**A person in a white shirt

Description automatically generated­**



**COVID-19**

Example  
Procedure

A free guide from Citation’s

Health & Safety experts

**Coronavirus (COVID-19)**

**Example Procedure**

**Symptoms:**

* A high temperature – feeling hot to touch on chest or back and have a temperature of 100 F (37.8 C) or higher.
* A new, continuous cough – this means coughing repeatedly

**Employees who may be at risk**

Should a colleague present in the premises with diagnosed coronavirus (COVID-19) or suspected coronavirus (COVID-19), ensure they are isolated as quickly as possible and advise to get further details from the [111 website](https://111.nhs.uk/covid-19/).

Employees that suspect they may be at risk of coronavirus should not attend work until they have gained advice from the [111 website](https://111.nhs.uk/covid-19/) and spoken to their manager.

They should not go to a GP surgery, pharmacy or hospital without instruction from the [111 website](https://111.nhs.uk/covid-19/).

Information on who may be at risk can be found on the government’s and NHS’s website which is updated daily.

Should a colleague present with diagnosed coronavirus (COVID-19) or suspected coronavirus (COVID-19) a meeting of the following will be arranged as quickly as possible:

* MD / Board members
* Director or delegate of the department the colleague is from
* Internal HR colleague

The purpose of the meeting will be to review the risk and make decisions on how to address the situation.

**Health authorities may take very directive actions in the case of any outbreak in which we are involved, so our plan will be fluid and reactive to the needs of any externally imposed instructions or restrictions.**

**Section 1** outlines key questions to cover and potential actions to consider which will help generate an action plan.

**Section 2** provides contact details for all relevant persons.

**Section 1 - Coronavirus assessment meeting notes and action plan**

**Key details**

|  |  |
| --- | --- |
| **Colleague affected** |  |
| **Department / role** |  |
| **Who was present at the meeting?** |  |
| **Date / time of meeting** |  |
| **How were you notified of this incident?** |  |
| **Current point of contact with colleague** |  |
| **Details of incident** including where the colleague is, is it suspected/ testing/confirmed, etc.  Also, what circumstances it’s arisen from i.e. travelled to an affected area, exposed during work or personal time, etc. |  |

|  |  |
| --- | --- |
| **Further things to consider** | **Notes / actions / details** |
| NHS 111 advice given |  |
| Who have they been exposed to over the past 14 days? Clients? Colleagues? Other 3rd parties? |  |
| **Colleague exposure** | |
| Any high-risk colleagues or service users in close proximity i.e. weakened immune systems, pregnant, other serious health conditions? |  |
| Are those in close working proximity able to work from home / isolate? |  |
| Any other pertinent information |  |
| **Client exposure** | |
| Establish who they may have come into contact with over the past 14 days |  |
| Any other pertinent information |  |

**Potential actions to consider include:**

* Communications to colleagues / other relevant parties
* Increase working from home / remote working
* Isolation of colleagues/others that have had close interaction with the colleague
* Deep clean of area
* Revision of cleaning schedule
* Communicating with the colleague / relatives
* Who else needs to be updated on this situation - including how and when.
* Any IT actions required to facilitate the other actions required
* How can we establish who they have been exposed to during the prior 14 days? (Health Authorities will need this information)
* Consider notifying insurers
* Point of contact for any press intrusion
* Departmental specific actions to maintain business delivery
* Update Risk Assessment

**Action Plan**

|  |  |  |
| --- | --- | --- |
| **Actions** | **Notes / details / time frame** | **Owner** |
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**Section 2** – Key contacts

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| --- | --- | --- | --- |
| **Name** | **Department** | **Role** | **Contact detail** |
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If you’ve got any questions about how to manage risks, protect your employees and need some further guidance on self-isolation please call our experts on our 24/7 advice line, 365 days a year, on 0345 844 4848.