



## Early Outbreak Management of COVID-19

<b>Covers</b>	<b>Actions to be taken in the event of a known case of Covid-19 at BCMB</b>
<b>Date written</b>	<b>23 September 2020</b>
<b>Version</b>	<b>1.0</b>
<b>Review date</b>	<b>December 2020 and then 6 monthly or as required following updated guidance from government and GCMT</b>

We are following the actions outlined in the [Action Cards from Public Health England](#), which are relevant to BCMB: **Further Education; Offices: Therapy and Holistic Locations.**

The actions in them are very similar. It is noteworthy that the Action Cards talk of “more than one confirmed case with symptoms dating within 14 days of each other”.

### BCMB Users

Our different user groups are:

- Office staff – in the building each week
- Workshop students and tutors – in the building for 1-3 days only
- Diploma students and tutors – in the building for 1-3 days once a month

### Scenarios

#### 1. One person develops symptoms

- If on the premises, use isolation room (large toilet/shower) whilst person is waiting for a lift;
- inform close contacts ie bubble partner, tutor, office colleague etc; ask them to self-isolate whilst await test result;
- if negative carry on as normal;
- if positive, encourage close contacts to complete self-isolation; deep clean premises as soon as possible.

#### 2. More than one person develops symptoms

- If on the premises, use isolation room (large toilet/shower) whilst people are waiting for a lift;
- inform close contacts ie bubble partners, tutors, office colleague etc; ask them to self-isolate whilst await test results;
- if negative carry on as normal;



- if positive, contact local Public Health England Health Protection Team (PHE HPT) as per Action Cards: work through risks and actions we need to take with their help; encourage close contacts to complete self-isolation; deep clean premises as soon as possible.
- if closure required, inform Balens as this is local outbreak

BCMB

22 September 2020



## COVID-19 early outbreak management

### Contact centres, offices and operations rooms

#### Who should use this information?

Owners and managers of single floor and multi floor offices, contact centres and operations rooms. This information provides key steps to quickly identify and contain any potential COVID-19 outbreak. If you are concerned about other possible health issues then you should follow your existing processes.

For England only.

#### What you should do to manage a possible outbreak

##### Step 1

##### Identify

You may be informed of a confirmed case of COVID-19 by NHS Test & Trace, staff, a visitor or your local Public Health England Health Protection Team (PHE HPT).

When you are informed of more than one confirmed case with symptoms dating within 14 days of each other, go to **step 2**.

##### Step 2

##### Report

Immediately contact your local PHE HPT for help and advice. Refer to [www.gov.uk/health-protection-team](http://www.gov.uk/health-protection-team) for contact details.

Every one of us plays a vital role in stopping the spread of COVID-19. Early engagement with your local PHE HPT is key to minimise any possible wider outbreak in your community. See **page 2** for information you may be asked to provide. Do not worry if you are unable to answer all the questions, your local PHE HPT will help guide you through the process.

##### Step 3

##### Respond

Your local PHE HPT will work with you to assess the risks and advise you of what actions to take.

Depending on the outcome, your local PHE HPT and Local Authority may establish an Outbreak Control Team to help support you to manage the situation.

See **page 2** for types of action that could be put in place.



Check now and write the number of your local PHE HPT here: .....



## COVID-19 early outbreak management

### Spas, sports and massage therapy, well being and holistic locations

#### Who should use this information?

Owners, managers and operators providing close contact services. This includes spas, sports and massage therapy, well being and holistic locations. This information provides key steps to quickly identify and contain any potential COVID-19 outbreak. If you are concerned about other possible health issues then you should follow your existing processes.

For England only.

#### What you should do to manage a possible outbreak

##### Step 1

##### Identify

You may be informed of a confirmed case of COVID-19 by NHS Test & Trace, staff, a visitor or your local Public Health England Health Protection Team (PHE HPT).

When you are informed of more than one confirmed case with symptoms dating within 14 days of each other, go to **step 2**.

##### Step 2

##### Report

Immediately contact your local PHE HPT for help and advice. Refer to [www.gov.uk/health-protection-team](http://www.gov.uk/health-protection-team) for contact details.

Every one of us plays a vital role in stopping the spread of COVID-19. Early engagement with your local PHE HPT is key to minimise any possible wider outbreak in your community. See **page 2** for information you may be asked to provide. Do not worry if you are unable to answer all the questions, your local PHE HPT will help guide you through the process.

##### Step 3

##### Respond

Your local PHE HPT will work with you to assess the risks and advise you of what actions to take.

Depending on the outcome, your local PHE HPT and Local Authority may establish an Outbreak Control Team to help support you to manage the situation.

See **page 2** for types of action that could be put in place.



Check now and write the number of your local PHE HPT here: .....



# COVID-19 early outbreak management

## Further education

### Who should use this information?

Leadership and management of further education (FE), colleges, sixth form colleges, independent training providers, local authority providers, adult community learning providers, non-maintained special schools and special post-16 institutions and non-maintained special schools. This information provides key steps to quickly identify and contain any potential COVID-19 outbreak. If you are concerned about other possible health issues then you should follow your existing processes.

For England only.

### What you should do to manage a possible outbreak

#### Step 1

#### Identify

You may be informed of a confirmed case of COVID-19 by NHS Test & Trace, staff, a student, parent or carer of a student or your local Public Health England Health Protection Team (PHE HPT).

When you are informed of more than one confirmed case with symptoms dating within 14 days of each other, go to **step 2**.

#### Step 2

#### Report

Immediately contact your local PHE HPT for help and advice. Refer to [www.gov.uk/health-protection-team](http://www.gov.uk/health-protection-team) for contact details.

Every one of us plays a vital role in stopping the spread of COVID-19. Early engagement with your local PHE HPT is key to minimise any possible wider outbreak in your community. See **page 2** for information you may be asked to provide. Do not worry if you are unable to answer all the questions, your local PHE HPT will help guide you through the process.

If the advice from the local PHE HPT is to partially or fully close the building, resulting in the setting not being fully open to all pupils/students, then you should notify the Department for Education via the Education Setting Status form. Refer to '[School attendance: guidance for schools](#)' or search the title on GOV.UK for details.

#### Step 3

#### Respond

Your local PHE HPT will work with you to assess the risks and advise you of what actions to take.

Depending on the outcome, your local PHE HPT and Local Authority may establish an Outbreak Control Team to help support you to manage the situation.

See **page 2** for types of action that could be put in place.



Check now and write the number of your local PHE HPT here: .....