Local business and community settings coronavirus (COVID-19) protocol and reporting process

East Riding of Yorkshire Council

1. Aim:

To clearly explain the procedures business and community settings should follow in the event of a coronavirus (COVID-19) outbreak. This document applies to all private and Voluntary, Community and Social Enterprise (VCSE) settings and volunteer organisations, based or operating from sites located within the East Riding of Yorkshire boundary.

This document seeks to provide simple guidance on how community settings can support local efforts and Public Health teams to reduce the possibility, frequency and impact of localised infection hotspots.

Business, VCSE and voluntary settings must notify Public Health England and the East Riding of Yorkshire Council Public Health team of suspected and confirmed cases of COVID-19 to initiate prompt advice and assistance. This will help settings to stay operational and viable where possible and reduce the need to trigger premises closures.

This protocol applies to business and voluntary settings including but not limited to:

- Places of work/employment
- Businesses and retailers
- All gatherings – public, private, faith, markets, etc.
- Voluntary and community groups, services and premises including Village halls
- Public transport including taxi's, minibuses and Voluntary transport services
- Public and private and public amenities or facilities i.e. libraries, community centres, museums, parks etc.
- Health and wellbeing related services i.e. chiropodists, chiropractors etc.

Care Homes, Schools and health services have their own detailed plans and procedures to follow for early identification and dealing with suspected infections.

2. Background:

Social distancing and lockdown measures have been significant in reducing the transmission of COVID-19. The limited reopening of employment, leisure, retail and other community settings proposed by the UK Government is now felt to be manageable and whilst it is possible to keep transmission rates low it continues to be important that all individuals and settings observe guidance on hand and respiratory hygiene, social distancing, and infection prevention and control to reduce the risk of transmission amongst the population. The Coronavirus Act (2020) provides the Local Authority with powers to contain and prevent the spread of COVID-19. The ability to undertake these roles at the time when needed is most critical. As a Local Authority, we continue to respond to the changing situation rapidly and robustly to support our local population.

This document outlines the informing systems to be utilised by business and VSCE settings in the event of a potential COVID-19 outbreak. Early notification of potential and confirmed cases to Public Health England and the local Public Health team will allow for outbreak management and reducing the impact of COVID-19 to the East Riding and affected workforce.

If you have any queries regarding who this guidance applies to or how it should be interpreted you should contact the East Riding of Yorkshire Council Public Health team:

covid19@eastriding.gov.uk

3. Scenario planning:

There are a number of scenarios where a volunteer or staff member could be absent and report a possible or confirmed case of COVID-19 as the cause. In addition to following any instructions within the Government's guidance, the employer should report the instance using this protocol and reporting process to support the reduction of further infections and outbreaks within either their own workforce or the community.

Appendix 1 shows flow charts of different scenarios and the process to follow. **Appendix 2** provides examples of information to be included within the reporting and monitoring for community settings to be used in the case of suspected or confirmed COVID-19 cases. **Appendix 3** provides links to additional guidance and information sources for staff, volunteers and businesses.

4. Informing and reporting process:

4.1 Stage 1: Public Health England:

Public Health England must be notified of any confirmed positive cases of COVID-19 related to the setting.

Anyone with responsibility for managing a site or group of staff (including volunteers) should report any instance where a member of staff or volunteer reports a positive test result for coronavirus (COVID-19) to Public Health England. The local health protection team should be contacted as soon as a case is confirmed to discuss the situation and agree if any actions are needed.

It is useful to have the information from the report available before this discussion as it will help to inform the size and nature of the outbreak however as a minimum the following details should be available:

- total numbers affected (staff and/or volunteers);
- numbers tested and confirmed;
- number reporting self-isolation due to a family or confirmed/suspected contact;
- symptoms reported;
- date(s) when symptoms or notification started;
- Do the affected staff or Volunteers regularly have contact with customers including other sites?
- Has Government guidance for safe working practices been implemented?

Please contact the **Public Health England Yorkshire and the Humber Health Protection Team:**

- **9.00 - 17.00 Monday - Friday: 0113 3860300**
- **17.00 - 9.00 Monday to Friday and weekends: 0114 3049843**

4.2 Stage 2: East Riding of Yorkshire Council Public Health:

East Riding of Yorkshire Council Public Health must be notified of any suspected and/or confirmed cases of COVID-19 related to the setting.

The organisation must notify the East Riding of Yorkshire Council Public Health team of any cases (suspected and/or confirmed) providing the same details as above. See **appendix 2 for the reporting template**.

The East Riding of Yorkshire Council Public Health team must be notified via the following online survey:

ERYC Public Health Notification

5. Outbreak Control:

The majority of incidents and outbreaks are dealt with as part of normal acute service provision within the Public Health England Centre and do not impact greatly on routine services or require an Outbreak Control Team (OCT) to be convened.

The decision to establish an OCT must be taken based on an assessment of the inherent risks by the key stakeholders – primarily the Director of Public Health in conjunction with the Consultant in Communicable Disease Control.

To undertake the initial risk assessment, the following are considered:

- Confirmation of the validity of the initial information received;
- Consideration of the diagnosis (possible, probable or confirmed);
- Common factors between cases and/or epidemiological links;
- Determination of the availability of clinical or environmental samples/specimens;
- Formation of a preliminary hypothesis.

There are many minor outbreaks and clusters of disease that occur in England every year that are managed satisfactorily without the need to convene an OCT. However, not convening an Incident or Outbreak Control Team does not necessarily mean there are no public health actions required.

The ongoing threat of localised COVID-19 outbreaks will continue for some time and this document concentrates on dealing with those outbreaks at the local level.

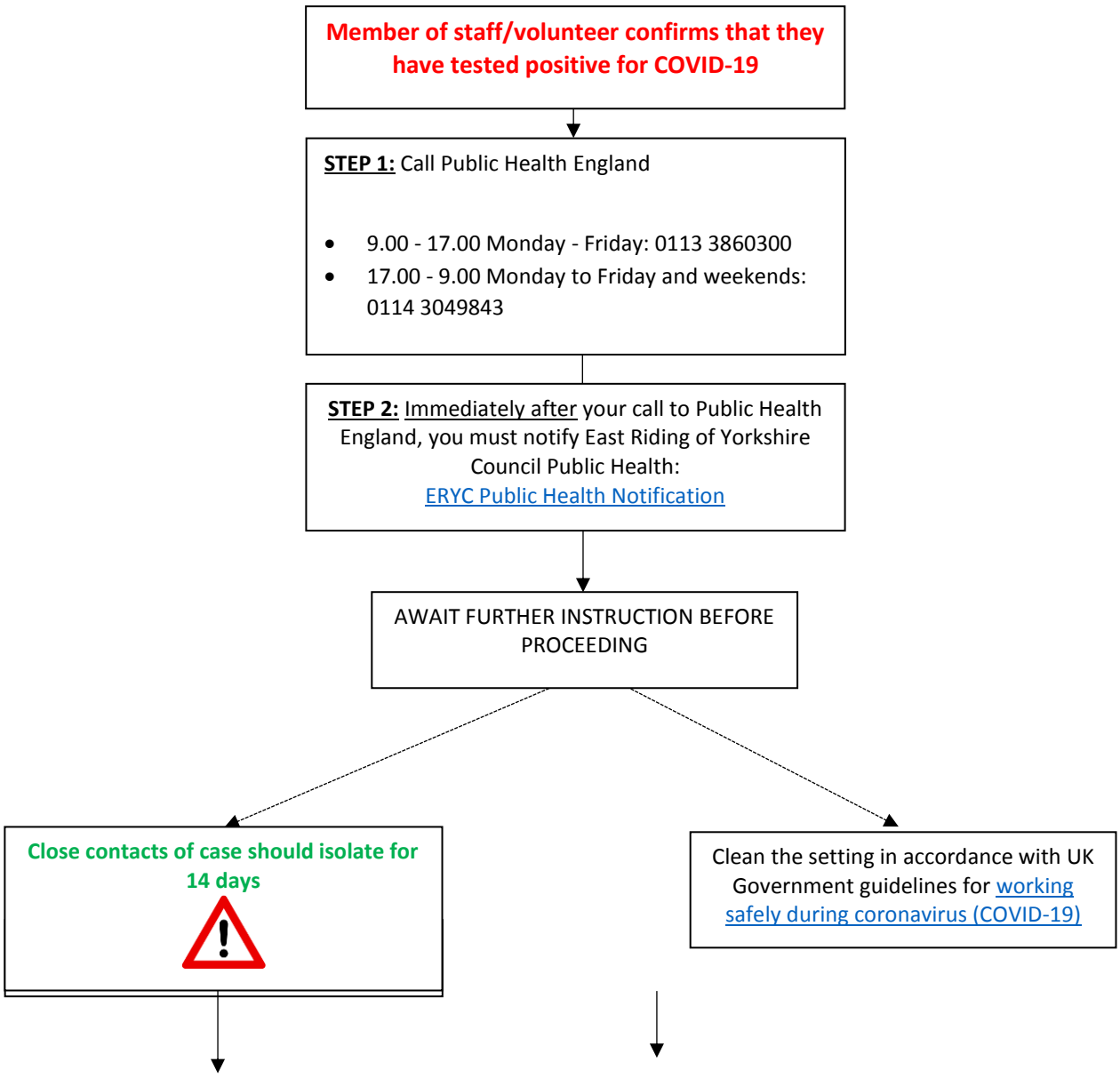
Where the Director of Public Health considers the available data and evidence meets; or may escalate to meeting the threshold, they will authorise the appropriate action as with the remit of their statutory responsibilities.

6. Key Information Requirements:

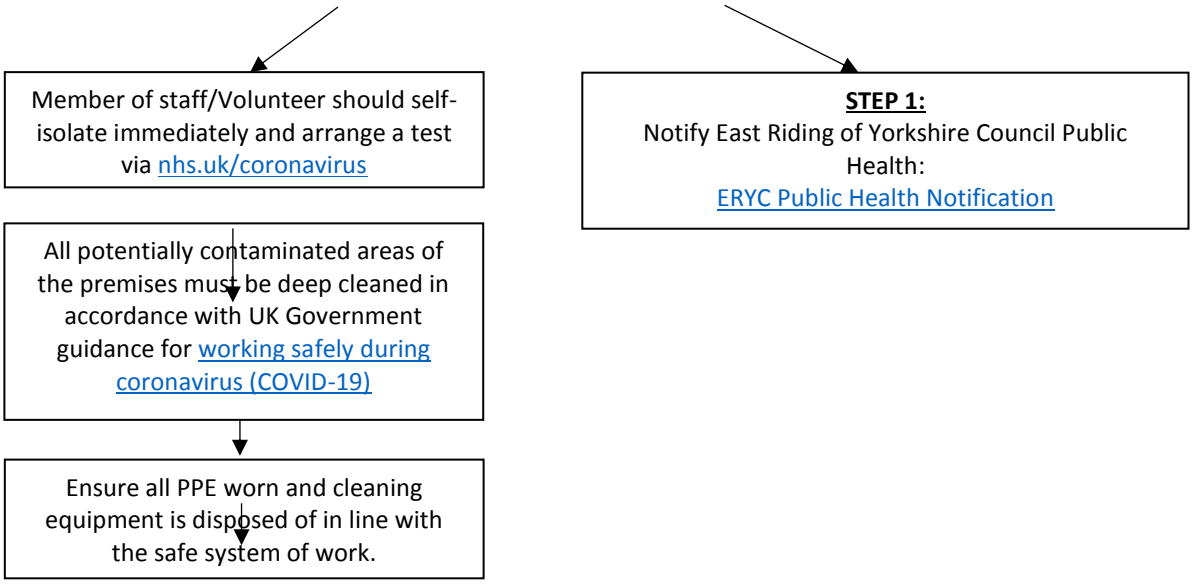
Surveillance data analysis will help in identifying the size, scope, source and reason for any new cases of COVID-19. Where possible, organisations should provide as a minimum the information requested at **Appendix 2** and provide a contact who will be able to communicate the information requested and provide additional information and intelligence to the Local Authority to allow for real-time monitoring of COVID-19 activity.

Appendix 1: Flowcharts showing the process to follow during different scenarios:

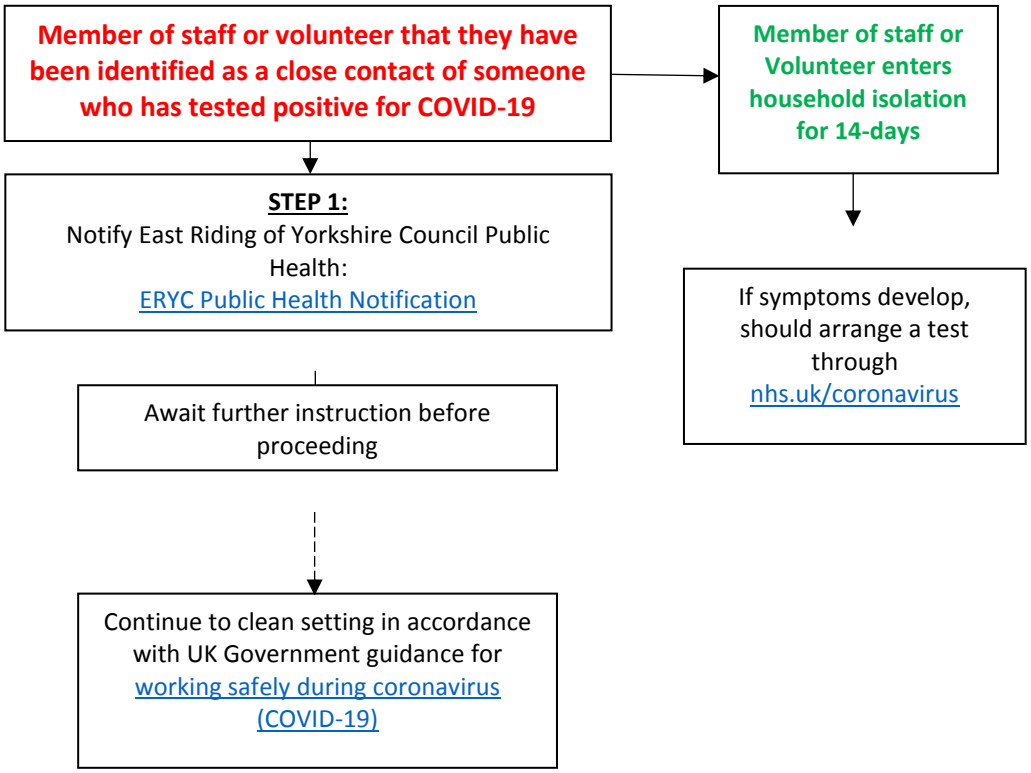
Flow Chart 1



Flow Chart 2


Member of staff/Volunteer should self-isolate immediately and arrange a test via nhs.uk/coronavirus
All potentially contaminated areas of the premises must be deep cleaned in accordance with UK Government guidance for working safely during coronavirus (COVID-19)
Ensure all PPE worn and cleaning equipment is disposed of in line with the safe system of work.
STEP 1:
Notify East Riding of Yorkshire Council Public Health:
ERYC Public Health Notification

Flow Chart 3


Member of staff or volunteer that they have been identified as a close contact of someone who has tested positive for COVID-19
Member of staff or Volunteer enters household isolation for 14-days
STEP 1:
Notify East Riding of Yorkshire Council Public Health:
ERYC Public Health Notification
If symptoms develop, should arrange a test through nhs.uk/coronavirus
Await further instruction before proceeding
Continue to clean setting in accordance with UK Government guidance for working safely during coronavirus (COVID-19)

Appendix 2: Community settings reporting template

On immediate notification to the organisation/employer that a member of staff or volunteer has a COVID-19 related absence, the organisations should notify East Riding of Yorkshire Council Public Health team using the online notification system:

ERYC Public Health Notification

Prompt action will ensure early identification and response to an outbreak or suspected outbreak and in conjunction with published government guidelines, will minimise the impact of the infection spread on the business and local communities.

Appendix 3: Additional Guidance Information Sources for Businesses, Staff and Volunteers

Additional guidance on coronavirus (COVID-19):

- COVID-19: guidance for households with possible coronavirus infection
- COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable
- Coronavirus outbreak FAQs: what you can and can't do
- Staying alert and safe (social distancing)

Additional guidance and information for community settings:

- Coronavirus (COVID-19): implementing protective measures in education and childcare settings
- Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19
- NHS Test and Trace: Workplace guidance
- Working safely during coronavirus (COVID-19)
- Working safely during coronavirus (COVID-19): 5 steps to working safely
- Health and Safety Executive: Working safely during the coronavirus (COVID-19) outbreak
- Claim back Statutory Sick Pay paid to your employees due to coronavirus (COVID-19)
- Check if you can claim a grant through the Self-Employment Income Support Scheme
- Statutory Sick Pay (SSP)
- Work and financial support
- Beecan: Coronavirus community support hub: East Riding
- Find coronavirus financial support for your business
- Business support