



Covid-19 Outbreak Management Policy

Know what actions to take if
you have a COVID-19 outbreak
in your workplace

Policy Introduction

As an organisation we have established this policy in response to the COVID-19, coronavirus pandemic. This policy is to be adopted while the restrictions for the Coronavirus remain in place.

It applies to everyone, including employees, visitors, contractors and anyone else visiting our premises and will be used in the event of the reporting of a positive COVID-19 test.

Definitions

A **COVID-19 Positive Test** is defined as "Anyone receiving an official NHS Test and Trace PosiČve test noČficaČon". It does not include untested individuals with symptoms, who must be told to leave the premises immediately and to self isolate until they have arranged a test and received their test results.

A **COVID-19 outbreak** is more than one confirmed case of COVID-19. Depending on the type of organisation, this may also include 'possible' cases of COVID-19.

Roles and Responsibilities

Responsibility for implementing this Policy rests with managers at all levels within our organisation.

Policy

This policy is to be adopted by our organisation, while the restrictions of the Coronavirus remain in place. It has been created to ensure, so far as it is reasonably practicable, that our work and business activities will be carried out with a commitment to protecting the health of everyone who comes onto the premises.

It is vital that a high level of hygiene is maintained at all times, but this is of greater importance at the current time, as the Coronavirus is known to spread through coughs and sneezes and can remain on surfaces for up to 72 hours, allowing it to be easily picked up and spread.

Our policy is to follow current government advice and guidance on COVID-19 early outbreak management which is detailed below.

How to report cases of coronavirus within our organisation

The government have produced COVID-19 early outbreak management information to assist organisations like ourselves:

- know how to recognise and report an incident of coronavirus (COVID-19)
- are aware of measures local health protection teams may advise to contain it

This information is contained within 'action cards' that have been designed for specific situations where an outbreak could occur.

The action cards are designed to be downloaded and printed and managers should ensure that they are kept on hand in an easily accessible place in case a positive test is reported.

The action cards provide guidance to managers on what to do in the event of one or more confirmed cases of coronavirus (COVID-19) within our organisation.

These quick-reference guides provide key steps to help managers quickly identify, report and respond to any potential COVID-19 outbreak within both our own organisation, but also within our local community.

The action cards have been developed to cover a range of businesses activities to provide specific advice on the issues, we as an organisation may face, now lockdown restrictions have been eased.

They complement existing outbreak control policies and guidance, and signpost to other useful information to help managers fully understand their responsibilities in the event of an outbreak of COVID-19.

When to use the early outbreak management action cards

If a confirmed case of COVID-19 has occurred within our organisation, managers need to follow the instructions on the relevant action card which can be downloaded from [here](#).

Need help completing your own Outbreak Management Policy?

Our professional Health & Safety Consultants can ensure that your Outbreak Management Policy is thorough, giving you peace of mind that you are planning for everything.

Get in touch:
**01206
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