



## Wac Arts Covid-19 Emergency Action Plan

If anyone becomes unwell with a new, continuous cough or a high temperature in the business or workplace, they should be sent home and advised to follow the [stay at home guidance](#). Persons in vulnerable groups such as those over 70 years old or women who are pregnant should remain in self-isolation until the government confirms that these groups can return to work.

The government is not recommending that you need to close your business/workplace or send any staff home if someone develops these symptoms on our premises.

You should keep monitoring the government [guidance for employers](#) as it is reviewed and updated regularly. Please bear in mind that not all cases of symptoms will be confirmed as coronavirus (COVID-19). You may also wish to contact your local Health Protection Agency team, who will be able to advise if there have been any other confirmed COVID-19 cases in your area.

If the person with symptoms needs clinical advice, they should go online to NHS 111 or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should **not** visit their GP, pharmacy, urgent care centre or a hospital.

Anyone who is showing symptoms qualifies for a test. Tests can be booked online via the relevant government website. A decision on their return to work can be made based on receiving these results.

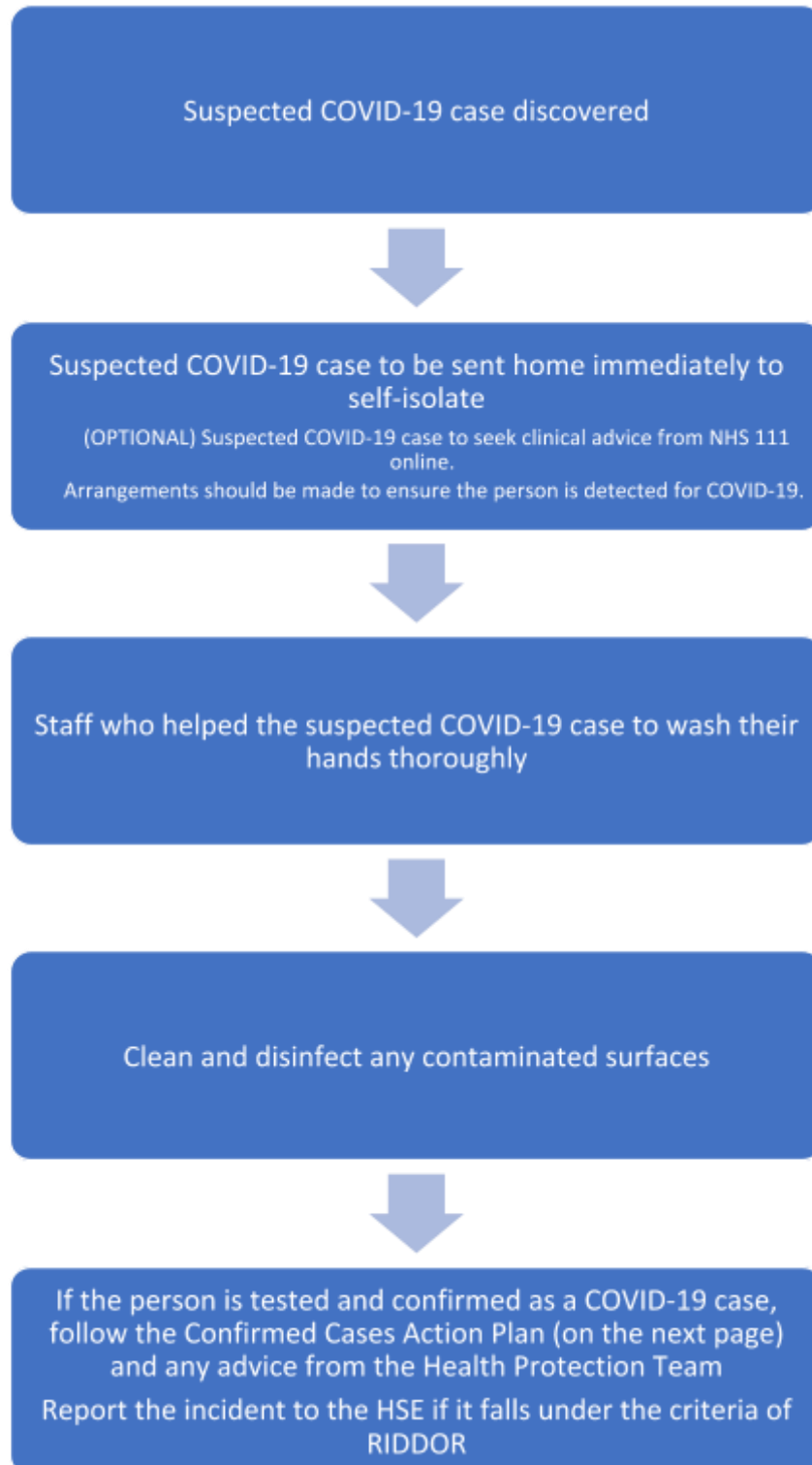
Anyone who has been in recent close contact with a person showing symptoms of COVID-19, or a person identified as an asymptomatic carrier of the virus through testing, may receive a notification from the NHS asking them to self-isolate. If a person receives a notification from the NHS requiring them to self-isolate, this should override any previous instructions about whether to isolate or not. Anyone who is told to self-isolate by the NHS should do so immediately and follow all further instructions from that service.

You should clean and disinfect any surfaces that the unwell person has had significant contact with, such as worktops that they may have sneezed on or areas of floor where they have vomited. Closing the premises to do a "deep clean" should not be necessary if your employees are following the recommended handwashing and hygiene precautions.

An investigation will need to be completed to decide on whether the incident needs to be reported under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

It is very important at this time that we all follow a consistent, proportionate approach to avoid further spread of the virus or burdening the health services unnecessarily. Please ensure that you review the government guidance on a daily basis and follow it as closely as possible. Do not attempt to diagnose symptoms yourself or gamble on following guidance from unofficial sources. Sources such as the NHS or the World Health Organisation (WHO) that are directly referenced in the government guidance are still acceptable. If you have had a tested and confirmed COVID-19 case on your premises, your local Health Protection Team will be in touch to take over the risk assessment process and advise you about what to do next. If multiple cases of COVID-19 appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help you manage the outbreak. Employers should seek advice from their local authority if necessary.

## Suspected Cases Action Chart



## Confirmed Cases Action Chart

