

COVID-19 OUTBREAK PLAN

A suggested template

The purpose of an Outbreak Plan is to summarise how the business/workplace:

1. Is preventing the spread of coronavirus (COVID-19) e.g. social distancing, additional cleaning.
2. Will respond to a notification of a suspected or confirmed COVID-19 case(s) amongst staff and/or customers/clients.

This is a generic template to assist the completion of outbreak plans for a wide range of businesses, premises and circumstances.

We hope it will help. We certainly don't want it to hinder so if the template doesn't work for you, please do go ahead and make any amendments you need.

1. Business/Service/Premises

Write a short succinct description of the business or service or premises the plan covers
Consider things like:

- What is the service/function/community
- People: Age, Gender, Ethnicity – staff and clients
- Location, Geography
- Other key factors

2. Prevention & COVID-19-Secure Plans

We need to do as much as we can to prevent and minimise spread of infection in the first place:

- What current measures are in place to prevent the spread of COVID-19? Are there any other prevention measures planned?
- Changes to the physical environment?
- Prompts or requirements for changes to behaviours – staff and clients
- Consider hygiene measure, social distancing, face coverings?
- Are you confident that people who are unwell will stay at home and arrange to be tested?
- Are plans in place to shield and protect high risk or vulnerable people?
- Are you confident in finding the current government COVID-19 guidance for workplaces?
- Are you aware of any particular risks relating to your business, premises or clients/customers
- How well are any specific COVID-19 risks able to be managed or mitigated?

3. Identifying & isolating COVID-19 cases

It's important that the business is aware if staff, clients or customers are possible (suspected) or confirmed as positive for COVID -19

If someone is unwell they should isolate immediately, request a test via the gov.uk website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/> or call 119 if they don't have internet access.

You will also need to think about:

- How will you make sure your staff do this?
- How will you know if someone is unwell?
- How will you know if someone has a positive result?
- How will you support people who are possible or positive to stay at home and isolate for 7 days?
- How will you encourage people who are positive to respond to NHS Test & Trace?
- How will you support people who have been identified as contacts to isolate for 14 days?

4. Identifying emerging outbreaks

An outbreak is two or more linked COVID-19 cases. So if two, or more positive cases are identified in a workplace or premises, your local Public Health Team need to know about it. They will work with Public Health England (Health Protection) to make sure the situation is managed and contained.

The following need to be notified if there are 2 or more cases:

PHE Thames Valley (Health Protection Team):

PHE Thames Valley Phone: 0344 225 3861, Email: typhe@phe.gov.uk

You also need to think about:

- How would you identify two or more cases?
- Who will inform PHE and our Local Authority PH team?
- Does anyone else need to be informed?

5. Responding to an Outbreak

An outbreak, where there are 2 or more cases, linked to a workplace or community will be managed by Public Health England (Health Protection) and/or the local Public Health team (based at the council). They will work closely with those most knowledgeable or responsible for the setting or community. Please note an outbreak does not apply to 2 or more cases in a household.

You also need to think about:

- Who would need to be informed and included in the outbreak response?
- Are there any safeguarding concerns to be anticipated – and who would represent these?
- Are there any commercial concerns to be anticipated? – and who would represent these?
- Are there likely to be practical issues in helping people to self-isolate?

For further information on reporting an outbreak for specific settings and businesses, please visit <https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/resources/>

List of key members of staff responsible for this Plan & contact details