

# RMG Positive Coronavirus Flow Chart

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This flow chart is to be used as an aid as to who to call in the event of a Positive Coronavirus for an RMG colleague. Note – individual cases are not required to be reported to the appropriate Public Health Authority

## Site PiC or Office Manager

1. Calls 0345 266 8040.

## Coronavirus Call Team

1. Receive call from office manager – any death in service notifications the call should be transferred to CPC on 03452661060. When prompted key, 1 followed by 2.
2. Record the call on CPC IMS.
3. If you require guidance call Dennis Welton on 07802921751 (between 07:00-20:00) or the CPC Team Leader on 0345 266 1060.
4. Issue mass notification alert to the Covid-19 everbridge coronavirus groups (only between the hours of 06:00 – 23:00).
5. Provide email guidance documentation, Q&As etc. to unit manager.
6. Contact P&FS to arrange for office to be cleaned:
  - a. If the individual has been off work for more than 5 days then no cleaning should be undertaken. If in exceptional circumstances a requested is submitted by a senior operational manager to avoid any ER/IR flashpoints then a Precautionary Clean can be authorised
  - b. If the individual has been off work between 2 & 5 days then a Precautionary Clean should be requested
  - c. If the individual has been off work for less than 2 days an Intense Disinfectant Clean should be requested
7. If a vehicle cab clean is required, inform the unit manager that the vehicle should be quarantined for 72 hrs (from the time the individual last used the vehicle) and they should call RM Fleet on 0345 2660005 to arrange for the cab to be cleaned.
8. Issue IMS Coronavirus early warning, all personal data i.e. names of affected individuals to be removed.
9. If there are any ER/IR or operational issues record on CPC IMS (do not put in early warning) and ask the unit manager to contact CPC on 0345 266 1060 and ask to speak to the Team Leader.
10. Confirm if cleaning arrangements have been deployed with P&FS helpdesk.
11. Confirm with office manager cleaning arrangements and confirmation that staff briefings have been completed.

## CPC

1. Upon receipt of call from Coronavirus Call Team/Unit manager assess if there are any ER/IR or operational issues that require escalation:
  - a. ER/IR issues contact Dennis Welton, if not available call Andy Downes or Special Events BP.
  - b. Operational issues resolve as BAU, if further assistance required call Dennis Welton (Andy Downes if DW not available) & Special Events BP.
2. Convene Ops BAT if requested by Dennis Welton or SE BP.
3. Update IMS if appropriate.

## SHE Business Partner

1. SHE BP contacts office to advise and support office manager.
2. Confirm if further preventive actions are required.

## HR

1. HR BP inform ER/IR Team.
2. HR BP ensures comms for any potential ER issues are prepped and ready to be shared i.e. pay arrangements etc.
3. HR Services provide advice & guidance to unit manager as required.