**Member of BHCC Staff Confirmed to Have been Diagnosed with Covid-19: Checklist for Managers**

This checklist has been developed to set out the steps managers should follow if a member of their staff has been confirmed to have Covid-19. These are not necessarily listed in chronological order and may be carried out concurrently. In cases where staff members are strongly suspected to have Covid-19 but are not eligible to receive testing (e.g. because they do not meet current testing criteria), they should still follow the self-isolating guidance and it is still good practice to follow the guidance in this checklist, where relevant.

This document should be read in conjunction with the most up-to-date information in regards to testing, government guidance on self-isolating and infection control. Links to this information is included in the document and should be checked at the point the incident is reported.

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| **ACTION** | **FURTHER INFO** |
| **Confirm** with staff member whether they have been diagnosed with Covid-19, e.g. through testing or via their GP or hospital.If they have tested positive (or presumed positive and need a retest) they must self-isolate for 10 days. There is further [government](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) and [NHS](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nhs.uk%2Fconditions%2Fcoronavirus-covid-19%2Fself-isolation-advice%2F&data=02%7C01%7CNicola.Hamilton2%40officeforlifesciences.gov.uk%7C432a7d60881b4ffdfe4808d7d4d94e5c%7Ccbac700502c143ebb497e6492d1b2dd8%7C0%7C0%7C637211902098070996&sdata=cBfrDQn%2BvmA5kKeTAgH6M9Jwnv%2BszPVc3HNoPJqlbY0%3D&reserved=0) advice available on what to do if you or someone you live with has symptoms of coronavirus.The staff member must also inform First Care that they are unwell and update their absence in the event of a positive test diagnosis. | All frontline key workers can access priority testing either by attending one of the drive-through testing sites across Sussex or by requesting a home testing kit. Staff who are not key workers can also access testing via the NHS. More information on the process, including eligibility is [here](https://new.brighton-hove.gov.uk/coronavirus-covid-19-information-staff/staff-covid-19-testing).Please note: testing should take place within 5 days of the onset of symptoms.See Appendix A for list of responses tested staff may receive from the NHS |
| **Investigate** the circumstances in which the person believes they have been infected, particularly, if they might have contracted the virus through their work. If there is evidence that the illness was caused by exposure at work, the Health Safety & Wellbeing Team will assist you in carrying out a full investigation into the circumstances, once you have reported the illness to them, as set out below under ‘Report’.  | The following questions may be relevant:* Their work shifts the week before having symptoms
* The type of work they were doing
* If they work anywhere else (e.g. as a volunteer or in Care Crew)
* How they usually travel to work (e.g. by public transport or other method)
* How many service users or clients they work closely with usually & if any of them are suspected or have been diagnosed as having Covid-19
* Have any other staff members reported symptoms
* If PPE has been identified as necessary for the work they do were they provided with it, given training in its use and were they using it

See Appendix B for the form that the HSW Team will use to investigate Covid-19 cases in order to gain further information. Managers may wish to start gathering these details in preparation or even to attach to the incident form where possible.  |
| **Report Diagnosed** cases of Covid-19 to the Health Safety & Wellbeing Team via the [BHCC online incident reporting form](http://wave.brighton-hove.gov.uk/supportingyou/healthandsafety/Pages/Reportingaccidentsandincidents.aspx). Schools staff should complete a HS2 form in Word, and email it to the HSW Team, as set out [here](http://wave.brighton-hove.gov.uk/supportingyou/healthandsafety/Pages/Reportingaccidentsandincidents.aspx).If there is evidence that the illness was caused by exposure at work, the HSW Team will then contact the HSE on your behalf, under RIDDOR.The testing centre will contact Public Health England (PHE) and the staff member’s GP on their behalf, so there is no need for managers to inform PHE, unless you manage a care home. If this is the case & there has been a confirmed case, you should contact PHE South East on 0344 225 3861. They & South East Coast ambulance service will organise the testing of symptomatic residents & after that the CQC will organise any testing needed of symptomatic residents. If there’s a new case more than 14 days later then PHE will come in and test again.  | Ideally the member of staff should make the report on the [BHCC online incident reporting form](http://wave.brighton-hove.gov.uk/supportingyou/healthandsafety/Pages/Reportingaccidentsandincidents.aspx)If they are not able to do this for whatever reason, they can fill out the [part ‘A’ of the form](http://wave.brighton-hove.gov.uk/LGCSDocumentLibrary/Health%20and%20safety/CCR/HS2%20form%20Part%20A.doc) and submit this to their manager or a colleague to complete on their behalfOn the report form there is an ‘occupational disease’ category which should be used as the injury type in these cases, and 'contact/exposure to a harmful substance' can be used as the incident cause.More information about the incident reporting process & RIDDOR requirements can be found [here](https://new.brighton-hove.gov.uk/coronavirus-covid-19-information-staff/support-leaders-and-managers)Contact your HR Business Partner if you have any concerns re staffing, e.g. if a large percentage of staff are unwell.Managers of residential services should also notify the [CQC](https://www.cqc.org.uk/guidance-providers/notifications/notification-finder) if Covid-19 is affecting the day to day running of their service, e.g. if staff ratios are affected by sickness absence.  |
| **Clean** areas in which the staff member has been working, including areas in which they take breaks and shared facilities, such as kitchens and bathrooms. | Public Health England have provided guidance on what cleaning should take place if there has been a suspected or confirmed case. This includes cleaning areas where the staff member has been working, with particular attention given to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.In council buildings, the premises team can be contacted if further cleaning of an area is required. Advice re cleaning [here](https://new.brighton-hove.gov.uk/hr-covid-19-advice) should be followed. There is also further guidance on decontamination in non-healthcare settings [here](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) * In council buildings, the premises team have increased the cleaning regimes to follow government guidelines, and staff should be reminded to clean workstations before and after use with the [hygiene products available](https://new.brighton-hove.gov.uk/coronavirus-covid-19-information-staff/additional-hygiene-products-civic-buildings) and to follow government health advice

Residential services should continue to follow their set infection control procedures in addition to any further cleaning needed, as set out above. More information can be found in the government’s [Infection Control guidance](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe) & BHCC’s [Infection Control Standard](http://wave.brighton-hove.gov.uk/LGCSDocumentLibrary/Health%20and%20safety/Infection%20Control%20Standard%20v2%2005.04.16.pdf) |
| **Review**  arrangements currently in place to ensure safety in your workplace | Review the risk assessments you have in place covering your team’s work activities to see if any further safety measures need to be actioned. These may include increased social distancing, hygiene measures; staff training and use and supervision of PPE. It may also be necessary to stop an activity if it is considered that staff cannot be kept safe.Any changes made to procedures must be discussed with staff and you consider the need to consult with Trade Unions also.See [here](https://new.brighton-hove.gov.uk/coronavirus-covid-19-information-staff/risk-assessments) for risk assessment guidance & templates.There is also a model risk assessment specifically for schools, on [BEEM](http://www.beem.org.uk/Services/5776)If your team require PPE, follow the guidance on rationale for PPE use & complete the request form – more information is [here](https://new.brighton-hove.gov.uk/coronavirus-covid-19/personal-protective-equipment-ppe) |
| **Inform** members of your team that a colleague has tested positive for Covid-19, without naming the team member | Informing your staff that a team member is unwell gives them an opportunity to remain vigilant of their own health and wellbeing and you are encouraged to remind all staff of what [symptoms](https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/) they should be aware of and the need to not come to work if symptomatic. It is also an opportunity to remind staff of the measures that are in place within your team and workplace to follow [social distancing and personal hygiene measures](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19). We have an obligation to do all we reasonably can to ensure the health and safety of our employees and have a duty of care to our staff. In such cases, the employee concerned must be informed in advance and their dignity and integrity must be protected. Data protection legislation doesn’t prevent you from informing staff that there are suspected or confirmed COVID 19 cases but do not name the individual and only provide information that is necessary for the safety and health of your staff.  In very small teams the identity of the individual may be implicit, however the [Information Commissioners Office](https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/data-protection-and-coronavirus/) (the UK’s independent authority set up to uphold data protection) have provided guidance that Data protection doesn’t prevent you keeping staff informed about cases in the organisation |
| **Support** the wellbeing of all your staff, both those who remain working and the staff member who has been diagnosed | General wellbeing resources for all staff can be found [here](https://new.brighton-hove.gov.uk/supporting-your-wellbeing)Stay in touch with the staff member who is unwell and check whether they need any additional support while self isolating– e.g. to buy food & other essentials.There is information on how residents of the city can access food [here](https://new.brighton-hove.gov.uk/coronavirus-covid-19/help-residents-access-food-deliveries).Once the staff member has recovered, arrange to carry out a [Return to Work meeting](http://wave.brighton-hove.gov.uk/supportingyou/HR/Pages/AttendanceManagement.aspx), e.g. via Skype so that you can identify whether any adjustments are needed to help them return to work.If you need to make an Occupational Health referral, information is on the [Wave](http://wave.brighton-hove.gov.uk/supportingyou/HR/OccupationalHealth/Pages/OccupationalHealth.aspx) or for schools, on [BEEM](http://www.beem.org.uk/Services/5776) |

**APPENDIX A: TEST RESULTS SENT TO INDIVIDUALS**

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| **Outcome** | **Message Sent** |
| POSITIVE | Your COVID-19 test has come back POSITIVE. Please follow government advice on self-isolation at [https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nhs.uk%2Fconditions%2Fcoronavirus-covid-19%2Fself-isolation-advice%2F&data=02%7C01%7CNicola.Hamilton2%40officeforlifesciences.gov.uk%7C432a7d60881b4ffdfe4808d7d4d94e5c%7Ccbac700502c143ebb497e6492d1b2dd8%7C0%7C0%7C637211902098070996&sdata=cBfrDQn%2BvmA5kKeTAgH6M9Jwnv%2BszPVc3HNoPJqlbY0%3D&reserved=0). If you are a key worker, please inform your employer |
| PRESUMED POSITIVE | Your COVID-19 test has come back PRESUMED POSITIVE and a retest is recommended. Your test has reported a borderline indication of the COVID-19 virus, but in insufficient concentration to confirm its presence. You should presume a positive result until a repeat test has been conducted. Please arrange a retest as soon as possible and follow government advice on self-isolation at <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/> |
| NEGATIVE | Your recent COVID-19 test has been processed and has come back NEGATIVE. If you are a key worker, please contact your employer about returning to work. Continue to follow government advice at <https://www.gov.uk/coronavirus> |
| VOID | Your recent COVID-19 test has come back as VOID and a retest is needed. Please arrange a retest as soon as possible and follow government advice on self-isolation at <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>. For example, the swab was placed in the incorrect tube, the sample collection tube was returned without the URN label attached or the sample collection tube leaked during transit due to the lid not being fastened properly |

**APPENDIX B**

**Health & Safety Team Covid 19 Investigation & RIDDOR decision tool**

*The following questions have been designed to aid the H&S team make enquiries with managers of staff who have been recorded as having Covid 19, and there is a likelihood of this having been contracted at work. The aim is to help decide if additional infection control measures are needed by the manager, to query if other staff could be affected, and to help the H&S team consider the need for a RIDDOR report.*

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| **Notification Date** |  | **Name of staff** |  |
| **Team/service** |  | **Name of manager contacted** |  |
| **QUESTION PROMPTS** |
| How did H&S become aware of this Covid case(*e.g. Firstcare, HS2, staff contact etc.)* |  |
| What is this person’s Covid status (*self-reported symptoms/suspected case on First care/clinical diagnosis/positive test result)* |  |
| Has this been recorded/reported correctly – *if not covid, no further questions are needed but managers should be directed to change the First Care category* |  |
| What is the staff absence period and was the staff unwell immediately before this. |  |
| Has the person given any indication to management about where/how they think they contracted the illness (e.g. close contact work, household members, community visit etc.) |  |
| What was the staff’s work shifts the week before having symptoms |  |
| What type of work was the staff doing |  |
| Is this person a permanent member of staff with this team i.e. not care crew, agency, or deployed staff |  |
| Does the person work anywhere else – if so where e.g. volunteering, care crew, etc |  |
| How does the staff member usually travel to work e.g. public transport, shared car, taxi, bicycle etc. |  |
| How many service users/clients does the person work **closely** with usually |  |
| Were any of the above suspected Covid 19 cases and/or tested positive in last week |  |
| Can the team provide a copy of their Covid 19 risk assessment |  |
| Does the RA identify any Covid 19 PPE for the job role |  |
| Was the person provided with & did they wear the identified PPE |  |
| Was information, instruction and/or training given to the staff |  |
| How was staff use of PPE monitored |  |
| Have other staff in the team/doing similar roles reported any Covid symptoms |  |
| Have any of these staff been tested for covid recently and what were the results |  |
| Have staff been told of a positive result from a co-worker |  |
| Has management introduced any changes as a result of this Covid case |  |
| Does the staff’s domestic circumstances warrant the need for an individual Covid RA to be completed *i.e. living with a vulnerable person* |  |
| Any other details resulting from the investigation discussion. |  |
| Have these details been entered on an incident form [as needed](http://wave.brighton-hove.gov.uk/news/mainnews/Pages/ReportingconfirmedCovid-19casestoHSE.aspx) and what is the HS number |  |
| Has the H&S team identified any additional changes for the team to apply to help stop similar cases arising |  |
| Has the investigation led to a **RIDDOR** notification and if so what is the reference number |  |
| **Completed by:** |  | **Date Completed** |  |