

## Introduction

This information is designed to provide information on possible COVID scenarios and the steps to be taken by businesses in each instance.

At all stages, the business should also follow their company COVID-19 risk assessment which should consider actions to take in the event of a positive case.

Team members who need to self-isolate can get an isolation note as proof of needing to be off work. An isolation note can be requested [here](#) – there is no requirement to get a note from a GP.

This is a guide only, and any Government or Local Authority advice will supersede the general information indicated here.

This document covers:

- Local Lockdowns
- Suspected Cases
- Confirmed Cases
- Should we close?
- Helpful Links

Please refer to that which is most appropriate to the situation at hand.

If you require any assistance, please contact SureFoot Solutions on 020 7434 4535 or [info@surefootsolutions.com](mailto:info@surefootsolutions.com)

## Local Lockdown – What do we do?

### Follow Local Government Advice

Check that the premises are within the lockdown boundary area. The Local Authority website should specify exactly which area(s) are affected. Never assume that the business will be automatically included or excluded. If not with the area, trade as normal, being mindful of the importance of key controls and keep informed of any update and development.



#### Outside of lockdown boundary:

Trade as normal, being mindful of the importance of key controls and keep informed of any update and development.



#### Takeaway and Delivery:

Adapt trading process; do not allow customers to dine-in. Contact all bookings and do not take future bookings until after the lockdown period (where permitted only)

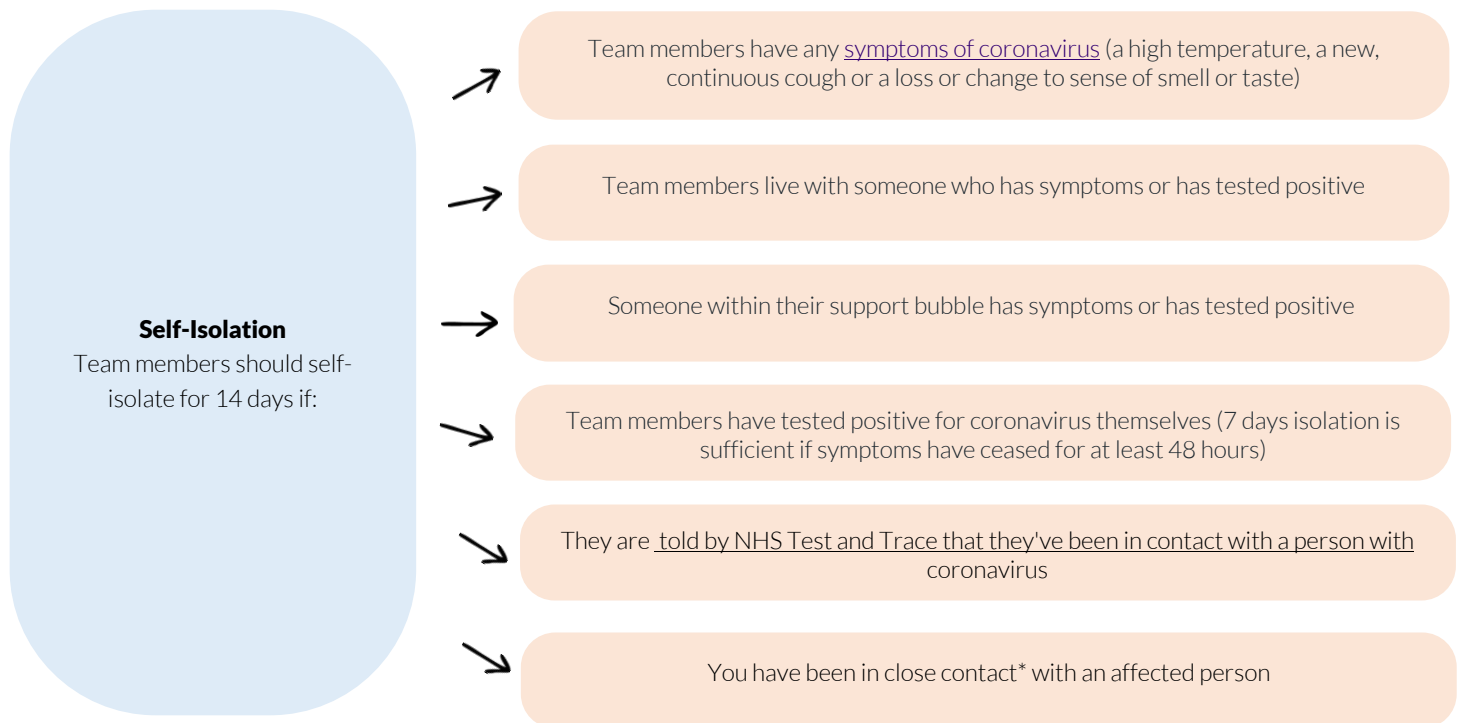


#### Close site:

Follow close down check list procedures [here](#)

## Suspected Case – What do we do?

This will typically be a notification from one of the team.



### \* Examples of close contact include:

- close face to face contact (under 1 metre) for any length of time – including talking to them or coughing on them (this includes teams operating in family units)
- being within 1 to 2 metres of each other for more than 15 minutes – including travelling in a small vehicle
- spending lots of time in team members homes, such as cleaning it

**They do not need to self-isolate unless they're contacted by the NHS Test and Trace service.** But they should take extra care to follow [social distancing advice](#), including washing their hands often.

If they get any coronavirus symptoms, they must self-isolate and [get a coronavirus test](#) as soon as possible.

## Positive Case – What do we do?

Where COVID-19 is suspected, a test should be sought as soon as possible.



### Identifying Cases

If team members have symptoms or have tested positive for coronavirus, they'll usually need to self-isolate for at least 7 days.

Testing is strongly recommended and needs to be completed within the first 5 days.

If anyone develops symptoms of COVID-19 in the business or workplace they should be sent home and advised to follow the stay at home guidance and seek a test for COVID-19.

### Cleaning of Premises

Refer to the SureFoot guidance pack on cleaning. This includes considering what chemicals to use, cleaning equipment such as cloths, PPE if required and how to dispose of contaminated waste.

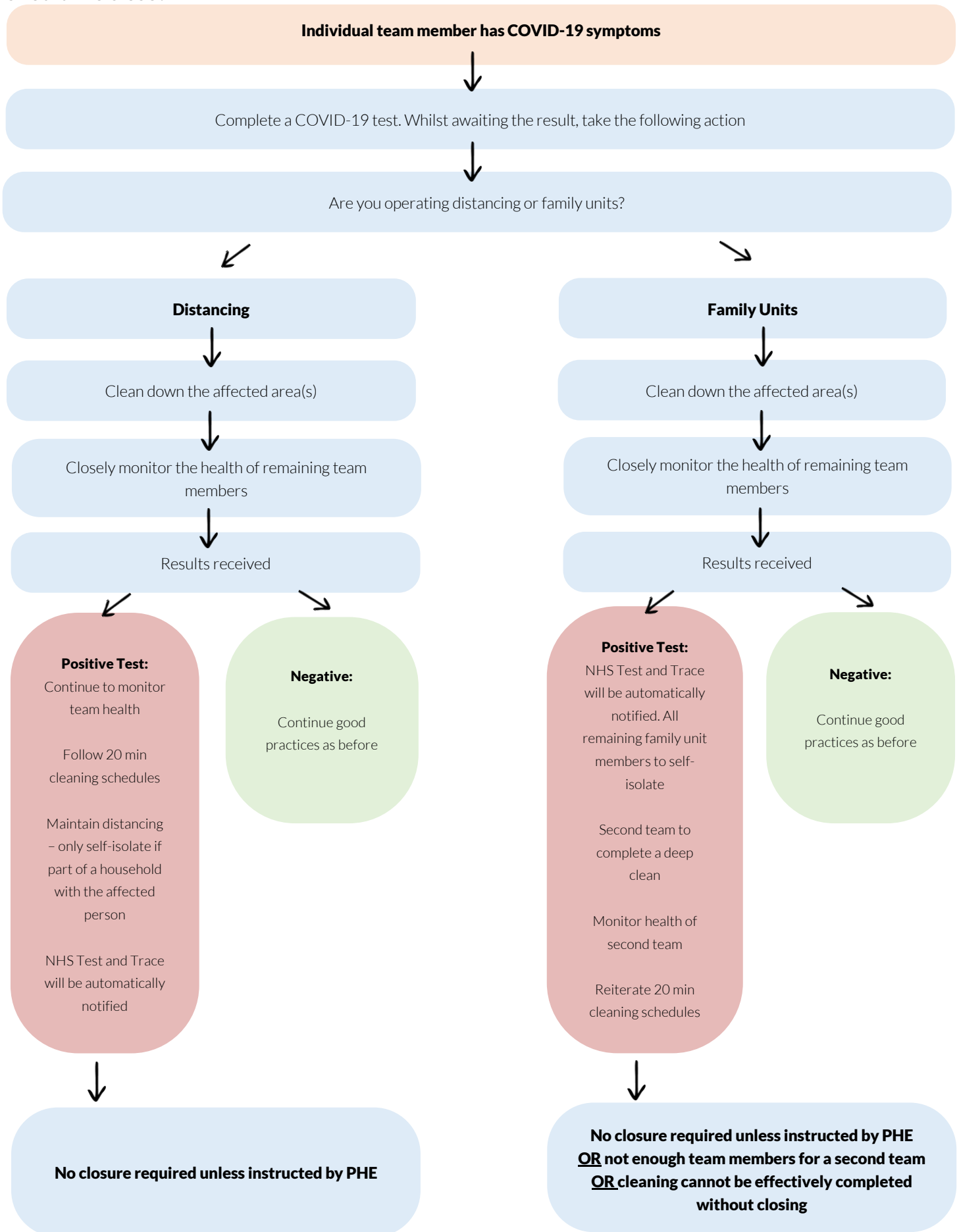
It may be necessary to close in order to complete cleaning; guidance encourages that after 72 hours the virus will be less prevalent and therefore cleaning may be more effective.

### Being Prepared

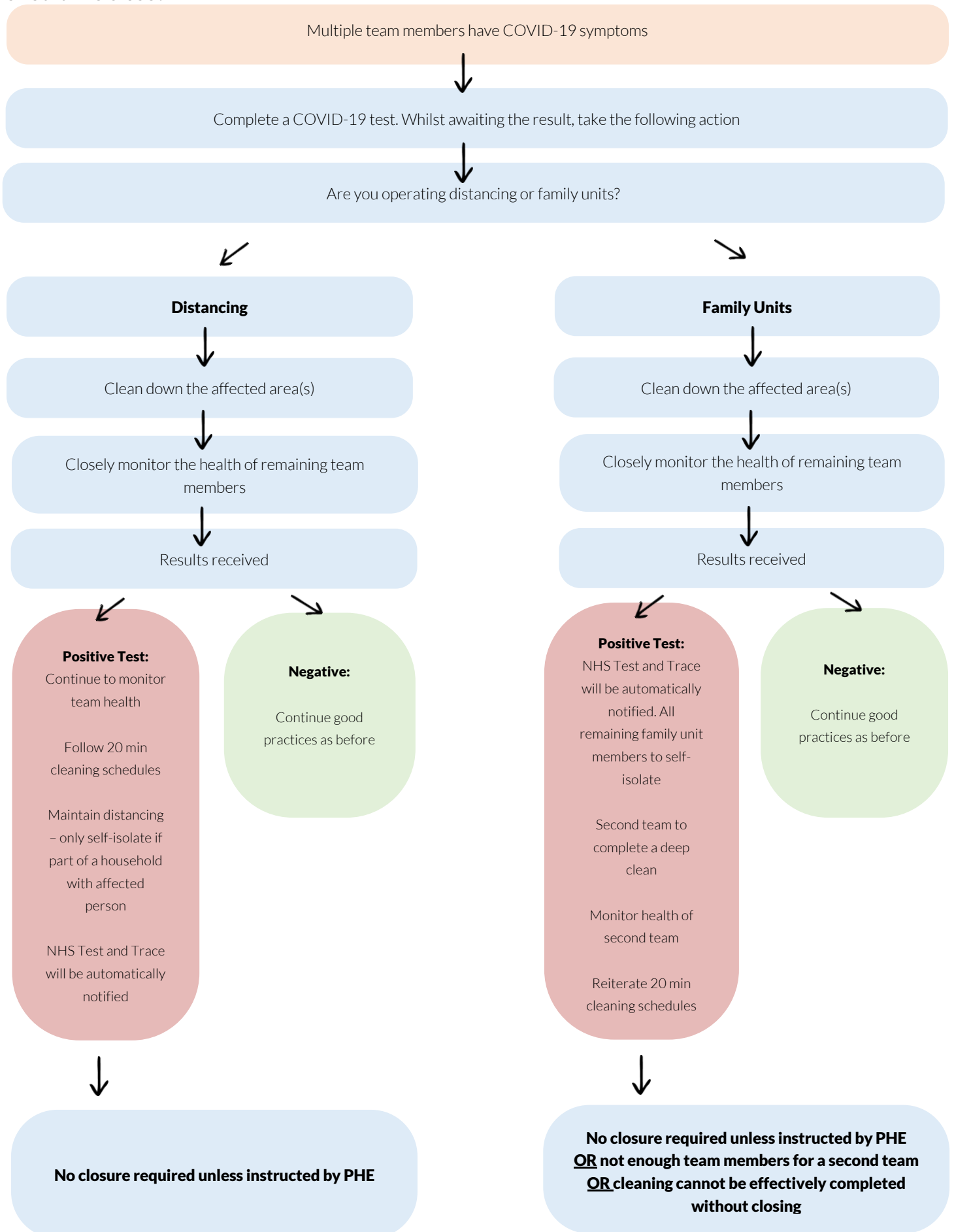
A business continuity plan is prepared and updated (this may include having a back-up or contingency team)

Nominate a single point of contact; this will ensure that the correct contact point for outbreak management is identified in advance of any outbreak. This individual will lead on liaisons with local Public Health teams if required.

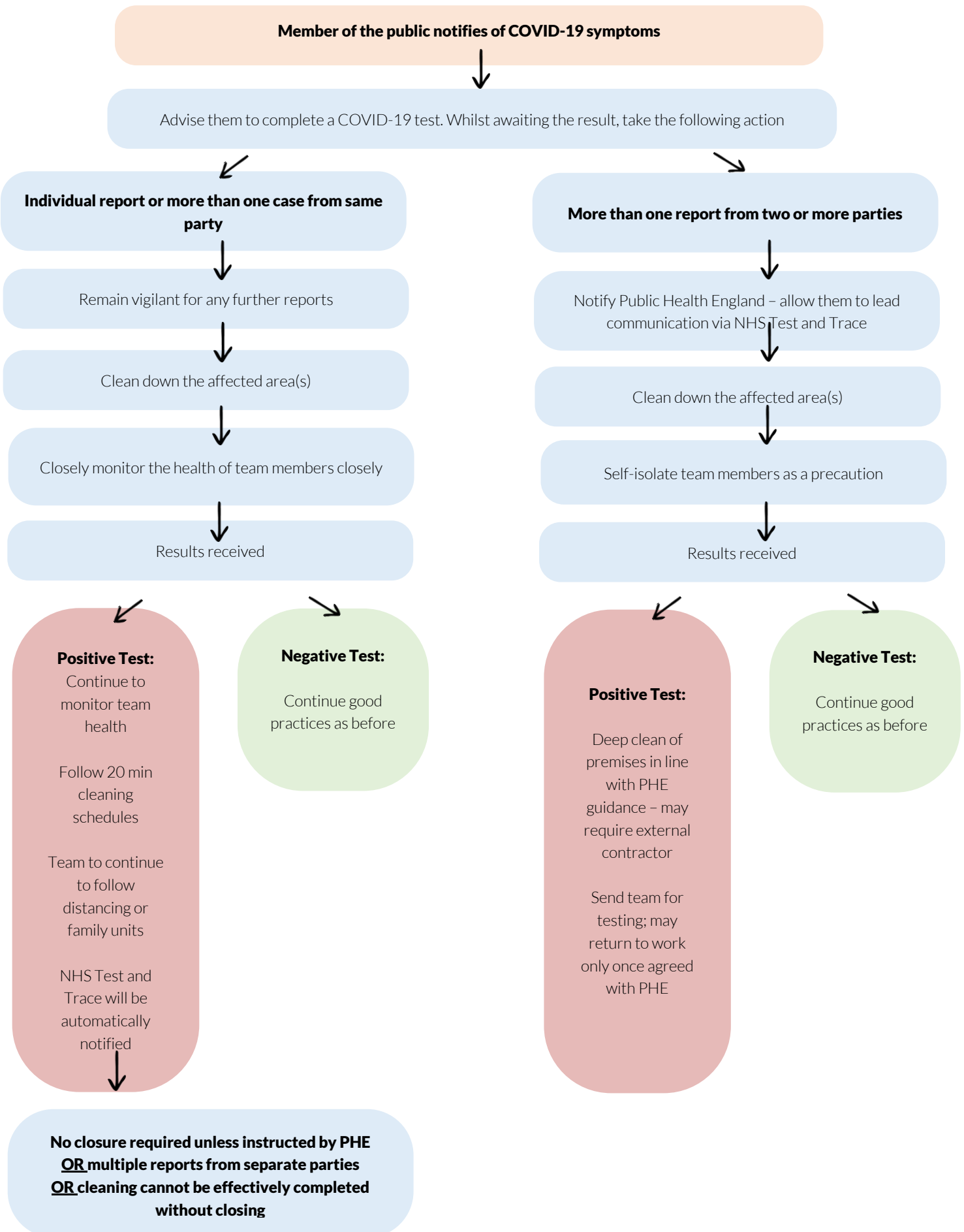
# Should we close?



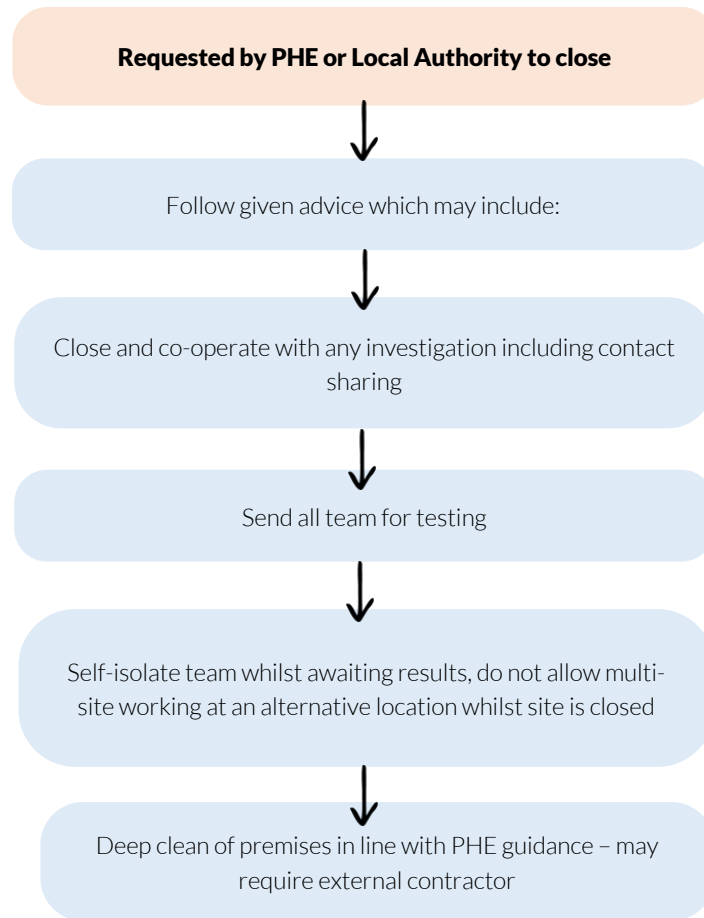
## Should we close?



## Should we close?



## Should we close?



## Helpful Links

[NHS Test and Trace](#)

[Requesting a COVID-19 Test](#)

[PHE Contact Tracing Portal](#)