COVID-19 ACTION CARD FOR WORKPLACES

Before reading this action card, check the latest guidance to see if your workplace must close or make changes during national lockdown.

Symptoms of COVID-19 are a new persistent cough, fever, or a loss of sense of smell and / or taste

IS THIS CARD FOR YOU?

This action card applies to most workplaces.

There are different action cards available for schools, universities, care settings, healthcare, and places of worship.

JUMP TO:

Part 1 - Ensure your workplace is COVID-secure

Part 2 – Make sure you know what to do if someone at your workplace has symptoms or tests positive for covid-19.

Part 3 – Actions to take in the event of an outbreak (two or more cases).

Part 1 – Ensure your workplace is COVID-SECURE

A. All workplaces must follow the 'General guidelines to prevent spread of COVID-19'.
B. You must also follow the additional rules specific to your workplace.
C. Check your local covid alert level. If you are in COVID Alert Level 2 (High) or Level 3 (Very High), you may need to follow additional requirements for the duration of the increased area alert status.

Actions for all workplaces
You need to take action to make sure your business is COVID-secure.

Complete a COVID-19 risk assessment.
- Be sure to consult staff or trade unions.
- Find out how to do a risk assessment (HSE guidance).

Turn people with coronavirus symptoms away.
- If a staff member, someone in their household, or a visitor has a persistent cough, a high temperature or has lost their sense of taste or smell, they should be isolating. By law from 28 September employers must not require someone who is being required to self-isolate to come to work.

Develop cleaning, handwashing and hygiene procedures.
- Provide handwashing facilities or hand sanitiser around the workplace and on vehicles. Ask your staff and customers to clean their hands frequently
- Frequently disinfect objects and surfaces refer to guidance on cleaning in non-healthcare settings.

Increase ventilation
- Keep doors and windows open where possible and always run ventilation systems.

Make sure everyone is social distancing.
- Make it easy for everyone by putting up signs, using tape to mark distance between workspaces or introducing a one-way system.
- Where people cannot be 2m apart, introduce a 1m social distance and mitigate by: considering whether an activity needs to continue for the business to operate or keeping the activity time involved as short as possible; using screens or barriers to separate people from each other using back-to-back or side-to-side working whenever possible; staggering arrival and departure times; reducing the number of people each person has contact with.

Face coverings
- Ask visitors to wear face coverings where required to do so by law. That is especially important if your visitors are likely to be around people they do not normally meet. Some exemptions apply. Check when to wear one, exemptions, and how to make your own.

Take part in NHS Test and Trace
- By law you must keep a record of all staff, contractors and visitors for 21 days. Check what you must record and for exemptions.
- Check If your business is included in the list of settings that need to display a QR code. and create a coronavirus NHS QR code.

Workplace-specific requirements
All employers must follow guidance specific to their workplace.

These guides are available at Working safely during coronavirus.
- Close contact services
- Construction and outdoor work
- Factories, Plants and Warehouses
- Heritage locations
- Hotels & guest accommodation
- Labs and Research Facilities

- Offices and Contact Centres
- Other People's Homes
- Performing arts
- Sports and leisure facilities
- Restaurants offering Takeaway or Delivery
- Shops and Branches
- Vehicles
- Visitor economy.

Fines and enforcement steps if your workplace is not COVID-secure.

You have a legal responsibility to ensure that your workplace is COVID-SECURE.

If your workplace does not meet the COVID requirements for your industry, you could face a fine of up to £10,000, temporary closure of your workplace and, if applicable, a review of your license for licensed activities.
If you are concerned that a workplace is operating unsafely, **please report this** to covid19enforcement@barnet.gov.uk

STAFF-MEMBER RULES

Situation	Actions you should take
Staff member reports they have symptoms of coronavirus.	Send staff member home and clean the area they have worked in. Advise them to request a free test as soon as possible, and that they and their household must self-isolate until they have the results of their test. Advise staff member to let workplace know of their test result. - If result is negative, staff member can return to work if they feel well. - If result is positive, see advice below.
Staff member reports they have a positive coronavirus test (symptoms or no symptoms).	Self-isolation is legally required for the staff member for 10 days from the start of their symptoms (or from their positive test if not symptoms). Their household and close contacts must self-isolate for 10 days. NHS Test and Trace will call your staff member and ask for their close contacts, and notify those close contacts and to self-isolate for up to 10 days from their most recent contact. Support staff member to self-isolate (next page). If they have attended work 2 days before their symptoms started (or test date), or 10 days after, you must (1) clean the area they were working in (2) identify close contacts and send them home to isolate for 10 days. (3) Review your infection, prevention and control measures. (4) Inform your local health protection team if any other employee tests positive (5) Factory, plant, manufacturing, warehouse, or national infrastructure workplaces must contact the LCRC with one confirmed case, 0300 303 0450, LCRC@phe.gov.uk

HOUSEHOLD / SOCIAL BUBBLE RULES

Staff members reports a member of their household or bubble has symptoms.	Staff-member must self-isolate until household member has test results. - If result is negative, staff member can stop isolating if they are well. - If result is positive, see advice below.
Household or bubble member has a positive test.	Staff-member must self-isolate for 10 days from the start of the household members symptoms, or from the positive test if no symptoms. They should only test if they develop symptoms.

CLOSE CONTACT RULES

Staff member is identified as a close contact by you or NHS Test and Trace, no symptoms.	Staff-member must self-isolate for 10 days from the day of last contact. They should only get tested if they develop symptoms. **Even if they have a negative test result, they must still self-isolate for 10 days.** You do not need to contact trace contacts of contacts.
Staff member is identified as a close contact by you or NHS Test and Trace, has symptoms.	Tell your staff member to request a free test as soon as possible, and that they and their household must self-isolate until they have the results of their test. - If positive, see "Staff member reports a positive coronavirus test". - **If negative, staff-member isolates for 10 days from the day of last contact.** Anyone they live with can stop self-isolating if symptom free.
Quarantine after travel.	The staff member must self-isolate for 10 days. They may be able to leave isolation early if they pay for a private test. Further information available on gov.uk.

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:
- Lives in the same household, or has stayed overnight with a case during the infectious period.
- 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 or longer, without face-to-face contact.
- has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- has travelled in a small or large vehicle, or in a plane.

Support for your workers to isolate is available.

SELF ISOLATION PAYMENT

Staff who need to self-isolate may be entitled to a one-off payment of £500 through the NHS Test and Trace Support Payment scheme. They can check the eligibility criteria and apply on the [Barnet test and trace self-isolation support payment page](.).

In order to receive a self-isolation support payment from Barnet, they will need an NHS Test and Trace reference. You can help by formally logging them as a contact with NHS Test and Trace. For each person testing positive with Covid-19, you can call the Self-Isolation Service Hub and provide a list of people identified as their close contacts in your workplace.

Self-Isolation Service Hub: 020 3743 6715
You will need:
- The CTAS ID of the person who has tested positive for Covid-19. Please ask your staff member to provide this to you as soon as they receive it.
- A list of that persons close contacts at your workplace.

SICK PAY, UNIVERSAL CREDIT, OR FURLOUGH

Your employee may be entitled to Statutory Sick Pay for each day missed because of coronavirus. They may also be able to get Universal Credit at the same time. They can find out more at https://www.gov.uk/guidance/coronavirus-covid-19-what-to-do-if-youre-employed-and-cannot-work

If you do not have work for your employee, you may be able to put them on furlough. You could get a grant from the [Coronavirus Job Retention Scheme](.) to help pay some of their wages.

It is illegal for employers to allow self-isolating staff into the workplace.

- You must not knowingly allow an employee who has been told to self-isolate to come into work or work anywhere other than their own home for the duration of their self-isolation period.
- You should ask staff to tell you as soon as possible that they need to self-isolate, with their start and end dates.
- You should make sure that self-isolating staff can work remotely. If this I not possible, they must stop working.
- **Allowing an employee to attend any place for work purposes (other than the place they are self-isolating) is an offence that carries a fixed penalty fine:**
  - **First offence - £1,000**
  - **Second offence - £2,000**
  - **Third offence - £4,000**
  - **Fourth and subsequent offences - £10,000.**

Part 3 - Actions to take in the event of an outbreak (two or more cases)

SUSPECT AN OUTBREAK

Suspect an outbreak if you have two or more staff or customers with a positive coronavirus test, within 10 days of contact with each other. You may be informed of cases by NHS Test & Trace, staff, customers, or your local health protection team. Symptoms of COVID-19 are a new persistent cough, fever, or a loss of sense of smell and / or taste.

IMMEDIATELY REPORT

If you suspect an outbreak, you should immediately contact your local health protection team.

Find your local Health Protection Team in England

The Health Protection Team will undertake a COVID-19 risk assessment with you and advise you on actions to take. The team may ask for the following information:

- Company name, location, type of workplace (e.g. office, warehouse), and number of staff.
- Key contact details (name, phone number, email).
- Are you part of a compound setting? (e.g. retail park or setting with bars and cafes).
- Case details including contact details, when the person became unwell, when they were last present at work, their job role, links between cases in or out of work, number of close contacts.
- Details of control measures.
- Details of contact with other agencies such as the Local Authority or Health and Safety Executive (HSE).

ACTIONS THAT MAY BE NEEDED

An Outbreak Control Team may be put in place to lead the Public Health response and investigations, maintain the COVID-19 risk assessment, and work with you to put appropriate interventions in place. Actions for you to take will depend on the risk assessment outcome, but could include:

- Enhanced hygiene, hand washing and cleaning regimes, and use of personal protective equipment (PPE).
- Increased staff/customers' awareness of and adherence to preventative measures.
- Additional measures to limit access to the premises and split staff into teams or shift groups (where possible).
- Reduce movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use
- Temporary closure of the premises (this is not required in the vast majority of cases).

The Outbreak Control Team will declare when the outbreak is over.

Support is available for your workers if they must self-isolate or because you must close.

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