

Guidance document for unit managers for a positive COVID-19 (Coronavirus) result

The guidance and briefing material within this document are based upon guidance received from the Public Health Authorities (PHE, PHS, PHNI, & PHW). It is important to understand that the PHAs have overriding responsibility for issuing guidance on what actions should be taken by both individuals and business in the event of a positive COVID-19 test result. Where there is conflict between advice from a PHA and NHS 111, the PHAs guidance should always be followed ahead of all other advice.

The current advice from the PHA is (correct as of 21 03 20):

- There is no need to close a building in the event of a positive COVID-19 test result.
- The office should continue to work normally.
- To be at risk of contracting the virus from a colleague who has a positive COVID-19 test result, the current PHA advice is that the individual will have been:
 - any employee in close face-to-face or touching contact
 - talking with or being coughed on for any length of time while the employee was symptomatic
 - anyone who has cleaned up any bodily fluids
 - close friendship groups or workgroups
 - any employee living in the same household as a confirmed case.
- Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.
- If a confirmed case is identified in your workplace, you should provide the relevant staff with advice in line with current PHE guidance which you can find here: <https://www.nhs.uk/coronavirus>.
- The best way colleagues can protect themselves in by following the PHAs advice, especially around hand hygiene, the current advice is:
 - cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
 - put used tissues in the bin straight away
 - wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
 - do not touch your eyes, nose or mouth if your hands are not clean.

Next Steps

- A precautionary clean of communal areas (such as mess rooms, toilets etc.) should take place at the earliest opportunity, CPC will instigate this on your behalf via the P&FS help desk, you don't have to:
 - It should be noted that since the middle of March '20 our cleaning regime has been changed to focus more on wiping down communal areas than on vacuum cleaning.
- If a vehicle cab clean is required you should quarantine the vehicle for 72 hrs (from the time the individual last used the vehicle) and call RM Fleet on 0345 2660005 to arrange for the cab to be cleaned.
- You should brief colleagues as soon as possible to reassure them that we are following the business protocols which are based advice of the PHA.
- If you haven't been contacted by your SHE BP, you should contact them. They and CPC will be your go to people for help and guidance.
- If the PHA contact you, you should refer them to your SHE BP, however if they ask you to take a specific action, you should do so.
- If you believe there is risk to the ongoing operation you should contact CPC and your Special Events BP.

Potential ER Issues

- It is important to inform our people that the approach we are taking is based on the advice we have received from the appropriate PHA and has been endorsed Dave Joyce the National CWU Safety Officer.
- Refer to the joint statement.
- If issues remain contact your HR BP for advice (they will have already been informed of the positive COVID-19 result).
- If you are unable to contact your HR BP and need urgent advice, call the dedicated Coronavirus Helpline for managers on 0345 604 3657. If they are not available call CPC.