



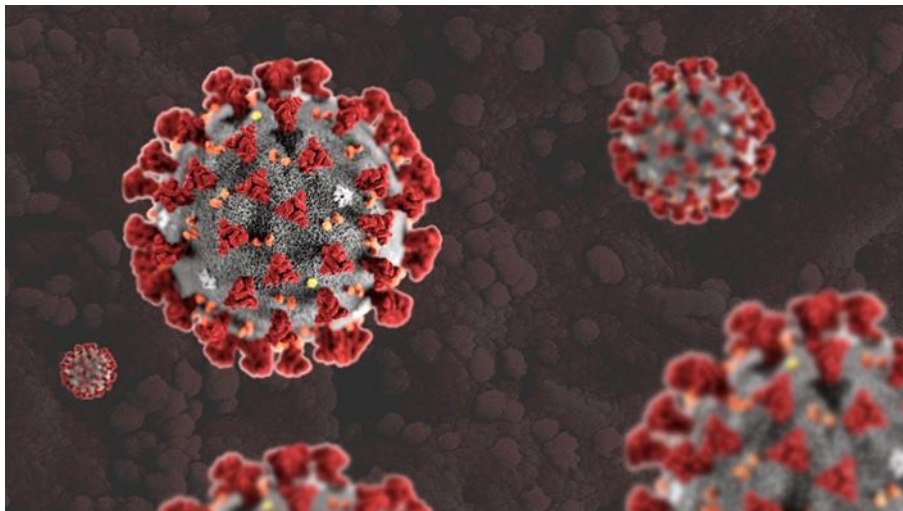
## **Response Document in the Event a Member of Staff Tests Positive for COVID 19.**

### **Introduction:**

This is a brief document to outline the measures that must be implemented if a member of staff tests positive for Covid-19. This document outlines the responsibilities of our employees and the company to ensure we work safely and maintain the best possible environment for our staff.

The guidance in this document is not medical guidance but operational guidance and those at an increased level of risk should take advice from their healthcare provider and NHS advice and guidelines.

As a business we cannot overcome this pandemic but collectively we can react to it to reduce the impact on our staff and business operations and ensure our offices are a safe place of work and reduce the likelihood of transmission of the Covid-19 Virus.





### 1. NHS COVID-19 APP

On Thursday 24<sup>th</sup> September 2020 the NHS COVID-19 app launched nationwide to help control COVID-19 transmission alongside national and local contact tracing.

Features of the app include contact tracing using Bluetooth, risk alerts based on postcode district, QR check-in at venues, symptom checker and test booking.

Businesses are required by law to display the official NHS QR code posters so people can check-in at different premises with the app, we have installed these posters at our Cowper Street, Slough and Wellingborough offices.

We encourage you to download the NHS COVID-19 app to help control the spread of coronavirus and protect yourselves, your loved ones and colleagues.

### 2. Registration of contact details with MJL reception and floor manager.

Please use the NHS COVID-19 app and scan the QR code to log-in on arrival at the offices or sites where they are displayed.

In order we have your correct details please assist our receptionists and floor managers where applicable where you will be working by completing the registration form so that if a member of staff does test positive we can contact you quickly. Mobile phone numbers are best for this. We also ask for Email addresses where you do not have an MJL/E7 email address. Although not compulsory we ask for a home address as well in the event we need to shut your floor and can then send over any laptops or documents once cleaned to enable you to continue to work from another location.

### 3. If you develop symptoms whilst at work or at home.

If you begin to show symptoms of Coronavirus whilst at work, please leave the and go straight home by the most direct route. Do not stop to speak to anyone. Please notify the receptionist of floor manager by phone or text, this is to avoid possible spreading of the infection. If you begin to show symptoms of Coronavirus whilst at home, arrange a test. Do not return to your place of work. Notify our receptionists, your floor or line manager and continue to follow guidance.

Do not attend your place of work should you display any of the following symptoms;

- Dry continuous cough
- High temperature
- Feeling nauseous
- Loss of taste and/or loss of smell.

If you experience any of the foregoing symptoms while at work return home immediately after informing reception and your floor manager.

Arrange to have a Covid-19 test either via the NHS website, walk-in centre, local testing station or <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>



If the tests prove negative and you are feeling well then return to work, if you continue to feel unwell seek the advice of your doctor before returning to work and inform them you have been tested for Covid-19.



**4. If you are a 'contact' of someone in the office, your place of work, socially or at home who has tested positive.**

If you have been informed by NHS Test and Trace that you are a contact of a person who has had a positive test result for COVID-19, you must self-isolate at home for 14 days from the date of your last contact with them. You could be fined if you do not stay at home and self-isolate if you are contacted by NHS Test and Trace and instructed to do so. Stay at home for 14 days and follow the self-isolation guidance below. Do not go to work, school, or public areas, and do not use public transport or taxis. Please obtain an isolation note, available online and issue to your line manager.

**You should not arrange for testing unless you develop symptoms of COVID-19.**

If you do not have symptoms of COVID-19, other people in your household do not need to self-isolate at home with you.

Take steps to reduce the possible spread of infection in your home: for example, wash your hands often for at least 20 seconds, using soap and water, or use hand sanitiser.

**What is meant by a 'contact'?**

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- people who spend significant time in the same household as a person who has tested positive for COVID-19
- sexual partners
- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
  - being coughed on
  - having a face-to-face conversation within one metre
  - having skin-to-skin physical contact, or
  - contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

Where an interaction between 2 people has taken place through a Perspex (or equivalent) screen, this would not be considered sufficient contact, provided that there has been no other contact such as any of those indicated above.

**Contacts who need to self-isolate will be notified and advised accordingly by the NHS Test and Trace service. If you have not been notified, this means you do not need to self-isolate.**



#### **5. If you test positive for Covid-19.**

Do not attend your place of work. Inform a receptionist, floor or line manager of your location. Follow government guidelines available at <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/> and ensure you isolate for 10 days or in accordance with the advice given by the government website. When you are cleared to return to work advise your line manager and floor manager and they will confirm a return to work date with you.

If you have any doubts as regards your state of health do not return to work and seek the advice of your doctor.

#### **6. Working from home while isolating.**

If you are working from home whilst isolating, please ensure your laptop and any other equipment you have taken with you is cleaned and disinfected on a regular basis. There are off the shelf disinfectants that reliably treat Covid type viruses and these are readily available, do not use bleach on laptops or other digital equipment and check the suitability and compatibility before using on equipment.

Please ensure you disinfect the laptop before returning to work.



#### **What will the Company do in the event of a positive Covid-19 result for one of our workers?**

As you know we have already taken steps to reduce the likelihood of transmission in our buildings including constructing screens and taking temperature checks on visitors to our building through reception. In the event a member of our workforce tests positive for Covid-19 we will implement the following;

1. We will close the floor on which that person was working and embark on an enhanced level of cleaning to include disinfecting the entire floor including all hard surfaces, desks, computer keyboards and phones.



2. In tandem with this and using the contact details provided we will contact all those who may have come into close contact with the affected individual.
3. The door handles, switches, tea points and toilets will be disinfected.
4. We will steam clean the floor area (not the carpets)
5. The entire floor will be put out of use until the above measures have been implemented.
6. Those on the floor who may have come into contact with the person who tested positive will be asked to get tested to verify they are neither carriers of the Virus or infected by it. These tests are available via the NHS, contact details as previous.



**What other measures has the company put in place to ensure a healthy working environment?**

1. From Thursday 10<sup>th</sup> September we will have an additional cleaner in our Cowper St building (which is the most visited office) between 11.00am and 3pm who will clean the office spaces and meeting rooms on a continuous basis ensuring the highest levels of cleanliness are achieved.
2. Additional disinfectant wipes will be provided for staff use on every floor alongside the sanitiser stations already provided.
3. The meeting rooms, training room and ground floor reception area (in Cowper St) have been steam cleaned and this activity will be repeated on a regular basis going forward.
4. We will continue to monitor our workspaces to ensure they are as safe as possible for our workers and visitors alike and welcome any comments in this regard.
- 5.

**Conclusion:**

It is likely over the coming months members of our workforce will test positive for Covid-19, the statistics tell us that. As more people return to work and businesses re-open the levels of contact increase and we must remain vigilant if we are to protect each other. We are mindful there is conflicting advice much of it from government agencies in how we go about our normal daily lives at the moment however it is essential we implement the measures outlined in this briefing document if we are to remain safe and well during this pandemic.

**We are all in this together and the company wishes to thank our workers for their commitment, vigilance and fortitude in dealing with this virus, together we will prevail and come out of this a stronger better business.**

Thank you all,

Name: Arthur Lander

For and on behalf of the Michael Lonsdale Group

Position:  
HSE Director.

Signature:

A handwritten signature in black ink, appearing to read 'A Lander', written over a light blue horizontal line.

Date: 28-09-2020