

# Test, Trace and Protect

What to do if an employee displays symptoms and/or tests positive for COVID-19

## Managers Guidance

July 2020



## **Introduction**

1. The Welsh Government TTP strategy was launched on 1<sup>st</sup> June 2020. This is a national health protection initiative to support the fight against covid-19 transmission within our community. The basic principles being that if an individual tests positive for covid-19 they will be contacted by a member of the contact tracing team to establish who they have been in contact with and these individuals will be contacted by the contact tracing team to assess the risk and advise them to self-isolate for 14 days.
2. The regional contact tracing team is aiming to reach all contacts within 48 hours, but this is subject to ease at which they can reach the named contacts and capacity within the team as the initiative expands.
3. As a large employer we know employees have been impacted by covid-19 and some have tested positive. With the TTP strategy now in place the Council expects all employees, and workers to comply with the Scheme to ensure that the risk of the virus spreading in the workplace is minimised. We are confident that our employees will support this aim and protect the health of themselves, their colleagues and their household members by self isolating when necessary or when requested. Failure to do this may ultimately result in disciplinary action.

## **The role of the manager**

4. If an employee develops at least 1 coronavirus symptom:

- a new continuous cough;
- high temperature; or
- loss of smell or taste,

the manager must ensure that the employee leaves the workplace and follows [self-isolation guidance](#).

5. As soon as the employee has left, call the cleaning services on 01267 246511. Tell the cleaning services where the employee has been working within the office environment.
6. The employee and household members should be advised to [take a test within the first 5 days of developing symptoms](#), when the test is most effective.
7. If the test is negative, no further action is needed by the employee or others in the household, and they are no longer required to self-isolate.

8. If the test is positive, the employee will be contacted by a contact tracer on behalf of the NHS Wales Test, Trace, Protect service.

9. The employee will be asked to provide details to the contact tracer of who they have been in close proximity with on any occasion during a period beginning **up to 2 days** before they started experiencing symptoms, including:

- someone within 1 metre with whom they have had a face-to-face-conversation, had skin-to-skin physical contact, have coughed on, or been on other forms of contact within 1 metre for 1 minute or longer;
- someone within 2 metres of for more than 15 minutes;
- someone they have travelled in a vehicle with - or seated near in public transport

10. As a manager, **if you are aware that the positive employee has been in close proximity** in the workplace with other employees in one of the three situations described above you should not wait for the contact tracer to get in touch to advise those other employees to self-isolate.

11. Speak to the affected employee(s) immediately and advise them to self-isolate in line with government guidance and reassure them that the contact tracing team will be in touch with them shortly. (If, following advice from the Contact Tracer, the employee is advised that they may return to work then they can do so).

12. This may create some anxiety and you should re-assure that the contact tracer will provide advice in due course but that if they become symptomatic and concerned to seek advice from NHS Wales 111. Employees can also self-refer for wellbeing support via OH.

13. You must not reveal the identity of the positive employee to the employees they have been in contact with or any other member of staff without the express permission of the employee. Whilst, in small teams this may be self-evident and employees may guess who the positive employee may be, the manager must still respect the positive employee's request for anonymity and maintain confidentiality.

14. When the Contact Tracer contacts the employees, they will assess the risk by asking a range of questions following which they will be advised to self-isolate or that they may return to work. The employee will be provided with advice and guidance and they will not be advised to be tested unless they themselves are displaying symptoms. The employee should advise their manager of the outcome of the discussion with the Contact Tracer.

15. Members of their household will not generally be asked to self-isolate, but should follow the [social distancing guidance](#) and avoid contact with the person isolating at home.
16. Managers should keep in touch with self isolating employees to provide support and advice as necessary and to facilitate the return to work at the end of the isolation period.

**Further support and advice can be provided by HR Teams and the Employee Wellbeing Service.**