

Covid19 Workplace Exposure (Office)\*

**Staff member** becomes unwell with symptoms of Covid-19, or they have tested positive, or are a close contact of somebody who has tested positive by Lateral Flow Testing (LFT) or by PCR test.

Inform: **Line Manager**

The staff member will need to:

- Report the result on the national system.
- isolate immediately, along with close contacts.
- Take a confirmatory PCR test within 48 hours, if they have tested positive on a LFT test, and inform their Line manager of the result.

**Negative PCR test result**  
If the confirmatory PCR test is negative and taken within 48 hours of the LFD test, then the staff member and any close contacts can stop self-isolating and return to the workplace.

- Inform **line manager**.
- Return to work when feel well enough to do so.
- No further action required.

**Positive test result**

- Inform **line manager**.
- Self-isolate for a full ten days starting the day after the positive LFD test.
- Close contacts should self-isolate for ten days starting from the day after last contact with the case.

Latest guidance on self-isolation and working safely can be accessed on [www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)

**Line Manager** to confirm with **staff member** :

- Test date and date of result.
- When symptoms started.
- When staff member was last in the workplace.
- Staff member will be contacted by NHS Test and Trace team to complete formal contact tracing.
- To support contact tracing assessment they need to get an idea of which colleagues might be close contacts\*\*
- That they identify any close contacts\* from the workplace in the 48 hours before their symptoms started or while symptomatic.

**Line Manager** to notify:  
**London Coronavirus Response Cell**  
Email [LCRC@phe.gov.uk](mailto:LCRC@phe.gov.uk) or [phe.lcrc@nhs.net](mailto:phe.lcrc@nhs.net)  
Tel 0300 303 0450

**LCRC/Test and Trace** call **staff member** to complete formal contact tracing.

**NOTE:** From 16 August, you will not be required to self-isolate if you are notified you have had close contact with someone with COVID-19 and any of the following apply:

- you are fully vaccinated
- you are below the age of 18 years 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons

Please speak with your line manager to complete a Risk Assessment.

**Line Manager** to inform  
**North Central London Incident Control Centre (NCL ICC)**  
Email [ncl.covid-19enquiries@nhs.net](mailto:ncl.covid-19enquiries@nhs.net)

**Emergency Planning Team** ensures that **Facilities** are aware and have arranged a deep clean of the area

**PHE/ Emergency Planning Team** decide whether **Incident Management Team (IMT)** meeting is required.  
*This will depend on the number of people affected and the government advice on social distancing restrictions.*

**NCL ICC** inform:

- Executive Management Team.
- CCG Quality team.
- CCG Director of Quality & Chief Nurse (or delegated deputy).
- Director of Integration for the borough concerned.
- NHSE designated mailbox [england.london-covid19outbreaks@nhs.net](mailto:england.london-covid19outbreaks@nhs.net)

**\*\* Definition of close contact**

**Direct** –face-to-face contact, including being coughed on or having a face-to-face conversation within one metre.

**Proximity** –within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day.

Within one metre for one minute or longer without face-to-face contact.

**Travel** – if they have travelled in the same vehicle or plane.

**Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person, 27 August 2021.**