



COVID-19 & YOUR TEAM

- *Track & Trace*



SCENARIO ONE

Your staff member has coronavirus symptoms

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They should request a free test as soon as their symptoms start

Once they have ordered the test, they'll be asked by NHS Test and Trace to provide details of anyone who they have been in close recent contact with.

Alerting close contacts

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

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

If the test is positive

If the person with symptoms tests positive for COVID-19, NHS Test and Trace will notify their close contacts and instruct them to self-isolate.

If the test is negative

The staff member can return to work if:

- everyone they live with who has symptoms tests negative
- everyone in their support bubble who has symptoms tests negative
- they were not told to self-isolate for 14 days by NHS Test and Trace
- they feel well – if they feel unwell, stay at home until you're feeling better



SCENARIO TWO

If a staff member is asked to self-isolate because they are a close contact of a positive case

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If a staff member is asked by NHS Test and Trace to self-isolate, you should:

- Not ask them to come into work and tell them to stay at home for their period of self-isolation
- Continue to communicate with them and provide support
- Allow them to work from home if they remain well and it is practicable to do so, for example, by finding alternative work that can be completed at home

If a staff member cannot work from home, you:

- Must ensure they receive Statutory Sick Pay (SSP) provided they meet the eligibility criteria
- May consider giving them the option to use their paid leave days if they prefer



SCENARIO THREE

If there are multiple cases in your workplace

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If there is more than one case of COVID-19 in a workplace, you should contact your local health protection team to report the suspected outbreak.

Find your local health protection team >
www.gov.uk/health-protection-team

The health protection team will:

- undertake a risk assessment
- provide public health advice
- where necessary, establish a multi-agency incident management team to manage the outbreak



This is additional information that will give you more detail on the flow charts we have created for you.

Covid-19 at Work - Track & Trace

You should help your employees self-isolate if they:

- have coronavirus symptoms and are waiting for a test result
- have tested positive for coronavirus
- are a member of the same household as someone who has symptoms or has tested positive for coronavirus
- have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS Test and Trace, either from a contact tracer or via the NHS COVID-19 app

You should not share the identity of a worker who has tested positive with other workers.

You should keep a copy of your staff log, shifts & working bubbles, you can also choose to ask your staff to sign in via the track & trace app.

What is a close contact?

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 up to 10 days from onset of symptoms (this is when they're infectious to others). This could be a person who:

- spends significant time in the same household
- is a sexual partner

- has had face-to-face contact (within one metre), including:
 - being coughed on
 - having skin-to-skin physical contact, or
 - contact within one metre for one minute
 - 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

Where an interaction between 2 people has taken place through a Perspex (or equivalent) screen, this would not be considered sufficient contact, provided that there has been no other contact such as any of those indicated above.

The contact tracers will not consider the wearing of personal protective equipment (PPE) as a mitigation when assessing whether a recent contact is likely to have risked transmitting the virus. Only full medical-grade PPE worn in health and care settings will be considered.

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 consider asking their employer to alert those co-workers.

If a co-worker is at risk because of close contact with the positive



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case, then they will be notified to self-isolate by NHS Test and Trace. Employers should make sure their workplaces are safe by regular cleaning and by encouraging good hygiene practice.

Test and Trace

This will occur by either a phone call, text message, email or letter. The period of self-isolation will be for up to 14 days, from the point of most recent contact with the person who has tested positive for coronavirus. When NHS Test and Trace advises contacts to self-isolate, it does not tell them the identity of the person who has tested positive.

Self- isolation

You may be able to [reclaim SSP](#). NHS Test and Trace will provide evidence to your worker that they have been told to self-isolate. You should ask them to follow the [instructions on getting an isolation note](#) if you require evidence. You may need this evidence to reclaim SSP. If contacted by NHS Test and Trace, your worker will need to isolate for the full 14 days from when they came into contact with the positive case.

They should not take a test if they are not symptomatic as this could generate a false negative and they may then go on to develop symptoms in the following days.

Using the NHS COVID-19 app

Once you've downloaded the app, it should be left on as much as possible. However, *there are some specific workplace scenarios when you should pause the contact tracing feature*. These are:

- when you are working behind a Perspex (or equivalent) screen
- if you are putting your phone in storage, such as in a work locker, and it will not be on your person
- if you are a health or care worker practising infection prevention and control (IPC) working in a clinical setting

Contact tracing can be paused within the app by moving the contact tracing toggle on the home screen. It's important you turn the contact tracing toggle back on as soon as you are not in one of the above scenarios, for example, when you retrieve your phone from your locker. To make it easier to remember to do this, you will be given the option to pause the feature for different time periods and you will then receive a reminder to turn the contact tracing feature back on.

Further Information

Please visit www.nhs.uk/conditions/coronavirus-covid-19 for further information