COVID-19 Incident Management Procedure

WA management

Flowchart elements:

- Employee returns from foreign country travel
- Employee must follow the UK Pre-arrival entry rules regarding vaccination status and departing country red list status and complete passenger locator form
- Is employee returning from a Red List Country/ is not fully Vaxxed?
  - Yes → Begin 10 day isolation period → Employee to test within two days of return → Employee to test within eight days of return
    - Is result positive? — No → Returned from Red List Country? → Yes → Continue to isolate until 10 day period is over
    - Is result positive? — Yes → Isolate for further 10 days from day of positive test
  - No → Employee to test within two days of return → Is result positive?
    - No → Return to Work
    - Yes → Isolate for further 10 days from day of positive test → Return to Work

- Employee notified of close contact with positive COVID-19 case via UK Test and Trace team and been told to isolate
- Employee notifies employer of having COVID-19 symptoms
- Employee informed of close contact with positive COVID-19 case via employer
- Employee notifies employer of close contact with positive COVID-19 case
- Employee notifies employer of symptomatic or positive COVID-19 case within household or support bubble
- Employee notified of close contact with positive COVID-19 case via UK Test and Trace team and told to seek a test

- Identify other employees who have had close contact with isolating individual e.g. workplace fixed team/ bubble within the last 48 hours prior to the symptoms presenting or test***
- Has employee been fully vaccinated for COVID-19***?
  - No → Employee to self-isolate and WA Management contacted for support
  - Yes → Is the contact/household member a suspected or confirmed case of the Omicron variant of COVID-19?
    - Yes → Employee to self-isolate and WA Management contacted for support
    - No → WA Management contacted for support. Employee required to take a COVID-19 PCR Test

- Notify company senior management and HR support — Internal Process
- Determine employee work status and ability to work
  - Unable → Place on Statutory Sick Pay (SSP)
  - Able → Assign Home based work

- Employee to self-isolate and WA Management contacted for support
- Essential equipment used by employee cleaned. Non-essential equipment quarantined for 72 hours
- Identify other employees who have had close contact with isolating individual e.g. workplace fixed team/ bubble within the last 48 hours prior to the symptoms presenting or test***

- Does the employee require a COVID-19 test?
  - No → Employee to self-isolate for 10 days or as required by Test and Trace
  - Yes → Employee instructed to undertake COVID-19 PCR test**
    - Negative Result → Employee must notify employer → Employee's Workplace Fixed Team/Bubble instructed to return to Work as applicable (Internal Process)
      - Was employee fully vaccinated?
        - Yes → Return to Work
        - No → Is employee isolating due to notification from Test and Trace team?
          - Yes → Continue to isolate until day 10 of contact with positive tested person → Is employee feeling well and symptom free for 48 hours minimum?*
            - Yes → Return to Work
            - No → Continue self-isolating
          - No → Does employee share a household or participate in a support bubble?
            - No → Return to Work
            - Yes → Have all members of the household / support bubble been tested for COVID-19 and received a negative result?
              - Yes → Return to Work
              - No → Continue to isolate for a minimum of 10 days
    - Positive Result → Employee must notify employer → Employee to self-isolate for 10 days minimum (Internal Process)
  - Inconclusive test result

- Record positive COVID-19 case in accident book
- Investigate potential for workplace transmission
- Is employee feeling well and symptom free for 48 hours minimum?*
  - Yes → Return to Work
  - No → Continue self-isolating

- Workplace transmission identified?
  - no → Record investigation report
  - yes → Is this an isolated case?
    - yes → Record investigation report and review controls
    - no → Spread of cases in the workplace under control?
      - yes → Record investigation report and review controls
      - no → Record investigation, review current COVID-19 controls and report to Pubic Health England

- Workplace transmissions are also RIDDOR Reportable if there is reasonable evidence of exposure to biological agent
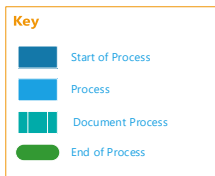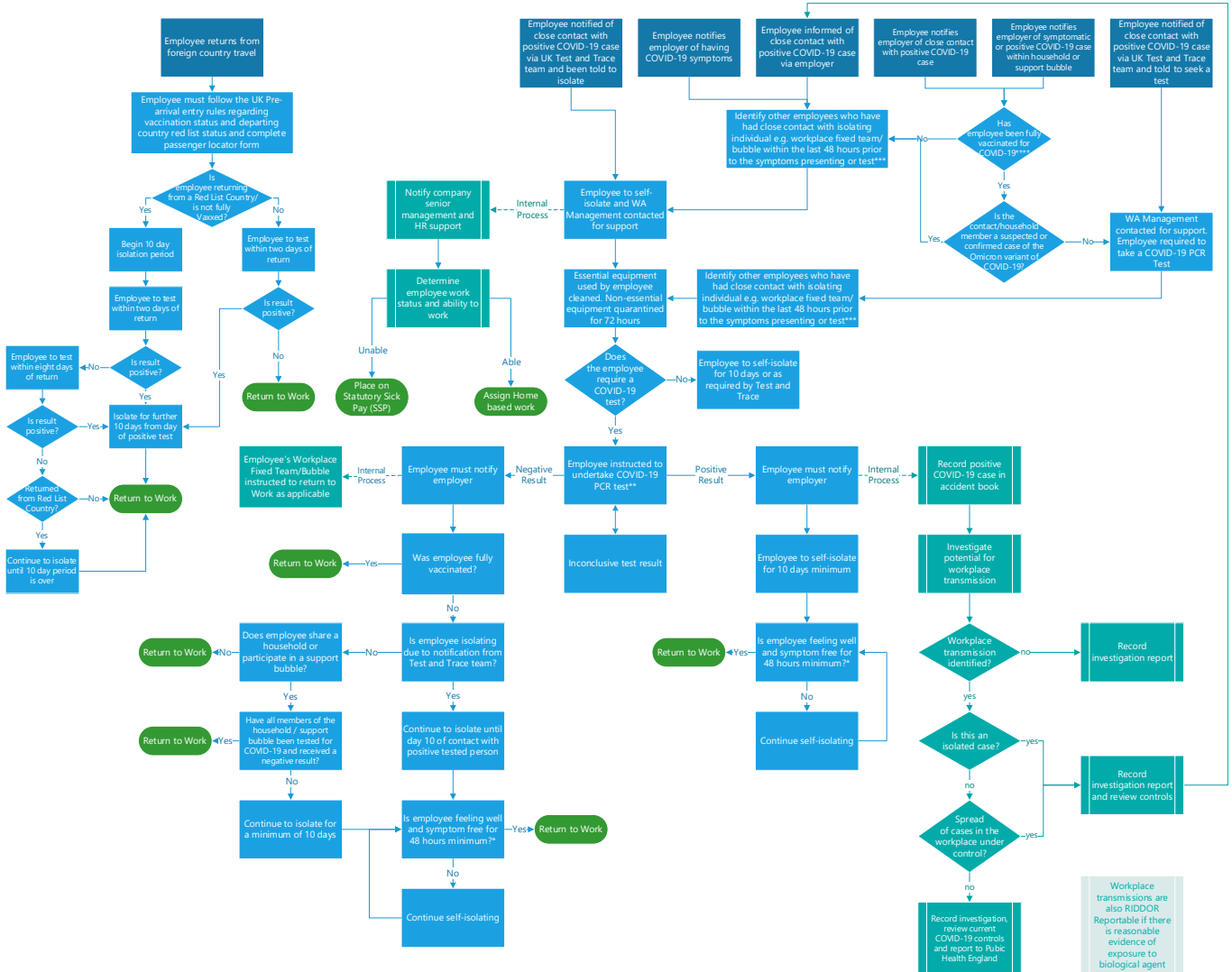
Key
- Start of Process
- Process
- Document Process
- End of Process

- * 48 hour period can include the last two days of isolation period
- ** If employee refuses COVID-19 test, they should continue to isolate for designated period.
- ****Fully Vaccinated means having received both jabs over 2 weeks ago
- Retain records of all locations employees visit during working hours for 21 days
- All Guidance and Timescales taken from the NHS Website
- www.nhs.uk/conditions/coronavirus-covid-19/
- Information Correct as of 10/12/2021

*** Close contact is defined as:
1. face-to-face contact including being coughed on or having a face-to-face conversations within one metre OR
2. been within one metre for one minute or longer without face-to-face contact OR
3. been within two metres of someone for more and 15 minutes (either as a one off contact, or added up together over one day

self-isolation exemptions to persons under 18 years 6 months and persons who cannot be vaccinated for medical reasons are not valid when considering close contact with suspected or confirmed case of the Omicron variant of COVID-19