ROMERO INSURANCE BROKERS

COVID-19 – AN EMPLOYER'S GUIDE

WHAT TO DO IF ONE OF YOUR TEAM HAS...

*Guidance is for England – different guidance may apply in Wales, Scotland and Northern Ireland

...COVID-19 SYMPTOMS

Are they still at work?

YES → Send them home straight away

NO → Advise them to stay at home

Send them home straight away → Thoroughly clean and disinfect any workspace or surface they may have come into contact with

Send them home straight away → Ask who they've been in **CLOSE CONTACT** with in the last 48hrs?

Alert everyone they came into close contact with at work (but do not name the team member) within the last 48hrs, and tell them that they should avoid contact with anyone who is 'high risk' and practice social distancing and good hygiene.

These contacts **do not need to self-isolate** unless:

- NHS Test and Trace contact them
- They start to display symptoms

Ask who they've been in **CLOSE CONTACT** with in the last 48hrs? → They must **GET A TEST** and self-isolate while waiting for their results

They must **GET A TEST** and self-isolate while waiting for their results → **POSITIVE TEST RESULT**

They must **GET A TEST** and self-isolate while waiting for their results → **NEGATIVE TEST RESULT** → **Team member can return to work as long as they are well enough**

...A POSITIVE COVID-19 TEST

If you have five or more positive COVID-19 cases in the workplace within a 14 day period, you must contact your local Public Health England Protection Team

They must self-isolate for 10 days from when their symptoms started

NB: It is illegal for employers or employees to ignore self-isolation rules, resulting in fines up to £10,000

Any other team members that were in 'close contact' will be contacted by NHS Test and Trace

Team member completes self-isolation

...TO SELF-ISOLATE

They have been contacted by NHS Test and Trace

Someone in their household or support bubble has tested positive or is displaying COVID-19 symptoms

Team member must self-isolate for 10 days from the day they were last in contact with the person who tested positive, **even if they get a test and it's negative**

Team member must self-isolate for 10 days from the day their household/ bubble member started displaying symptoms

If the person in their household/bubble gets a negative test result, your team member can stop self-isolating

DEFINITION OF A CLOSE CONTACT

A close 'contact' is a person who has been close to someone who has tested positive for COVID-19 any time from two days before the person was symptomatic up to 10 days from the onset of symptoms (this is when they're infectious to others).
This could be a person who:

- spends significant time in the same household or workspace
- is a sexual partner
- has had face-to-face contact (within one metre), including being coughed on/having skin-to-skin
- physical contact/in contact within one metre for one minute
- has been within 2 metres of them for more than 15 minutes
- has travelled in a small vehicle, or in a large vehicle or plane with them

TYPES OF TEST

The two tests that are currently available are:

- **PCR** (Polymerase Chain Reaction) test which is the most common and accurate, but can take a while getting the results as they have to be tested in a laboratory
- **LFD** (Lateral Flow Device) test – this is generally given to people that are showing no symptoms – the results are quicker but less accurate
  – If you have an LFD test and it tests positive, you should self-isolate and look to get a PCR test within 48hrs
  – If the subsequent PCR test is negative you can stop isolating and carry on normally as this is more accurate

HR TIPS

- Team members on a lower income who can't work from home may be eligible for a £500 Test and Trace Support Payment
- Employers with fewer than 250 employees are able to use the Coronavirus Statutory Sick Pay Rebate Scheme to claim back any Coronavirus related Statutory Sick Pay they have paid to their employees