



**FACT3™**

**What to do if a  
working employee  
tests positive for  
COVID-19**

**OCTOBER 2020**

**The following is based on the same advice given to people who are contacted by the NHS Track and Trace service and who are notified that they are a "contact" of a person who has had a positive test result for COVID-19.**

## **TRACK AND TRACE**

Because the situation is clear cut with Track and Trace making the decision as to whether someone is a 'contact' or not, it may be advisable to suggest that Employees download and register with the App.

## **WHO IS A CONTACT?**

A **contact is someone who has been close to someone who has tested positive for COVID-19.** The period spans **2 days before and 10 days** after the person was symptomatic.

There are many examples of a contact, but the most relevant workplace contacts are:

- If an employee has been face to face with the person (**one metre**) without a face mask on; and/or
- If an employee has been within **2 metres** of someone for **more than 15 minutes**; and/or
- If the employees have **travelled together in a vehicle**



# WHAT TO DO?

Anyone identified as a "contact" by the NHS Track and Trace service (or equivalent) needs to **self-isolate at home for 14 days** from **the date they were last in contact with the person.**

Anyone who does not subscribe to Track and Trace but believes that they are a "contact" in line with the above guidelines should also self-isolate at home for 14 days from the last date of being in contact.

**If the above guidelines have not been breached, then it could be interpreted that employees do not need to self-isolate, just because a colleague has tested positive.**

# WHEN SELF-ISOLATING

- Employees should follow government advice which is generally: do not go to work, school or public areas and do not use public transport. Only exercise indoors and do not even go to the shops.
- Even if you don't develop symptoms, you can be carrying the virus for up to 14 days.
- If you develop symptoms seek a test.
- If you don't develop symptoms then you don't need your family to self-isolate (and vice versa). However if you do then your family members need to also self-isolate.



## **£500 TRACK AND TRACE TOP UP**

Employees may be entitled to a one-off payment of £500 via Track and Trace if asked to self isolate and they are to lose income as a result of the self-isolation.

**If you need further  
advice, please contact  
the Fact3 People Team.**

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