**Cheshire West and Chester Council**

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| **Notification Record - Please keep a copy of this document for your workplace records** | | |
| **Date:** | **Assessed by (CWAC use only):** | |
| **Notifying person and business details:** | | |
| **Name:** | | **Name and address of business:** |
| **Job Title:** | |
| **Total number of staff in business:** | | **Contact Details:**  **Telephone:**  **Mobile:**  **Email:** |

**COVID-19 Checklist for a confirmed case of COVID-19 in a business**

**Please email a copy of this checklist to** [**healthprotectionsecure@cheshirewestandchester.gov.uk**](mailto:healthprotectionsecure@cheshirewestandchester.gov.uk)

**NOTE: Some larger companies have well established arrangements. It is acceptable to use existing methods, however reassurance is sought that all close contacts have been identified**

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| **Confirmed case details:** | | |
| **Name:** | **Address:** | |
| **Date of Birth:** |
| **Position:** | **Contact number:**  **Telephone:**  **Mobile:**  **Email:** | |
| **Symptoms:** |
| **Date of symptom on-set:**  **Nature of symptoms:** |
| **Have they had an LFD test? Yes/No**  **Date of test:** | **Have they had a PCR test? Yes/No**  **Date of test:**  **Date of result** | |
| **End of isolation and return to work date (day 0 is the first day of symptoms or if asymptomatic date of positive test):** |  | |
|  |
| **Was the case in work in the 2 days prior to symptom on-set or date of positive test if asymptomatic, or in the 10 days after symptom onset or date of positive test if asymptomatic?**  **Yes/No**  **If yes state days case attended work:** | | |
| **Does the case have any links to an existing case in the workplace? Yes/No**  **If yes please give details:** | | |
| **Case Contact tracing (see below definition of a contact 2 days before and 10 days after symptom on-set or date of swab if asymptomatic):** | | |
| **Household contacts of case:** Advise all household contacts to continue self-isolation for 10 days from the on-set of the cases symptoms (or date of swab if asymptomatic). | | |
| **Number of colleagues, customers and visitors who meet the definition of a contact** All contacts should self-isolate for 10 days from the last time they had contact with the case.   1. **Contacts travelling to work:** 2. **Contacts when entering the workplace:** 3. **Contacts when in the workplace:** 4. **Break and lunch contacts:** 5. **Contacts when leaving work:** 6. **Contacts when travelling home:** 7. **Other contacts outside of work including setting name visited where social distance was potentially compromised eg leisure, hospitality etc.** | | |
| **Total contacts – please note if a previous case has been notified and no additional contacts are identified please do not record any further contacts.** | | |
| Total number of colleague contacts: | | Total number of visitor contacts: |
| Total number of customer contacts: | | Travelling contacts: |
| Total other contacts | |  |
| Further details of contacts (please provide contact details for all identified contacts):  **Contact One**  Name:  Address:  Telephone number:  **Contact Two**  Name:  Address:  Telephone number:  **Contact Three**  Name:  Address:  Telephone number:  Please add more lines as necessary: | | |
| Where contacts of cases have been identified in the workplace, what measures have been/are going to be put in place to minimise contacts in the future? | | |
| Have letters been issued to all contacts? Yes/No | | |

1. **Definition of a contact**

A contact is defined as a person who has had contact (see below) at any time from 2 days before onset of symptoms (or test if asymptomatic) to 10 days after onset of symptoms (or test):

* a person who has had **face-to-face contact (within one metre)** with someone who has tested positive for coronavirus (COVID-19), including:
* being coughed on, or
* having a face-to-face conversation, or
* any contact within one metre for one minute or longer without face-to-face contact
* a person who has been **within 2 metres** of someone who has tested positive for coronavirus (COVID-19) for **more than 15 minutes** (either as a one-off contact, or added up together over a 24hr period)
* a person who has **travelled in a small vehicle** with someone who has tested positive for coronavirus (COVID-19) or **in a large vehicle near someone** who has tested positive for coronavirus (COVID-19)
* people who spend **significant time in the same household** as a person who has tested positive for coronavirus (COVID-19)

**NOTE:** Wearing a face covering, face visor or PPE does not change the definition of a contact. Individuals wearing these items will still be required to self-isolate if they meet the definition of a contact.

1. **Letters to close contacts who need to self isolate**

Issued on request – contact us on HealthProtectionSecure@cheshirewestandchester.gov.uk

1. **Warn and inform Letters to be sent to possible contacts of positive cases (not confirmed)**

