of the test and trace service differs in each country within the UK.

Anyone who has been in recent close contact with a person showing symptoms of COVID-19, or a person identified as an asymptomatic carrier of the virus through testing, may receive a notification from the NHS asking them to self-isolate. If a person receives a notification from the NHS requiring them to self-isolate, this should override any previous instructions about whether to isolate or not. Anyone who is told to self-isolate by the NHS should do so immediately and follow all further instructions from that service.

You should clean and disinfect any surfaces that the unwell person has had significant contact with, such as worktops that they may have sneezed on or areas of floor where they have vomited. Closing the premises to do a 'deep clean' should not be necessary if your employees are following the recommended handwashing and hygiene precautions.

An investigation will need to be completed to decide on whether the incident needs to be reported under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

It is very important at this time that we all follow a consistent, proportionate approach to avoid further spread of the virus or burdening the health services unnecessarily. Please ensure that you review the government guidance on a daily basis and follow it as closely as possible. Do not attempt to diagnose symptoms yourself or gamble on following guidance from unofficial sources. Sources such as the NHS or the World Health Organisation (WHO) that are directly referenced in the government guidance are still acceptable. If you have had a tested and confirmed COVID-19 case on your premises, your local Health Protection Team will be in touch to take over the risk assessment process and advise you about what to do next. If multiple cases of COVID-19 appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help you manage the outbreak. Employers should seek advice from their local authority if necessary.

## Suspected Cases Action Chart

Suspected COVID-19 case discovered



Suspected COVID-19 case to be sent home immediately to self-isolate

(OPTIONAL) Suspected COVID-19 case to seek clinical advice from NHS 111 online

Arrangements should be made to ensure the person is tested for COVID-19



Staff who helped the suspected COVID-19 case to wash their hands thoroughly



Clean and disinfect any contaminated surfaces



If the person is tested and confirmed as a COVID-19 case, follow the Confirmed Cases Action Chart (on the next page) and any advice from the Health Protection Team  
Report the incident to the HSE if it falls under the criteria of RIDDOR

## Confirmed Cases Action Chart

COVID-19 case confirmed or the workplace is contacted regarding a confirmed case



COVID-19 case to be sent home immediately to self-isolate (if not already doing so)

(OPTIONAL) COVID-19 case to seek clinical advice from NHS 111 online



Staff who are identified as having been in close contact with the confirmed COVID-19 case to self-isolate if advised to do so by the NHS and follow further instructions from that service. Workplace to report to local Health Protection Team if there is more than one case.



Clean and disinfect any contaminated surfaces



Follow advice from the Health Protection Team if multiple COVID-19 cases are confirmed  
Report the incident to the HSE if it falls under the criteria of RIDDOR