

Suspected case (employee has symptoms)

- If an employee has COVID-19 symptoms (new continuous cough, fever, new loss of taste or smell) send them home immediately and tell them to book a test online at www.gov.uk or by calling 119 and to follow the stay at home guidance.
- Clean premises thoroughly as normal, paying particular attention to anywhere the employee may have touched frequently (door handles, light switches, cash register, computer keyboard, telephone etc).
- Use disposable cloths and cleaning equipment. You can find guidance on cleaning after a case of COVID at www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings.
- Double bag any personal waste.
- It is not necessary to close the business or workplace or send any other staff member(s) home unless you are advised to do so following investigation by the Public Health Agency (PHA).

One employee or customer tests positive

- If a person receives a positive test result they will be contacted by the PHA's Contact Tracing Service in the first instance by text message, asking them to self-isolate for 10 days and to enter their close contacts online using the HSCNI 'Help us trace your contacts' service. This is so the PHA can warn their close contacts as quickly as possible that they might have become infected and give them guidance.
- The PHA may call (from 028 9536 8888) those who do not wish to use the web service or those who cannot use the service for other reasons.
- If you have been identified as close contact you will receive a text message from 'HSCtracing' instructing you to self-isolate. You should follow this advice immediately and self-isolate until the end of the 10 day period.
- People who live with a close contact of a case will NOT have to self isolate unless they are also a close contact of the case.
- **Businesses do not have to close because one employee has tested positive.**
- Follow the cleaning advice above and reinforce prevention messages.
- You should support workers who need to self-isolate and must not ask them to attend the workplace if they have been advised to stay at home.

Two employees or customers test positive

- Where two or more cases may be linked through their employment or attendance at a common business or setting, the PHA will consider this and assess if further investigation is needed. Two cases linked to a setting is not necessarily an outbreak as the link may be coincidental.
- The PHA may contact the business owner to get information and give advice on what to do. This could mean enhanced cleaning, testing of all employees or other preventative measures to break the chain of infection. These are determined on a case by case basis.
- PHA will work with the business owner until any outbreak or cluster is appropriately managed and the business can operate safely. This is designed to be a supportive process.
- Where appropriate the Health and Safety Executive or District Council may be involved in these discussions and action plans.