



# COVID-19 EMPLOYEE INFORMATION

## COVID-19 positive test process explained

Over recent week's we've been communicating to colleagues about the new way of working once we return to work in our fixed locations, reading about the comprehensive risk and site safety assessments for each and the implementation of the new safety measures such as the two-metre distancing signage, the one-way systems and the stop/go areas.

We're also aware that each fixed location now has a designated COVID-19 Supervisor (see separate article) and colleagues have also had the opportunity to read our helpful COVID-19 [Return to Work Fixed Locations Guide](#) and view our [video](#).

But, as COVID-19 Risk Committee member, Donna Hitchcock, explains, what colleagues may not be fully aware of, is that there is a defined process in place, should one (or more) of our colleagues anywhere in the business test positive for COVID-19?

“I think it's important to firstly say that if a colleague suspects that they might have the [COVID-19 symptoms](#) then they should stay at home and contact their Line Manager immediately. Their Line Manager will inform HR.

“Our process begins with us conducting contact tracing which will quickly determine any other people who have come into contact with the confirmed case. These individuals will then be required to self-isolate immediately, in accordance with Government advice.

“If the case has occurred in one of our fixed locations, we'll then arrange for the office areas which the confirmed case has used, to have a specialist deep clean and any waste from cleaning will be disposed of as clinical/medical waste. Following the cleaning process we'll arrange for a comprehensive risk and site safety assessment of the office area to be carried out before we consider reopening it again. If the case has been at an operational site, equipment will be deep cleaned.

“When those who have tested positive have successfully completed their period of self-isolation we will complete a return to work assessment for each of them.

“In conclusion, I would echo Tony Delaney's words from last week's interview, where he said that 'we need our employees to be responsible to themselves and their colleagues but just as importantly, to be responsible to the people they go home to.' We want everyone to continue to follow the Government guidelines on social distancing and to stay safe by acting in a responsible manner. The continued welfare of our company rests on all our shoulders.”

### COVID-19 SYMPTOMS Process

1. **Stay at home - Contact your Line Manager immediately**
2. **Line Manager will contact HR**
3. **Contact Tracing process conducted**
4. **Office areas/ Equipment deep cleaned**