The Line Manager or Section Manager must complete this checklist as soon as possible after being informed of an outbreak in a workplace location.

This information will be shared with and used by Public Health for confirmed positive case or cases in Council buildings/sites or non-educational establishment.

**How to contact public health:**

* Phone: 01698 858228
* Out of Hours: ask for on call public health consultant via Monklands Hospital Switchboard (01236 748 748)
* Subsequent enquiries with email: [publichealthcovid.enquiries@lanarkshire.scot.nhs.uk](mailto:publichealthcovid.enquiries@lanarkshire.scot.nhs.uk)

1. Details of the person completing this form

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| Contact telephone number(s) |  |

1. Background information

|  |  |
| --- | --- |
| How many employees have confirmed positive COVID-19 cases? |  |
| How many others in the building (i.e. contractors) confirmed positive COVID-19 cases? |  |
| How many employees are there displaying symptoms? |  |
| How many symptomatic people are there who are not employed by NLC but were in the office or site at which a positive case was confirmed? |  |
| Have you already been in contact with Public Health regarding a COVID-19 outbreak? |  |

1. Workplace location information

|  |  |
| --- | --- |
| Name and address of workplace location |  |
| Service and Section |  |
| Head of Service |  |
| Section Manager |  |
| Number of employees normally in the establishment |  |
| Number of employees actually in establishment at the time of outbreak |  |
| Number of other people in building i.e. contractors/members of public (Names and details should be gathered) |  |
| Do reception staff belong to NLC or other, if other please state who? |  |
| Was there any staff movement between floors or offices/rooms? | If yes, please provide details: |
| Did staff share welfare facilities such as toilets/kitchens between floors/between different services? | If yes, please provide details: |

1. Confirmed Case information (Please complete the below table for each confirmed positive case)

|  |  |
| --- | --- |
| Employee:  Name  Employee Number  Contact Telephone Number  Service and Section  Line Manager |  |
| When did the person’s symptoms start? |  |
| If they were asymptomatic, when was the positive test taken? |  |
| When were they last in the office/site? |  |
| Were they in the office or site during the infectious period?  See [here](https://mynl.co.uk/knowledge-base/guidance-in-the-event-of-an-outbreak/) for details of definition of infectious period. |  |
| *If they were not in the office or site during the infectious period then no further information required; if yes they were in please consider the following questions for each day they attended the office/site whilst potentially infectious to enable you to complete the table on page 5, identifying who the close contacts are.* | |
| How do they travel to work? |  |
| What was the person’s lunch arrangements? (Where did they eat, who did they eat with/have contact with?) |  |
| What floors in the building did they attend? |  |
| Were they in designated seats in the office/site they were in? |  |
| Did they stay in those seats or move around for different activities? |  |
| Who was sitting immediately beside them; who was sitting at the desk in front, behind, to the left and to the right? Think about the 2m radius around the person |  |
| Did they have close contact with a customer or client? If yes, how many? |  |
| Were there any visitors been present on site who may have been in close contact with the positive case? (give details) |  |
| Any vulnerable or extremely vulnerable staff in the office/site who may have been in close contact with the positive case? (give details) |  |
| Are you aware of any social activities the employee was involved in, i.e. parties etc.? |  |
| What infection control measures did you have in place prior to the case?  What additional infection control measures have you put in place as a result of the case?  For example. Cleaning, physical distancing, isolation of staff, staggered entry/exit | Prior to positive employee:  On hearing of positive case: |
| What communications, if any, has gone out to employees in relation to the positive case? |  |
| Is there any other comments or information you think public health should be aware of? |  |

1. Close Contact information

The following information will assist with identifying potential close contacts (definition [here](https://mynl.co.uk/knowledge-base/guidance-in-the-event-of-an-outbreak/)). Please complete for each person.

You may find it helpful to have office or site seating plans and absence records to hand prior to completing the below.

Test and Protect will also gather information directly from the person who tested positive.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | Name |  |
| Employee Number |  |  | Employee Number |  |
| Service and Section |  |  | Service and Section |  |
| Contact Telephone NO |  |  | Contact Telephone No |  |
| Line Manager |  |  | Line Manager |  |
| Nature of Contact? (i.e. sat beside) |  |  | Nature of Contact? (i.e. sat beside) |  |
| Date in contact with confirmed positive case? |  |  | Date in contact with confirmed positive case? |  |
|  |  |  |  |  |
| Name |  |  | Name |  |
| Employee Number |  |  | Employee Number |  |
| Service and Section |  |  | Service and Section |  |
| Contact Telephone NO |  |  | Contact Telephone No |  |
| Line Manager |  |  | Line Manager |  |
| Nature of Contact? (i.e. sat beside) |  |  | Nature of Contact? (i.e. sat beside) |  |
| Date in contact with confirmed positive case? |  |  | Date in contact with confirmed positive case? |  |
|  |  |  |  |  |
| Name |  |  | Name |  |
| Employee Number |  |  | Employee Number |  |
| Service and Section |  |  | Service and Section |  |
| Contact Telephone NO |  |  | Contact Telephone No |  |
| Line Manager |  |  | Line Manager |  |
| Nature of Contact? (i.e. sat beside) |  |  | Nature of Contact? (i.e. sat beside) |  |
| Date in contact with confirmed positive case? |  |  | Date in contact with confirmed positive case? |  |

1. Next Steps

Please answer all above questions that you are able to and make contact with your Head of Service as soon as possible. Public Health will then be informed and will use the information to risk assess the situation and inform the decision on employees or others who need to isolate.

**Please** **don’t delay in contacting Public Health to answer all the questions**.

After discussion with Public Health, you may be asked to make contact with agreed close contacts on behalf of Public Health. If this is the case, standard letters and communications will be issued by Public Health and/or North Lanarkshire corporate communications to share with staff and the wider community.

1. Potential Outcomes

Potential outcomes/actions will be agreed with Public Health and Senior Officers, these could include:

* Isolation of contacts/ potential contacts
* Communications with individual staff members/comms (holding) statements for media
* Information on testing provided
* Information on any Incident Management Team (IMT) or Problem Assessment Group (PAG) meetings that are deemed necessary

1. Version Control

|  |  |  |
| --- | --- | --- |
| **Version & date** | **Contributors** | **Changes** |
| 1.0 29/09/2020 | NHS Lanarkshire Public Health & North Lanarkshire Council | Initial form for use by non-educational establishments |