



Dear Business Operator

The guidance below sets out guidance on the actions that you should take in the event that a member of staff tests positive for Covid 19.

Actions in the event of a positive case

Find out when the person's symptoms started (or if there were no symptoms, when the test was taken).

Find out what days the person was at work starting from 2 days before the symptoms start date/test date identified above (e.g. if symptoms started on a Friday at 10pm, consider all day Wednesday, Thursday, Friday and so on)

Identify any close or direct contacts of the positive case within this period – these are defined as people who have been:

- face-to-face within a metre for any length of time no matter how short
- within 1m for more than a minute without face-to-face contact
- within 1-2m for more than 15 minutes
- travelling in a car together

In addition, although it doesn't make somebody a contact in law, we would advise that people who have shared office or meeting spaces with the positive case self-isolate, as we know the risk of transmission is greatly increased in these circumstances.

In order to identify the contacts, speak to the positive case, speak to their colleagues and if you have CCTV, check it for the relevant time period. Remember to consider lift-sharing to and from work, clocking-in and –out periods where people may bunch together, and break periods when they might share canteen space or congregate in smoking shelters.

Note that face coverings or masks don't stop somebody being a contact and needing to self-isolate, although they will help reduce the risk of transmission.



These contacts you have identified must self-isolate for **10** days from the last date of contact with the positive case – add 10 to the date of contact to get the last date of self-isolation.

If the room/office/area the positive case has been in can be shut and left unused for 72 hours, then do that before sending-in cleaners (this reduces the potential exposure of the cleaners to the virus). Otherwise, ensure that all surfaces are cleaned using suitable cleaning chemicals (check they comply with BSEN 11476) and methods, particularly ensuring correct contact times are observed.

Anybody identified as a contact must self-isolate for the full 10 days even if they go on to test negative.

Please complete the online notification found here: <https://apps.telford.gov.uk/testandtrace/>

This allows us to very quickly ensure people are self-isolating as they should be and to trace contacts, arrange testing etc.

Please send names and email addresses of those identified as contacts to HealthProtectionHub@telford.gov.uk so that we can send them an official self-isolation email.

Please do not require positive cases to re-test before returning to work. People who have tested positive should not re-test within 90 days unless they have new symptoms. This is because people can continue to shed inactive viral fragments which do not cause illness in others but can trigger positive tests.

It may be prudent to request any **contacts** of the positive case who have remained asymptomatic to go for an LFD (rapid) test prior to returning to work – but this advisory only.

For more information, visit [Rapid Testing For Businesses](#).

It should be noted that employers that knowingly allow or force staff to come to work when they should be self-isolating can be fined up to £10,000