

## bespoke Employee contact with Possible or Confirmed Case of Covid 19 Protocol

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### Overview

In the event of a bespoke employee coming into contact with someone with a confirmed or suspected case of Covid 19, then bespoke will follow Government protocols – i.e. the employee will be instructed to follow the current Government advice, including self-isolation, at that time.

The following links to the current Government guidance will be provided to any employee who may have, or has come into contact with an unconfirmed or confirmed case of Covid19:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

If an employee lives with a person who has symptoms of Coronavirus (COVID-19) or has had a positive test result they must follow the "Stay at Home: guidance for households with possible or confirmed COVID-19" at the link above.

bespoke will continue to monitor the Government Guidance for Employers as it is reviewed and updated regularly. If necessary, we may contact the local Health Protection Team, who will be able to advise if there have been any other confirmed COVID-19 cases in the area.

### If a bespoke employee has symptoms:

**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 Government stay at home guidance. See links above under 'Overview'.**

If the person with symptoms needs clinical advice, they should go online to NHS 111 or call 111 (only 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 **must contact their bespoke line manager (on-site Contract Manager, Area or Regional Manager)** so that we can alert those co-workers.



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.

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
- Watch out for symptoms and self-isolate if they also show signs of COVID-19.

**bespoke will keep our staff informed about COVID-19 cases among their colleagues.**

## **If bespoke has a confirmed case on our premises:**

If bespoke has had a tested and confirmed COVID-19 case on our premises, the local Health Protection Team will be in touch to take over the risk assessment process and advise us 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 us manage the outbreak. We will seek advice from their local authority if necessary.

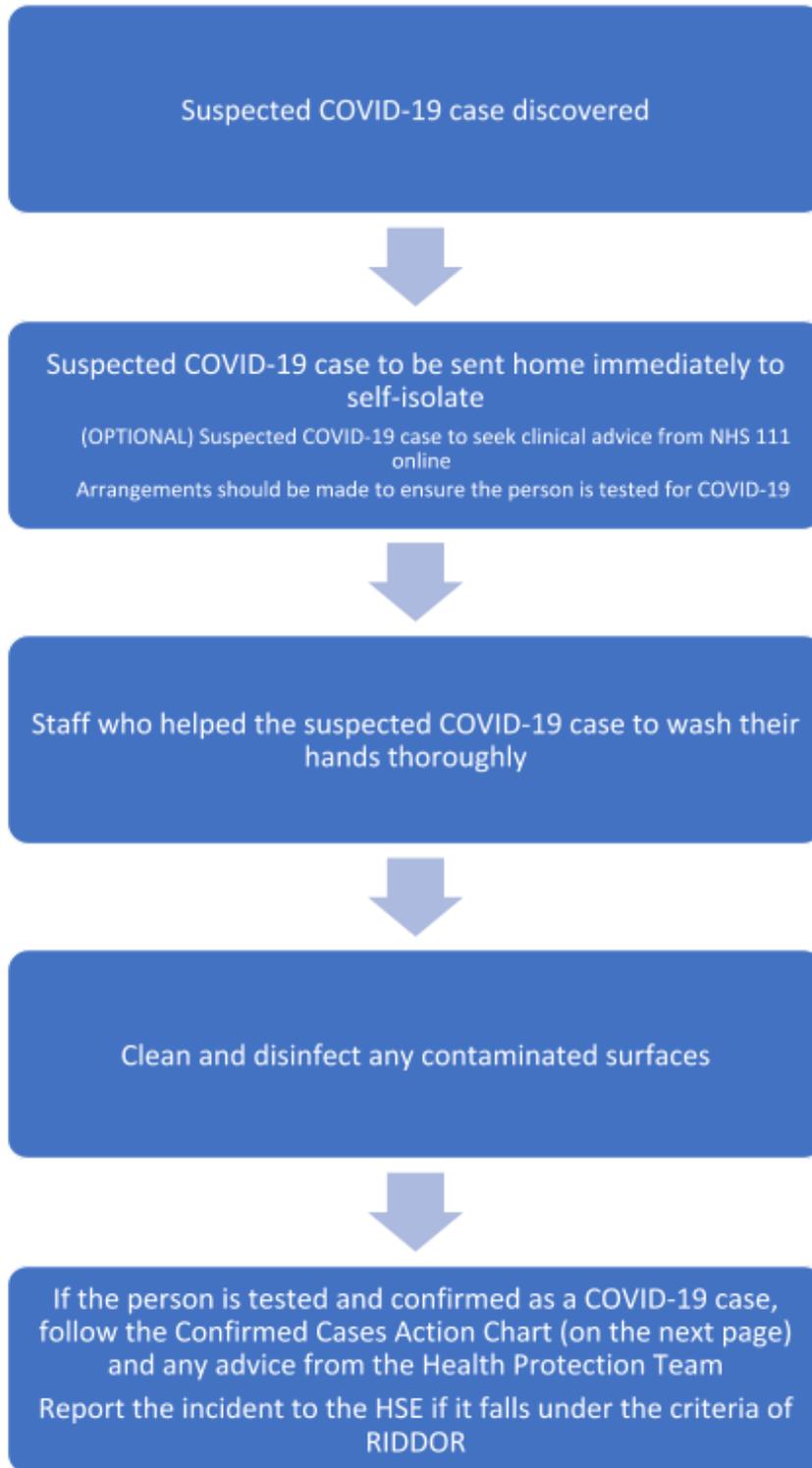
We will clean and disinfect any surfaces that the unwell person has had significant contact with, such as worktops that they may have sneezed on or areas of floor where they have vomited. Closing the premises to do a 'deep clean' should not be necessary if our employees are following the recommended handwashing and hygiene precautions. Any additional deep cleaning required will be completed, and any Track & Trace protocols will be completed by the employee if required

**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).**

**As of August 2020, the Government is not recommending that we need to close our business/workplace if one person develops symptoms on the premises.** However, if we have more than one confirmed case, we will have to report it to the local Health Protection Team who will investigate and help us to decide on the most appropriate course of action to take.



## Suspected Cases Action Flowchart



## Confirmed Cases Action Flowchart

