

Advice for businesses and workplaces where a member of staff has tested positive for COVID-19

1. Introduction

This document provides information for businesses and workplaces on what happens when a member of staff tests positive for COVID-19.

2. National guidance and information sources

It is important that you follow the most recent national guidance on COVID-19 for businesses. The key guidance and information is to be found here:

Scottish Government: Businesses should refer to the relevant sector specific guidance to ensure that they have all required measures in place to minimise the risk of transmission in the workplace: <https://www.gov.scot/collections/coronavirus-covid-19-guidance/#businessesandemployers>

Public Health Scotland / Health Protection Scotland:
<https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/> in particular with regards to environmental cleaning and disinfection after a case has been identified

NHS Inform: <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>

Please note that this document does not replace the national guidance but simply provides a summary of useful information for businesses, based on the guidance.

3. What happens if there is a suspected case of COVID-19 in the workplace?

If anyone in your workplace develops symptoms of COVID-19, they must go home immediately to self-isolate and go online to request a test. They should not attend work while waiting for the test result.

If they are so unwell that they require an ambulance, phone 999 and let the call handler know you are concerned about COVID-19. Whilst you wait for advice or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people.

If they are already at home when they develop symptoms, they must stay at home and not come into work. Further information on the symptoms of COVID-19 and how to access a test can be found on the NHS Inform website above.

4. What happens if there is a confirmed case of COVID-19 in the workplace?

If someone who undergoes COVID-19 testing and receives a positive test result, then they are a confirmed case. Once someone is a confirmed case the following action is required:

1. The person should continue to self-isolate for a minimum of ten days from the start of their symptoms (or ten days from the date of their test if they have no symptoms). Further information on when someone can end their self-isolation after a positive test and return to work is available on the NHS Inform website.
2. Individuals that the person who tested positive has been in contact with during his or her infectious period will be identified by the Test & Protect service. These individuals also need to self-isolate at home for a minimum of 14 days from the date of last contact with the positive person.

5. Infectious period of COVID19

When an individual has COVID-19, they are at risk of passing it on to others. It is understood that people may pass on COVID-19 in the two days before they start to develop symptoms, and for up to ten days after the symptoms start. Sometimes people do not have symptoms, when this happens the two days before the date of their test until ten days after are used to identify the infectious period.

6. Identifying cases of COVID-19

It is important to identify positive cases and start isolating as quickly as possible in order to prevent the spread of Covid -19.

Test & Protect will be automatically notified of a positive test result. Contact tracers from Test & Protect will then telephone the case to identify their contacts during their infectious period. This will include contacts in the workplace. Anyone who is identified as a contact as a result of this process will then be contacted by Test & Protect and advised to self-isolate.

It may take a few days for Test and Protect to contact the case. Businesses may become aware of a new case of COVID-19 before Test & Protect, usually directly from the person who tested positive. The advice below is to help business to 'get ahead' with contact tracing not to replace Test & Protect.

Test and Protect will routinely inform Environmental Health Services about locations that an individual has attended who has subsequently tested positive for COVID.

7. Who is a contact?

A contact is someone who fulfils the [contact tracing definition](#). In non-household settings (including most workplaces) this is someone for whom any one of the following have occurred during the case's infectious period:

- Had face to face contact with a case within 1 metre for any length of time. This includes:

- being coughed on
- having a face-to-face conversation
- having skin-to-skin physical contact
- Been within 1 metre of a case for one minute or longer, even if this is without face-to-face contact
- Been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes. (15 mins may add up over a period of time).
- Travelled in a small vehicle with a case (regardless of where they sat) or in a large vehicle near a case.

Anyone who meets these criteria is a contact, and anyone who does not meet these criteria is not a contact.

8. Initial actions for the Business

If your business or workplace is notified that a member of staff has tested positive for COVID-19, then you should take the following action;

- Clarify that this is a confirmed case i.e. the staff member went for a test and has received confirmation by text, email or phone call that they tested positive.
- Record information from the staff member to assist Test & Protect:
 - Confirm the staff member's contact details
 - Identify whether they had symptoms and when they started
 - Establish on what dates the case attended the workplace 2 days before symptoms or 2 days before test.
 - Record information about the case in any register of absences
- Check whether any other members of staff have symptoms of COVID-19. If so advise them to self-isolate immediately and seek a test.
- Ensure environmental decontamination in line with HPS guidance (see above).
- Businesses should attempt to identify any individuals, whether staff or customers, who fulfil the definition of a contact as detailed above. This should only be done for individuals whose names and phone numbers are readily available.
- If staff are identified as contacts, you should advise them to begin self-isolation straight away (without waiting to be contacted by Test & Protect). Self-isolation for contacts should be for 14 days following the date of last contact with the case.

You do not need to send all your staff home (unless they are all contacts according to the definition above) and you do not need to close your business premises unless you are specifically instructed to do so.

The information to be collected is outlined in Appendix 1

Details about the positive case and the list of potential contacts should be emailed to GgcTestAndProtect@ggc.scot.nhs.uk

9. When you have more than one case

In the event of having multiple confirmed cases at your business or workplace please direct your email to the PHPU@ggc.scot.nhs.uk Public Health Protection Unit at NHS Greater Glasgow and Clyde.

The information provided will be used to carry out a more detailed assessment of the situation and to provide further support.

Appendix 1: Details for contacts identified by the business (ideally on Excel spreadsheet)

Name of person who tested positive:

Date of Birth of case:

Date symptoms started (if non date of test):

Please list all identified contacts of case in the table below:

Contact name	Contact date of birth (if available)	Contact phone number	Date they last had contact with a case in the work setting	Brief description of type of contact (e.g less than 2m for 20 mins)	Isolation advice has already been given to the contact by business (y/n)

If you have more than one person testing positive please repeat for each case.