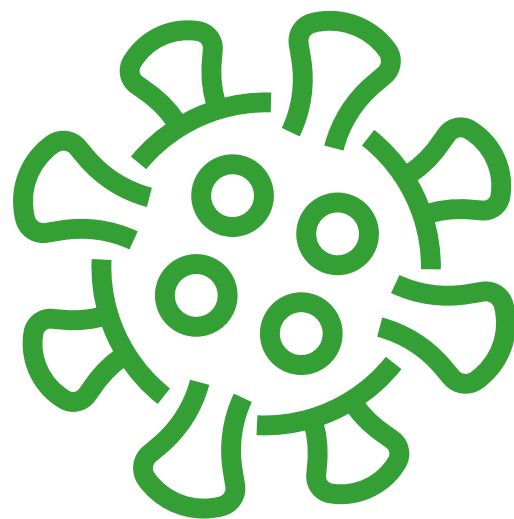


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# COVID-19

## Public health advice and guidance

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**For your business and employees**

# Introduction

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Please take a look at this [short video message](#) from Director of Public Health for Wiltshire, Kate Blackburn, as she thanks you for all your continued support during this time and provides you with some useful information and advice on COVID-19 to support you and your employees.

## Contents

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- 3. COVID-19 symptoms response – businesses**
- 5. COVID-19 symptoms response – employees**
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- 8. Public Health England - Information sheet A**
- 9. Public Health England - Information sheet B**
- 10. COVID-19 car sharing**
- 11. Symptoms poster**
- 12. Staying safe outside of work**

# COVID-19 information

## A quick guide for businesses



Please follow the advice in this guide. **Please remember to only get tested if you have COVID-19 symptoms.**

### YOUR EMPLOYEE SHOULD BOOK A **TEST** IF THEY HAVE:

#### **a high temperature.**

This means they feel hot to touch on their chest or back (you do not need to measure their temperature).

**or**

#### **a new continuous cough.**

This means coughing a lot for more than an hour, or three or more episodes in 24 hours (if they usually have a cough it may be worse than usual)



**or**

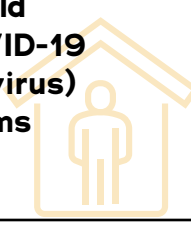
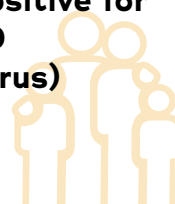
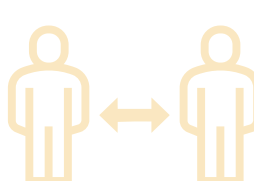



#### **a loss of or change to your sense of smell or taste.**

This means they've noticed they cannot smell or taste anything, or things smell or taste different to normal.

If your employee DOES NOT have symptoms of COVID-19 but has other cold-like symptoms, such as a runny nose, they do not need to be tested and they or members of their household do not need to self-isolate.

**Your employee can attend the workplace if they are fit to do so.**

| What to do if...  | Action needed  | When can my employee return to the workplace?  |
|---|--|--|
| <b>My employee has COVID-19 (coronavirus) symptoms</b><br>       | <ul style="list-style-type: none"><li>Your employee should not attend the workplace</li><li>Your employee should book a test</li><li>Whole household to self-isolate</li><li>The employee should inform their employer immediately about test results</li></ul>  | <b>If test is negative and the employee is well enough, symptom free for 48 hours and not advised to self-isolate by test and trace service.</b>   |
| <b>My employee tests positive for COVID-19 (coronavirus)</b><br> | <ul style="list-style-type: none"><li>Your employee should not attend the workplace</li><li>Employee to self-isolate for at least 10 days from when symptoms started (or from day of test if no symptoms)</li><li>Employee to inform workplace immediately about test results</li><li>Whole household to self-isolate for 14 days from day when symptoms started (or from day of test if no symptoms) -even if someone tests negative during those 14 days</li></ul> | <b>When the employee feels better, and has been without a fever for at least 48 hours</b><br><br>They can return to workplace after 10 days even if they have a cough or loss of smell/ taste. These symptoms can last for several weeks once the infection is gone. |

| What to do if...   | Action needed   | When can my employee return to the workplace?   |
|--|---|---|
| <b>Somebody in your employees household has COVID-19 (coronavirus) symptoms</b>                       | <ul style="list-style-type: none"> <li>The employee should not attend the workplace</li> <li>Household member with symptoms to book a test</li> <li>Whole household to self-isolate while waiting for test result</li> <li>Employee to inform workplace immediately about test results</li> </ul>   | <b>When household member test is negative, and the employee does not have COVID-19 symptoms and if employee has not been advised to self isolate by test and trace services</b> |
| <b>Somebody in your employees household has tested positive for COVID-19 (coronavirus)</b>            | <ul style="list-style-type: none"> <li>The employee should not attend the workplace</li> <li>Whole household to self-isolate for 14 days from day when symptoms started (or from day of test if no symptoms) - even if someone tests negative during those 14 days</li> <li>Employee to inform workplace immediately about test results</li> </ul>  | <b>When the employee has completed 14 days of self-isolation without symptoms. They must self-isolate for 14 days even if they test negative during that time</b>               |
| <b>NHS Test and Trace has identified an employee as a 'close contact'</b>                           | <ul style="list-style-type: none"> <li>Your employee should not attend the workplace</li> <li>Employee to self-isolate for 14 days (as advised by NHS Test and Trace)-even if they test negative during those 14 days</li> <li>Rest of household does not need to self-isolate, unless they are also a 'close contact'</li> </ul>   | <b>When the employee has completed 14 days of self-isolation without symptoms. They must self-isolate for 14 days even if they test negative during that time</b>               |
| <b>Your employee has been in contact with someone who has been identified as a 'close contact'</b>  | <ul style="list-style-type: none"> <li>Your employee should attend the workplace as normal</li> <li>If your employee does not have any COVID-19 symptoms they should carry on with normal activities</li> </ul>   | <b>Employee should attend the workplace as usual</b>  |
| <b>Your employee has travelled abroad and has to self-isolate.</b>                                  | <ul style="list-style-type: none"> <li>Your employee should not attend the workplace</li> <li>Whole household to self-isolate for 14 days -even if they test negative during those 14 days</li> </ul> <b>Travel reminders:</b> <ul style="list-style-type: none"> <li>Your employee should not attend the workplace</li> <li>Consider quarantine requirements and FCO advice when booking travel</li> </ul> | <b>When the quarantine period of 14 days has been completed for the employee, even if they test negative during those 14 days</b>   |
| <b>Your employee has been told by a medical / official source they must resume shielding</b>        | <ul style="list-style-type: none"> <li>Your employee should not attend the workplace</li> <li>Employee should contact their employer</li> <li>Employee to shield until they are informed that restrictions are lifted and shielding is paused again</li> </ul>  | <b>When agencies inform employee that restrictions have been lifted and your employee can return to the workplace again</b>   |

# COVID-19 information

## A quick guide for employees



Please follow the advice in this guide. **Please remember to only get tested if you have COVID-19 symptoms.**

### YOU SHOULD BOOK A **TEST** IF YOU HAVE:

#### **a high temperature.**

This means you feel hot to touch on your chest or back (you do not need to measure your temperature).

**or**

#### **a new continuous cough.**

This means coughing a lot for more than an hour, or three or more episodes in 24 hours (if you usually have a cough it may be worse than usual)

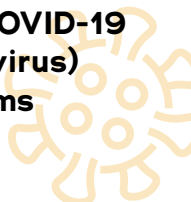

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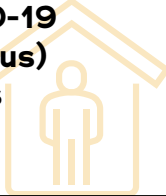
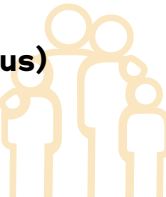
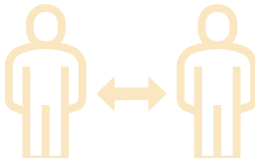
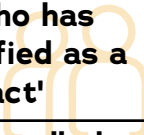


#### **a loss of or change to your sense of smell or taste.**

This means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

If you DO NOT have symptoms of COVID-19 but have other cold-like symptoms, such as a runny nose, you do not need to be tested and you or members of your household do not need to self-isolate.

**You can attend the workplace if you are fit to do so.**

| What to do if...  | Action needed  | When can I return to the workplace?   |
|---|--|---|
| <b>I have COVID-19 (coronavirus) symptoms</b><br>            | <ul style="list-style-type: none"><li>You should not attend the workplace</li><li>You should book a test</li><li>Whole household to self-isolate</li><li>You should inform your employer immediately about test results</li></ul>  | <b>If test is negative and you are well enough, symptom free for 48 hours and not advised to self-isolate by test and trace service.</b>  |
| <b>I have tested positive for COVID-19 (coronavirus)</b><br> | <ul style="list-style-type: none"><li>You should not attend the workplace</li><li>Self-isolate for at least 10 days from when symptoms started (or from day of test if no symptoms)</li><li>Inform workplace immediately about test results</li><li>Whole household to self-isolate for 14 days from day when symptoms started (or from day of test if no symptoms) -even if someone tests negative during those 14 days</li></ul> | <b>When you feel better, and have been without a fever for at least 48 hours</b><br>You can return to the workplace after 10 days even if you have a cough or loss of smell/ taste. These symptoms can last for several weeks once the infection is gone. |

| What to do if...  | Action needed  | When can I return to the workplace?  |
|---|--|--|
| <b>Somebody in your household has COVID-19 (coronavirus) symptoms</b>                        | <ul style="list-style-type: none"> <li>You should not attend the workplace</li> <li>Household member with symptoms to book a test</li> <li>Whole household to self-isolate while waiting for test result</li> <li>Inform workplace immediately about test results</li> </ul>   | <b>When household member test is negative, and you do not have COVID-19 symptoms and if you have not been advised to self isolate by test and trace services</b> |
| <b>Somebody in your household has tested positive for COVID-19 (coronavirus)</b>             | <ul style="list-style-type: none"> <li>You should not attend the workplace</li> <li>Whole household to self-isolate for 14 days from day when symptoms started (or from day of test if no symptoms) - even if someone tests negative during those 14 days</li> <li>Inform workplace immediately about test results</li> </ul>  | <b>When you have completed 14 days of self-isolation without symptoms. You must self-isolate for 14 days even if you test negative during that time</b>          |
| <b>NHS Test and Trace has identified you as a 'close contact'</b>                           | <ul style="list-style-type: none"> <li>You should not attend the workplace</li> <li>Self-isolate for 14 days (as advised by NHS Test and Trace)–even if you test negative during those 14 days</li> <li>Rest of household does not need to self-isolate, unless they are also a 'close contact'</li> </ul>   | <b>When you have completed 14 days of self-isolation without symptoms. You must self-isolate for 14 days even if you test negative during that time</b>          |
| <b>You have been in contact with someone who has been identified as a 'close contact'</b>  | <ul style="list-style-type: none"> <li>You should attend the workplace as normal</li> <li>If you do not have any COVID-19 symptoms you should carry on with normal activities</li> </ul>   | <b>You should attend the workplace as usual</b>  |
| <b>You have travelled abroad and have to self-isolate.</b>                                 | <ul style="list-style-type: none"> <li>You should not attend the workplace</li> <li>Whole household to self-isolate for 14 days –even if they test negative during those 14 days</li> </ul> <p><b>Travel reminders:</b></p> <ul style="list-style-type: none"> <li>You should not attend the workplace</li> <li>Consider quarantine requirements and FCO advice when booking travel</li> </ul> | <b>When the quarantine period of 14 days has been completed, even if you test negative during those 14 days</b>  |
| <b>You have been told by a medical / official source you must resume shielding</b>         | <ul style="list-style-type: none"> <li>You should not attend the workplace</li> <li>You should contact your employer</li> <li>Shield until you are informed that restrictions are lifted and shielding is paused again</li> </ul>  | <b>When agencies inform you that restrictions have been lifted and you can return to the workplace again</b>   |

# COVID-19 Key definitions

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## Case definitions

**Confirmed case:** laboratory test positive case of COVID-19 with or without symptoms

**Possible case:** new continuous cough and/or high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia)

## Contact definitions

**Direct close contacts:** Face to face contact with a case for any length of time, within 1m, including being coughed on, a face to face conversation, unprotected physical contact (skin to skin). This includes exposure within 1 metre for 1 minute or longer.

**Proximity contacts:** Extended close contact (within 2m for more than 15 minutes) with a case

## Travelled in a small vehicle with a case

**Infectious Period:** The infectious period is from 48 hours prior to symptom onset to 10 days after, or 48hrs prior to test if asymptomatic.

**Incubation Period:** 1-14 days, usually 5 - 7 days.

## Cluster definition

“Two or more confirmed cases of COVID-19 among students or staff in a school/college within 14 days”

or

“Increase in background rate of absence due to suspected or confirmed cases of COVID-19 (does not include absence rate due to individuals shielding or self-isolating as contacts of cases)”.

## Outbreak definition

“Two or more confirmed cases of COVID-19 among students or staff who are direct close contacts, proximity contacts or in the same cohort or ‘bubble’\* in the school/college within 14 days”.

\* a cohort or ‘bubble’ might be a class, year group or other defined group within the school/college. This definition aims to distinguish between transmission occurring in the community versus transmission occurring within the school/college setting.





## Information Sheet A: What is an Outbreak?

### **What is an outbreak?**

An outbreak of an infectious disease is when there are more people with the disease than you might normally expect. The outbreak can be in a local area, or in a setting like a workplace or school. The criteria for declaring an outbreak can be slightly different depending on the setting.

### **What is a workplace COVID-19 outbreak?**

A COVID-19 outbreak in the workplace is declared when there are two or more staff members testing positive within 14 days of each other. The staff members must either have been in close contact in work or any activity/travel related to work, or there must be nowhere else they could have become infected.

If the staff have not been in close contact, or they probably became infected outside of work, this is called a COVID-19 cluster.

### **Why does an outbreak matter?**

If the outbreak is not controlled, the number of people getting infected will increase very quickly. Although most people will only have a mild illness, some may have worse symptoms and could need hospital treatment. Having several members of staff off sick or self-isolating at the same time, could have a very big impact on the business.

It is also possible that the workplace outbreak could spread into other settings or the wider community.

### **When is an outbreak over?**

If 28 days pass without any new cases of COVID-19 in staff members, the outbreak is declared over. Clusters are finished after 14 days with no new cases.





## Information Sheet B: About Contact Tracing

### What is contact tracing?

This is the process of working out who has been exposed to an infected person. Anyone who has been exposed is at risk of developing the disease.

### Why is contact tracing done?

By identifying workplace and community contacts and asking them to isolate for 14 days, this can stop the virus being spread to others. If the contacts follow this advice, the outbreak can be stopped.

### How are contacts identified?

Any person who has a positive COVID-19 test will be asked who they had close contact with since they became unwell (or tested positive if they are not unwell), and in the 2 days before. Close contact includes:

- Being face to face with someone such as when talking
- Being less than 1m away for 1 minute or more
- Being less than 2m away for more than 15 minutes

The person testing positive will also be asked where they have been during that time.

Community contact tracing will be done by the NHS test and trace service. This involves a text, email or phone call to anyone with a positive test. Workplace contact tracing will be done locally, by the health protection team and local authority, with help from the workplace.

### How will contacts be informed?

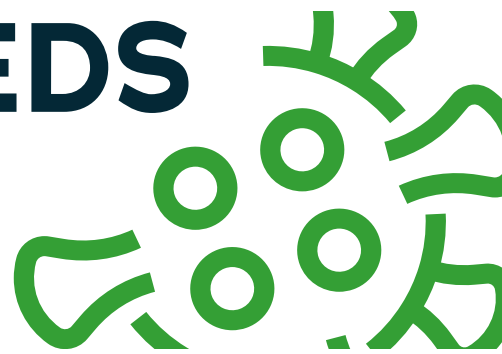
The person testing positive will be asked for details of their contacts. Community contacts will be informed by the NHS test and trace service that they have been exposed to a case of COVID-19 and need to self-isolate. When contacts are informed, the identity of the case is kept confidential.

Workplace contacts will be informed by their employer.

More information on the NHS Test and Trace service is available at:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

# WILTSHIRE NEEDS YOU TO PLAY YOUR PART



## ADVICE ON CAR SHARING



At this time please avoid car sharing,  
but if you have to, please follow these simple steps



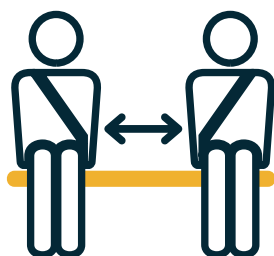
Cover face



Wash hands



Keep windows  
open



Sit as far away  
as possible



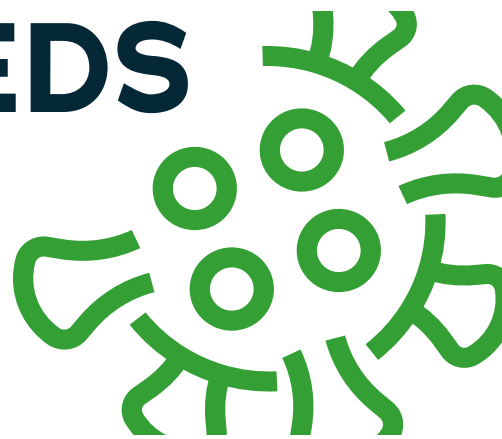
Clean the car  
after every  
journey  
(including handles)



Share with the  
same small group  
only

# WILTSHIRE NEEDS YOU TO PLAY YOUR PART

Help control the spread of COVID-19



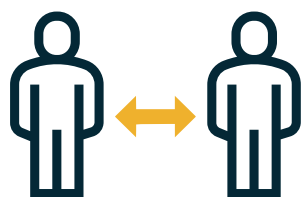
## When you go out:



Wash Hands

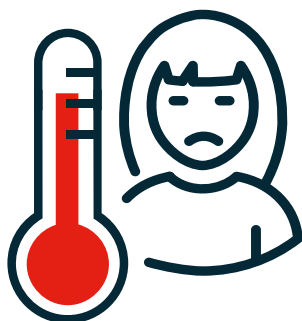


Cover Face



Make space

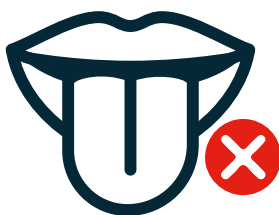
You must book a  
COVID-19 test if you  
experience any of these  
symptoms:



High Temperature



Cough

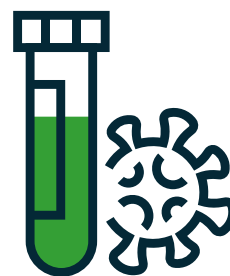


Change or loss of  
smell or taste

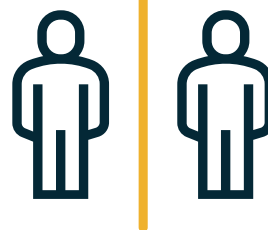
If you have COVID-19  
symptoms, no  
matter how mild:



Self-Isolate



Get Tested



Keep others  
safe

# COVID-19 staying safe outside of work



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## Thanks for your support and playing your part

This has been an incredibly challenging year so far, and one that you've all risen to meet in such an inspirational way.

Please keep playing your part in your own time too and together we'll get through this as quickly as possible.

## If you have symptoms – don't delay, take action

If you have the following COVID-19 symptoms you must self-isolate and get a test done as soon as possible:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

It is now a legal requirement to self-isolate when instructed to do so by NHS Test and Trace.

You can book a test at [www.gov.uk/get-coronavirus-test](https://www.gov.uk/get-coronavirus-test)

## Please keep doing the simple things, they're still so important

- Washing hands – keep washing hands regularly
- Wearing face coverings in enclosed spaces
- Making space – stay at least 2 metres apart or 1 metre with a face covering or other precautions
- Following the Rule of Six

## Get the app and help protect your loved ones

Download the NHS COVID-19 App as this will support the Test and Trace process and is the fastest way to see if you're at risk from COVID-19. The faster you know, the quicker you can alert and protect your loved ones and community.