

# WHAT TO DO IF YOU HAVE A CASE OF COVID-19 IN YOUR WORKPLACE

Guidance is available at: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid19>  
NHS test and trace: how it works at: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

**1 STAFF MEMBER WHO HAS SYMPTOMS of**  
**New continuous cough**  
**Temperature**  
**Change in sense of smell or taste**

Individual goes home to self-isolate for 10 days since onset of symptoms and get tested via NHS online or calling 119.  
Household contacts of case must self-isolate for 14 days.

**Notify Wakefield Local Authority at:**  
**healthprotection@wakefield.gov.uk**

Cleaning as per guidance on cleaning in non-healthcare settings at:  
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

**1 STAFF MEMBER WHO TESTS POSITIVE**  
**Individual stays at home to self-isolate for 10 days since onset of symptoms.**

Household and workplace contacts of case must self-isolate for 14 days, from the last contact with the case. If contacts get tested and the result is negative, they must complete the 14 days self-isolation because they still may have the virus. If the result is positive they must stay at home for at least 10 days.

**Notify the Health Protection Team (HPT)**  
**0113 386 0300 and Wakefield Local Authority at:**  
**healthprotection@wakefield.gov.uk**

The HPT will work with you to confirm the action you have taken, including any workplace contacts who need to self-isolate at home for 14 days. They will identify any other control measures to control the spread of infection in the workplace.

**2 OR MORE STAFF WHO TEST POSITIVE**  
**or increase in absences where COVID-19 suspected. Individuals go home to self-isolate for 10 days since onset of symptoms.**

Household and workplace contacts of case must self-isolate for 14 days, from the last contact with the case. If contacts get tested and the result is negative, they must complete the 14 days self-isolation because they still may have the virus. If the result is positive they must stay at home for at least 10 days.

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**0113 386 0300 and Wakefield Local Authority at:**  
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The HPT will work with you to confirm the action you have taken, including any workplace contacts who need to self-isolate at home for 14 days. They will identify any other control measures to control the spread of infection in the workplace.

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic (or 2 days before a test if no symptoms) up to 10 days from onset of symptoms (this is when they are infectious to others). **A workplace contact is; a person who has had face-to-face contact (within one meter), with someone who has tested positive; or a person who has been within 2 meters of someone who has tested positive for more than 15 minutes; or a person who has travelled in a small vehicle with someone who has tested positive.** Other important control measures to reduce risk to other staff include: minimising contact with those who are unwell, handwashing, respiratory hygiene, cleaning, minimising mixing and contact within the workplace.