Checklist if an employee tests positive for COVID-19

1 If an employee is confirmed to have COVID-19 or they have a sick family member at home that has tested positive with COVID-19, they should notify HR as soon as possible.

    i. If they are at home, when they discover this, they should stay at home and follow UK Government guidelines for self- isolating. https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/

    ii. If they are at work when they discover this, or they start to show symptoms of COVID-19, they should remove themselves from their normal place of work and be sent immediately home to self-isolate.

    iii. The Government track and trace, if they are positive, will question them to ascertain when they first had symptoms and who they may have been in contact with and if necessary they will contact those individuals and may ask them to self-isolate.

2 As an employer you can ask the employee to identify who they have been in close contact with, whilst at work. A basic rule of thumb is the 2-15-48 system. Consideration should also be given to questioning their supervisor and consulting CCTV (if available). The 2-15-48 system is 3 steps:

    i. Determine who worked within 2 metres of the infected employee - The first step requires you to inquire with the infected employee about those who worked within close proximity of them. In the case of the workplace this would be another employee or contractor who has had close contact (less than 2 metres) for a prolonged period of time with an infected individual.

    ii. For those who worked within 2 metres, was it for 15 minutes or more? - Thus, after identifying the employees who worked within 2 metres of the individual worker, you should determine if any remained within that proximity of the sick employee for 15 minutes or more.

    iii. Was the direct exposure, within 2 metres, for a prolonged period of time, 15 minutes, during the 48 hours before the infected employee exhibited symptoms? - For the purposes of contact tracing, the key here is to look at the 48 hours before the sick employee had symptoms and was still working in the workplace. If a sick employee worked on Monday and Tuesday and started showing symptoms at 8:00 a.m. on the Wednesday, and immediately left the workplace, you should look for employees working near them starting at 8:00 a.m. on the Monday.

    After following the above three steps you will have identified the 2-15-48 employees. Any fellow employee who meets this 2-15-48 criteria should be advised that they may have been exposed, ensuring that the identity of the infected person is not revealed. These identified employees should be sent home and asked to self-isolate in line with UK Governments guidelines in self-isolating.

3 **Cleaning and disinfecting your building or facility after someone has tested positive:**

    i.   Close off areas used by the person who is sick.

    ii.   Companies do not necessarily need to close operations, if they can close off affected areas.

    iii.   Open outside doors and windows to increase air circulation in the area.

    iv.   Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

    v.   Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas:

        i.   All frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.

        ii.   Surfaces that are dirty, should be cleaned using a detergent or soap and water prior to disinfection

        iii.   With disinfection, use household disinfectants following the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.)

        iv.   For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines use alcohol-based wipes or sprays containing at least 70% alcohol.

    vi.   Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.

    vii.   Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.

    viii.   Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate disinfectant.

    ix.   Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.

    x.   Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.

    xi.   Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.

    xii.   Once area has been appropriately disinfected, it can be opened for use.

4 **Workers without close contact with the person who is sick can return to work immediately after disinfection.**

If it is more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

Continue routing cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

A. Checklist for a member of staff who develops symptoms at home.	YES	NO	N/A
1 Has a member of staff, or a close family member, while at home developed symptoms of COVID-19?			
Details:			
2 Has this member of staff been instructed to stay at home and get themselves and their close family member a COVID-19 test?			
Details:			
3 Has this member of staff been instructed, if they or their close family member test positive, to follow Government guidance with regards to self-isolation?			
Details:			
4 Was the last time this member of staff at work, within 7 days of them or their close family member developing symptoms?			
Details:			
If the answer to Question 4 above is **YES**, then go to Section 7 and continue. If the answer to Question 4 above is **NO** then no further action apart from monitoring the wellbeing of the member of staff is necessary.			

B. Checklist for a member of staff who develops symptoms at work.	YES	NO	N/A
5 Has a member of staff, while they are at work, developed symptoms of COVID-19?			
Details:			
6 Has the member of staff been instructed to leave the workplace, go home, and follow Government guidance and self-isolate?			
Details:			
7 Has the employee been questioned to identify who they have been in close contact with whilst at work? Follow the 2-15-48 system.			
Details:			
8 Has any employee identified through the 2-15-48 system been advised that they may have been potentially exposed to COVID-19, ensuring the identity of the infected person is not revealed?			
Details:			
9 Have the employees identified through the 2-15-48 system been instructed to leave the workplace, go home, and follow Government Guidance and self-isolate?			
Details:			

C. Checklist cleaning and disinfecting your building or facility after someone has tested positive	YES	NO	N/A
10	Has the immediate area where the infected employee worked been closed off?			
Details:				
11	Can doors and windows in this area be opened to increase ventilation?			
Details:				
12	All communal areas where the infected person has been should be immediately cleaned and disinfected this will include toilets, canteens and any associated fixtures and fittings etc.			
Details:				
13	Is it possible to wait 24 hours before you clean or disinfect the immediate work area of the employee? If 24 hours is not feasible, wait as long as possible.			
Details:				
	a) Is there already a regime of all frequently touched surfaces in the workplace, such as handrails, doorknobs/handles being sanitised and wiped down? If not then immediately put this in place.			
Details:				
	b) Has their workstation surfaces and electronics, such as tablets, touch screens, keyboards, remote controls, mouse, telephones etc been cleaned using alcohol-based wipes or sprays containing at least 70% alcohol?			
Details:				
	c) Have any surfaces in their work area that are dirty been cleaned using a detergent / soap and hot water prior to disinfection?			
Details:				
	d) Has the floor surfaces been vacuumed if needed? If so use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.			
Details:				

	f) Have you temporarily turned off any in-room/stand alone, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.			
Details:				
	g) Have you left on central HVAC systems (after vacuuming). These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.			
Details:				

If all of this checklist has been completed, then return to normal COVID-19 cleaning regime.

MARSH