

# EARLY OUTBREAK MANAGEMENT CHECKLIST

This checklist is intended to help workplace settings in **early outbreak management** of COVID-19, to ensure it can be dealt with as quickly as possible. **It should be completed as soon as you either have:**

**Two or more linked cases**

**or**

**More than 5 cases within a 14-day period.**

Please ensure the checklist is completed as fully as possible, and email a copy to your Local Authority Public Health team on **phcovid-19@sunderland.gov.uk**.

## Covid-19 early outbreak management

### Confirm

If someone has Covid symptoms, tell them to:

- Stay at home and self-isolate
- Book a test – **www.gov.uk/get-coronavirus-test** or call 119

If they test negative and are well and have no symptoms, they can return to work.

If they test positive they must isolate for 10 days from the onset of symptoms, the day they were tested or onset of symptoms after test.

### Email

Contact your Local Authority Public Health Single Point of Contact, open 7 days a week on **ph-covid19@sunderland.gov.uk** when you have:

- 2 or more linked cases
- more than 5 linked cases within 14 days
- somebody in your workplace has been admitted to hospital
- received significant interest from local media

## Contacts

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 can include anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:

- face-to-face contact including being coughed on, sneezed on or having a face-to-face conversation within one metre
- been within 1 metre for 1 minute or longer without face-to-face contact
- been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- travelled in the same vehicle or a plane

All close contacts need to self-isolate. If they go for a test and get a negative result, as a close contact, they still need to self-isolate for 10 days.

## Steps to reopen safely

We've included information in this document to help you reopen your business safely.

Here are our top tips for all businesses

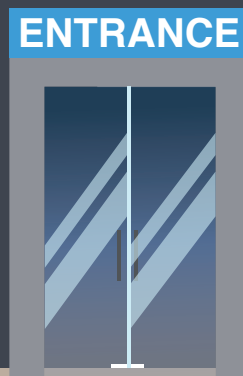
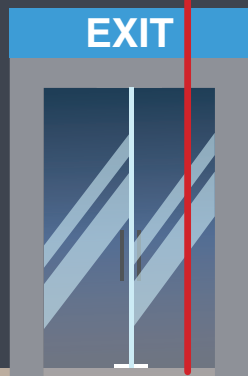
1. Carry out a COVID-19 risk assessment - it's a legal responsibility
2. Develop cleaning, hand washing and hygiene procedures - remember entry and exit points and frequently touched surfaces
3. Maintain 2m social distancing where possible at all times – remember this applies to queuing systems too
4. Where people cannot be 2m apart, manage transmission risk
5. Make sure you know what to do if staff report symptoms, have a positive result or are a close contact
6. Make sure you know what an 'outbreak' is and what to do if you have one in your workplace
7. Use NHS test and trace to keep a record of all customers, visitors and staff for 21 days
8. Lower music and background noise to prevent shouting, singing and dancing

### Outside your shop or business

Limit the number of entrances and exits, and try to keep entrance and exit points separate

Provide hand washing facilities at entrance and exit points

Where necessary, liaise with nearby businesses about procedures to manage queues



Display a notice to inform customers and staff that your shop or business is following government guidelines

Display clear signs about the social distancing measures customers should follow in your shop or business

Limit the number of customers inside your business or shop at any one time

Consider whether barriers and/or security staff are needed to manage queues

Place markings to help customers maintain social distancing when queuing

## Inside your shop or business

Regularly remind staff and customers of social distancing guidelines. Use signs throughout your business or shop to help customers keep to the rules

Review customer collection points to ensure social distancing can be maintained

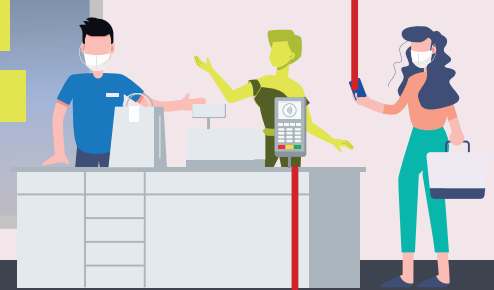
Review shop or business layout and remove any unnecessary obstructions. For example, widen narrow aisles and shut tills that are close together – use screens at serving areas or till points

Set up 'no contact' return and collection procedures for customers

Staff should use face masks and coverings

Limit the number of customers in your shop or business at any one time so you can help maintain safe social distancing

Take payment by card or contactless payment – try to avoid cash payments



Keep returned clothes or goods separate for 72 hours or clean them before they are displayed on the shop floor



Consider setting up a one-way system with floor markings

Regularly clean self-checkout touch screens and keypads if still in use

Use signs, covers or new display methods to limit customer handling of stock

**CHECKLIST - to be completed by manager or occupational health**

Workplace name and address	
<b>Key workplace contact</b> Name: Position: Contact number: Email:	
Checklist completed by:	
Checklist completion date:	

Please email a copy of this completed checklist to Local Authority [ph-covid19@sunderland.gov.uk](mailto:ph-covid19@sunderland.gov.uk)

**DETAILS OF THE OUTBREAK**

Number of staff with symptoms	
Number of staff with positive tests	
Number of staff awaiting test results	
Number of staff currently self-isolating (not vulnerable groups / shielding)	
Any admissions to hospital?	Yes / No
Any deaths?	Yes / No
Date of symptom onset for 1st case. Were they tested?	Date: Yes / No
If no symptoms, what was the test date of first positive case? (or date informed workplace of illness if test date not known)	
Please list dates of symptom and test dates of other cases	Date of symptoms:                      Date of test: Date of symptoms:                      Date of test: Date of symptoms:                      Date of test: Date of symptoms:                      Date of test:
What part of the workplace do the positive cases work in? (exact location e.g. production line for packaging) Do they work in other sites or units?	
Do they work particular shifts and/or with a cohort of staff working the same shifts?	
Are they in a team/bubble/partnership with other staff?	Yes / No
Has there been any car sharing?	Yes / No
Are there any high-risk areas i.e. areas where social distancing is hard to follow or not being followed, areas where a lot of the staff have been confirmed/ symptomatic, areas where staff walk through/visit?	

<b>ACTIONS TO TAKE</b>	
Have all symptomatic staff been excluded from the workplace for at least 10 days and until they are well, with no fever?	Yes/ No
<b>To maintain confidentiality, details of cases should not be discussed with others in the workplace</b>	
Have you spoken to staff identified as cases and contacts to explain how they have been identified, what action they must take, and how the workplace will support them?	Yes/ No
Set up regular communication with remaining staff about the situation, including situational updates and reminders including: <ul style="list-style-type: none"> <li>• symptoms to look out for</li> <li>• who/how to alert</li> <li>• isolation measures needed</li> <li>• how to access financial/wellbeing support</li> </ul>	
Send letters (email) to staff.	
Make sure all information, briefings, other communications are in languages spoken by staff.	
Make sure staff representatives are fully engaged.	
Has the Covid Risk Assessment been completed? If not, this must be completed to ensure all risk areas have been addressed. The assessment must then be shared with staff.	
Reinforce education about hand and respiratory hygiene, and social distancing. Display posters widely.	
Remind staff of the need to continue hygiene measures and social distancing outside the workplace, including on transport, at home/in accommodation, and when socialising.	
Enhance the workplace cleaning regime.	
If an external cleaning company is used, make sure they are made aware of the outbreak, and use appropriate cleaning products.	
Actively check for symptomatic staff e.g. by asking on entry to the site, or having team leaders ask their staff.	
Consider an audit of compliance with prevention measures, including checks on communal areas, inside and outside of the workplace (e.g. bus stops, smoking shelters).	
Ensure any replacement staff are fully trained in Infection Prevention and Control, H&S, PPE use (if applicable) and enhanced cleaning.	

Setting	Question	Answer
Retail	Are shops caught by the Test and Trace requirements, including check in using QR Code?	Shops are not included in scope. The relevant guidance is being updated to reflect this.
	Are shops legally required to challenge customers who are not wearing masks?	You are not responsible for enforcing customer face covering law but reminding customers to wear a face covering is really important to help mitigate transmission. This is especially important if your customers are likely to be around people they do not normally meet.
Licensed Premises - outdoors	Can customers bring their own tables and chairs?	Our initial thoughts on this are that it's not an outright no but would need to be very carefully managed in the RA. Indications are that the business asking about this have marked spaces for groups in the car park so the chairs would be within the marked space.
	Can the wall around the beer garden be used as seating?	We are surmising that tables and chairs will be stipulated and its whether or not the wall can be somehow turned into a table. Likelihood is no.
	What counts as an outside space?	Marquees or any similar structures must not be wholly enclosed, or substantially enclosed to be 'outdoors'. In practice this means all open sides should also not be closer than 1 metre to other walls, fences, hedges or other obstructions that will impede ventilation.
	Can outside play parks attached to pubs be used?	Would presume yes as public playparks did not close during this lockdown.
	Can customers come through the pub to get to outdoor seating?	Yes. However, if so, venues should manage any bottlenecks and ensure that customers are following COVID-19 secure rules, i.e., wearing a face covering while moving through the premises.
	Can I allow customers into the indoor elements of my venue, for reasons connected with their use of the outside space? For example, to use the toilet, baby change facility, travel through the venue to an outdoor area, pay indoors (if they cannot pay outside), provision of first aid etc.	The intention of the forthcoming regulations will be to allow the use of indoor areas for the above and similar activities ancillary to the use of the outside area. Venues should ensure that customers using toilets and/or travelling through the indoor area(s) are managed via COVID-19 secure rules, face covering rules, customers not permitted to linger, block corridors or access points etc.
	Can indoor toilet facilities be used?	These venues may allow customers to use toilets located inside.
	Is takeaway alcohol allowed?	Current guidance says yes.
	From Step 3 (May 17th) how many can meet outdoors?	A group of no more than 30 people from mixed households.
	Are staff and customers required to wear face coverings in outside areas of businesses?	No. However staff encouraged to wear them especially if travelling between indoor and outdoor setting. The Face Covering Regulations only apply to indoor settings.
	Can customers book a table for drinks only?	Yes, current guidance states that there will be no requirement for a substantial meal to be served alongside alcoholic drinks and there will be no additional restrictions on opening hours other than any specific planning or licensing restrictions that may already apply and for sale of alcohol.

Setting	Question	Answer
Licensed Premises - outdoors continued	If I want to change the use of my shop, cafe, restaurant or bar, do I need planning permission?	In some cases, you may not need planning permission to change the use of your business.
	Do I need permission to install barriers to help with queue management?	If any barriers are temporary and are removed/ stored inside at the end of the day, you do not need planning permission.
	What is the easiest way to open up outdoor areas from 12 April?	If you wish to use outdoor areas (for example, a pavement area or car park you don't normally use), ensure you have the relevant permissions. The easiest and cheapest option to use for 12 April is the fast track pavement licensing system. Your Local Authority will have details as to how this can be applied for. Do not confuse this with previous (pre-summer 2020) outdoor area licensing processes – the new version is designed to allow you to use outdoor spaces in a much more cost-effective and faster way.
	What furniture can be permitted by a such a licence?	<ul style="list-style-type: none"> <li>Counters or stalls for selling or serving food or drink;</li> <li>Tables, counters or shelves on which food or drink can be placed</li> <li>Chairs, benches or other forms of seating; and</li> <li>Umbrellas, barriers, heaters and other articles used in connection with the outdoor consumption of food or drink.</li> </ul> <p>This furniture is required to be removable. Local Authorities should be pragmatic when determining what is 'removable' but in principle this means it is not a permanent fixed structure, and is able to be moved easily, and stored away of an evening.</p>
	What entertainment can I offer outside?	It is believed that background music and TV sport will be allowed outside, but we are awaiting further clarification.
	Do I need to record test and trace information for outdoor customers?	To manage this risk, establishments in the following sectors, whether indoor or outdoor venues or mobile settings, must request contact details from staff, customers and visitors, and display the official NHS QR code poster: hospitality, including pubs, bars, restaurants and cafés.
Licensed premises & restaurants inside	Can restaurant, waiting on staff, public facing staff wear visors as a face covering?	Face coverings must adequately cover your nose and mouth. Visors may be worn in addition to a face covering but not instead of one as they do not cover the nose and mouth.
	Will table service be required from Step 3 (May 17th) indoors?	As outdoors, table service will be required for premises serving alcohol.
	Who is allowed to meet indoors at my venue from Step 3 (May 17th)?	A group of 6 from mixed households, or 2 households as it stands but subject to change.
	Do I have to refuse service to those who do not provide test and trace information?	Hospitality venues must take reasonable steps to refuse entry to a customer or visitor who does not provide their name and contact details, all members of a group must scan QR code or leave details. You may refuse to allow entry if you have reason to believe the details are inaccurate.
Hotels	When can remaining accommodation, steam rooms and saunas reopen?	Step 3-May 17th.

Setting	Question	Answer
Close Contact Services	Do I need to close if a member of staff or a customer tests positive for Covid 19?	If you are a contact of someone that has tested positive for COVID-19 you should expect to be notified by the NHS Test and Trace Service. If you are identified as a contact and asked to self-isolate then you should do so. This will help you decide if you need to close or not and is why you are advised to implement Covid Secure measures.
	What do I need to do in between clients?	You should clean and disinfect equipment such as chairs, treatment beds and tools such as scissors as well as surfaces particularly those that are touched. Both the client and the practitioner should use hand sanitiser or wash their hands before the treatment.
	Do I need to bring in a professional cleaner if someone tests positive?	No. But you should seek guidance from public health on effective cleaning and disinfection practices. This will include the type of Personal Protective Equipment to wear when cleaning the area, cleaning and disinfecting practices and how to deal with waste following cleaning. All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all frequently touched surfaces. Use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces (one site, one wipe, in one direction). A suitable combined detergent disinfectant, or detergent followed by disinfectant or disinfectant effective against enveloped viruses at the correct dilution should be used.
	Can I do treatments that involve the face?	Yes. But minimise the time in contact with the client and keep appointments short. You may wish to reduce the types of treatments offered to keep the time and risk to a minimum.
Educational groups & classes	What can reopen Step 2 (April 12th)?	Businesses eligible to host childcare and supervised activities for children will now be able to host all outdoor children's activities, and outdoor parent-and child groups for up to 15 people (not counting those aged under five).
Caravan sites & self-catering	When can they reopen?	Self-contained holiday accommodation in which all facilities (including for sleeping, catering, bathing, and indoor lobbies and corridors for entry and exit) are restricted to exclusive use of a single household/support bubble will reopen Step 2 (April 12th).
Outdoor Sports Facilities from 29th March	Can indoor facilities such as changing rooms be used?	Indoor facilities, such as changing rooms, should not be used at this time, although toilet facilities can be accessed.
	Can spectators be present?	At this stage, these gatherings must only include participants - not spectators.