

Juniper Ventures Limited

(Juniper Pursuits Ltd is a subsidiary of Juniper Ventures Limited)

COVID-19

Confirmed Case Guidance for Management Updated January 2021



Documents Included

CJ.1 Confirmed Case Procedure

CJ.2 Confirmed Case Toolkit

CJ.3 Confirmed Notification Form

COVID-19: Notification Procedure Checklist for Area Managers

All references to Juniper within this document refers equally to Juniper Ventures Limited and Juniper Pursuits Limited

This checklist has been developed to set out the steps that managers should follow if a member of their staff has been confirmed to have Covid-19 (following a test). Please use the Manager's Toolkit to help complete this checklist.

1. CONFIRM

CONFIRM with staff member that they have a confirmed diagnosis of COVID-19 (i.e. through testing).

If they have symptoms and are awaiting a test/test results, they must self-isolate.

If they test positive, they must continue to self-isolate for 10 days from the start of their symptoms (or date of test if asymptomatic).

2. INVESTIGATE

INVESTIGATE the circumstances in which the person believes they have been infected, particularly, if they might have contracted the virus at work. If there is evidence that the illness was caused by exposure at work, state the details within the Accident Report and Area Manager Notification form.

Complete the Area Manager Notification form to conduct an assessment of the confirmed Cv19 case. The notification form will help you to identify a person's infectious period and close contacts and the steps needed to inform close contacts. The Manager's Toolkit which is the power point slides will support you to take all appropriate actions and explain key definitions to help you take informed decisions. If at any stage you are unsure contact the Head of Health and Safety.

3. REPORT

The reporting of confirmed cases will be via the completion of Area Manager Notification form and following the instructions of sending the form to the following people/services:





POLICIES and PROCEDURES

- Head of Service david.mackness@juniperventures.co.uk or albert.wreden@juniperventures.co.uk and stuart.mcgregor@juniperventures.co.uk Head of Health and Safety
- Hr@juniperventures.co.uk
- PublicHealthEnquiries@Newham.gov.uk
- Peter.Gibb@newham.gov.uk

The notification form should be completed as soon as the notification of confirmed case is known. If there is missing information, such as dates of infection control training, you should enter 'follow up' required and send off, to prevent any delay of form completion and ensure the above colleagues receive the notification as soon as possible.

On the accident report form ensure it is recorded as Covid-19 as a potential 'occupational disease' If there is evidence that the illness was caused by exposure at work, then Health and Safety will then contact the HSE via RIDDOR criteria.

Contact your Head of Service and HR if you have any concerns regarding staffing levels e.g. if a large percentage of staff are unwell. The information within the accident report should refer also the fact that you have completed a detailed notification form. Noting that it is covid-19, name and contact, school/location area, dates will be sufficient when completed together with a notification form.

4. CLEAN

Ensure that cleaning has been arranged and followed up for the areas in which the staff member has been working, including areas in which they take breaks and shared facilities, such as kitchens and bathrooms. For all Newham Council Buildings cleaning needs, contact facilities management central email/helpdesk.

For all kitchens/schools contact our Cleaning service via the Head of Service, or Area Manager's to arrange a Covid-19 clean. In council buildings such as Dockside, Facilities Management have increased cleaning regimes to follow government guidelines. Juniper staff are reminded to clean workstations before and after use with the hygiene products provided and to follow government health advice.

Please note, if you have a suspected case of Covid-19, please also inform FM who may wish to undertake environmental clean if staff members have been in the office when possibly infectious.



5. REVIEW

REVIEW arrangements currently in place to ensure safety in your workplace, office, school kitchen/area.

Review the risk assessments you have in place covering your team's work activities to see if any further safety measures need to be actioned. These may include increased social distancing or correcting social distancing concerns, hygiene measures; staff training and use and supervision of PPE. It may also be necessary to stop an activity if it is considered that staff cannot be kept safe. In discussions with Head of Service and Head of Health and Safety. Any changes made to procedures must be discussed with staff

6. INFORM

INFORM your staff that a team member is unwell – this will give them an opportunity to remain vigilant of their own health and wellbeing and you are encouraged to remind all staff of what [symptoms](#) they should be aware of and the need to not come to work if symptomatic. It is also an opportunity to remind staff of the measures that are in place within your team and workplace to follow [social distancing and personal hygiene measures](#).

We have an obligation to do all we reasonably can to ensure the health and safety of our employees and have a duty of care to our staff. In such cases, the employee concerned must be informed in advance and their dignity and integrity must be protected. Data protection legislation doesn't prevent you from informing staff that there are suspected or confirmed COVID 19 cases but do not name the individual and only provide information that is necessary for the safety and health of your staff.

7. SUPPORT

SUPPORT the wellbeing of all your staff, both those who remain working and the staff member who has been diagnosed.



Stay in touch with the staff member who is unwell and check whether they need any additional support while self-isolating. Once the staff member has recovered, arrange to carry out a return to work meeting, e.g. via phone/zoom so that you can identify whether any adjustments are needed to help them return to work.

If you need to make an Occupational Health referral, or need Hr support contact Hr.

Policy or Procedure Title	
Date Adopted by Board of Directors	
Date last reviewed by Managing Director	
Signed Off By Managing Director	





POLICIES and PROCEDURES

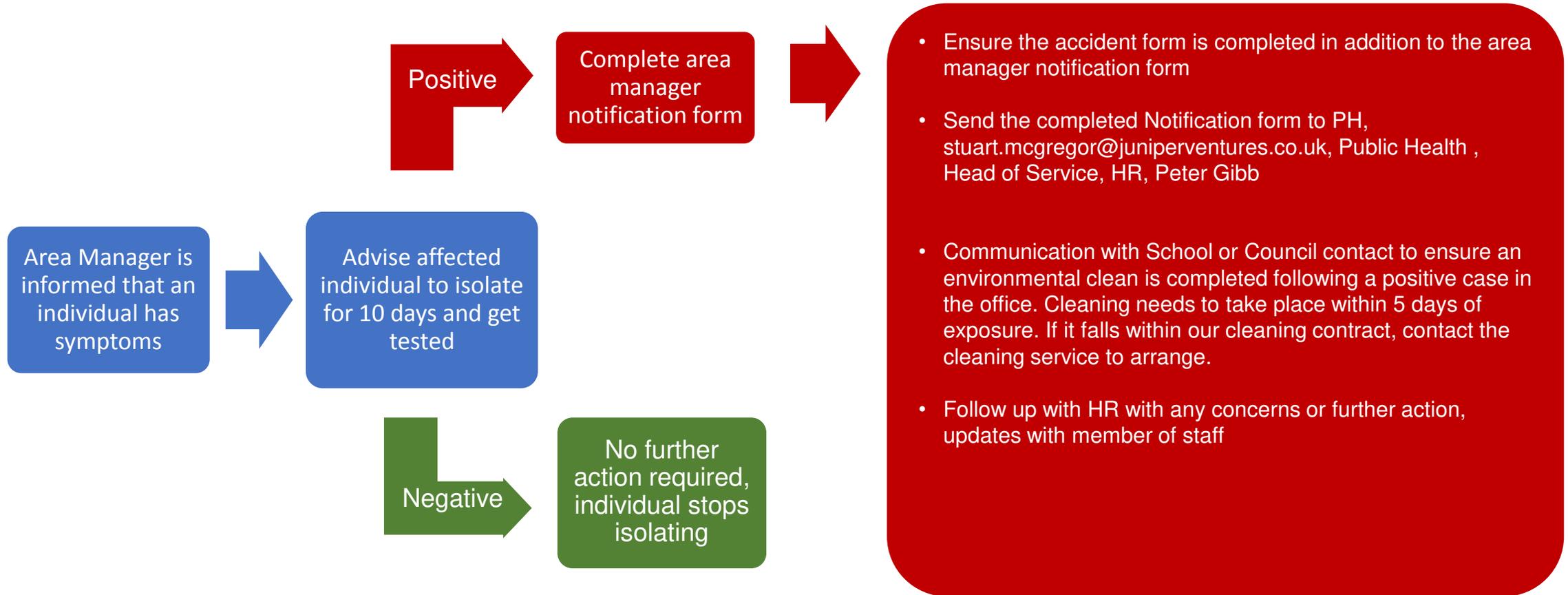


Covid-19: Outbreak Control – Managers Guidance

These slides are for Juniper managers and staff to prepare for cases of Covid-19 within Juniper staff and work areas within the Borough/LA.

- **Roles and responsibilities for confirmed CV19 cases for staff, including Area Managers and service heads**
- **Symptoms of Covid-19 and how to get tested**
- **Different types of testing**
- **Contact tracing and the manager's role**

What area manager should do if a member of staff tests positive for Covid-19





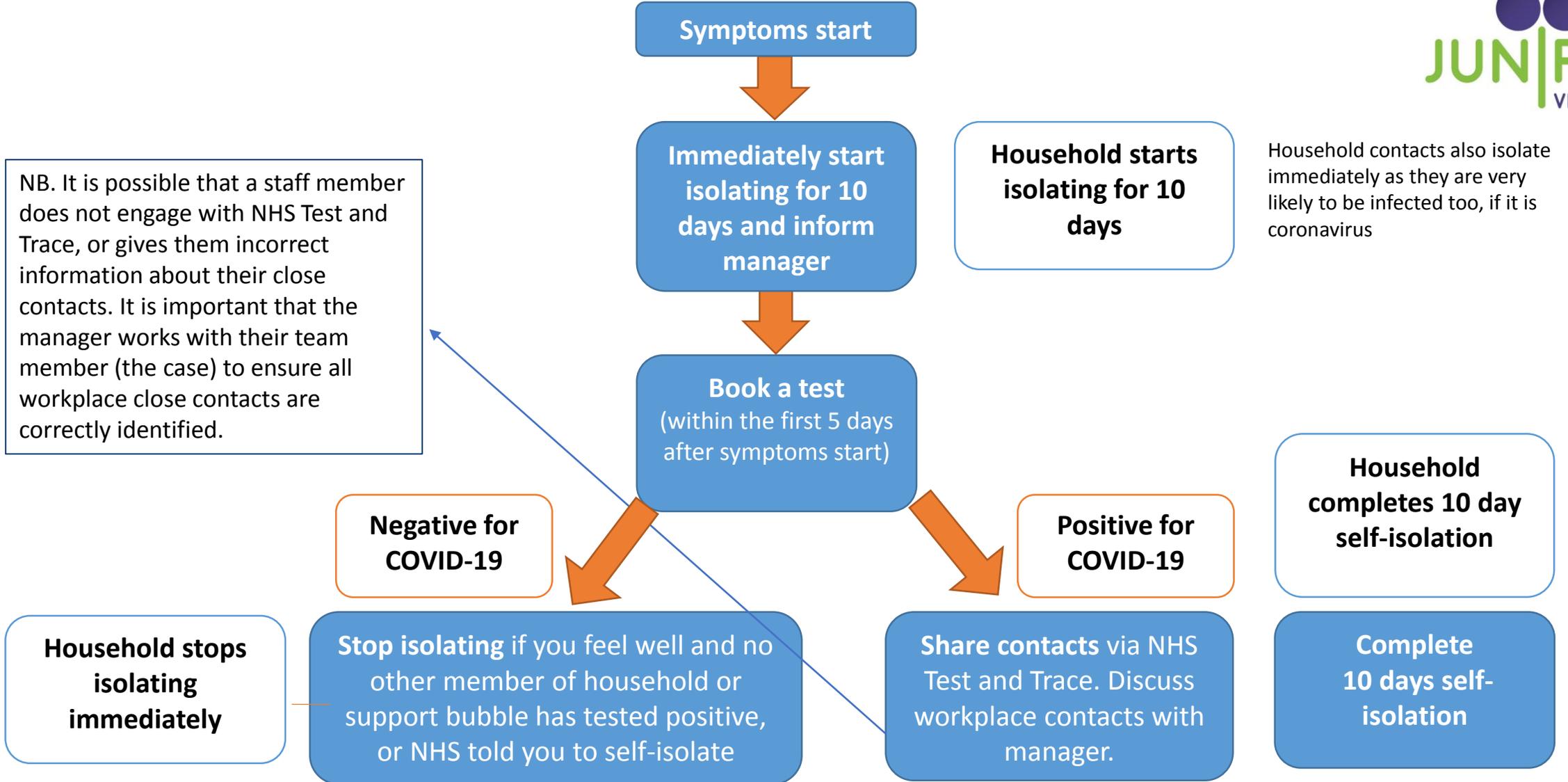
Juniper Health and Safety has developed a Covid-19 area manager confirmed cv19 notification form. All Managers with Covid-19 cases in their team are required to complete the notification form. The aim is to help the manager take the necessary steps to manage the situation and gives us an excellent recording system and assists in the review by Juniper Health and Safety and HR.

The notification form sets out in full the steps necessary for you to follow. Upon completion of the checklist follow the list of colleagues/services to send, if you have any queries please contact Health and Safety at stuart.mcgregor@juniperventures.gov.uk

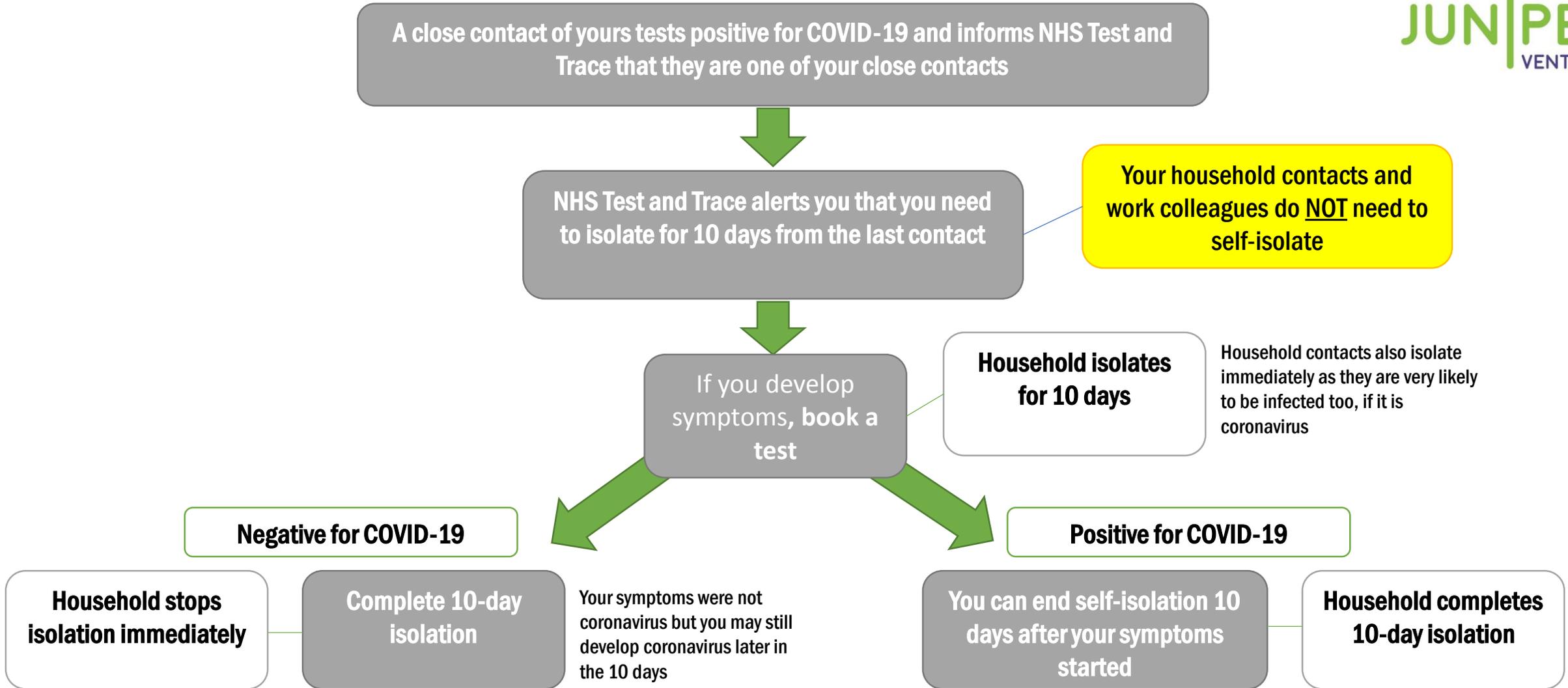
Head of Health and Safety will review the data, and complete a follow up review, including the review of accident form.

Public health will have all the relevant information on one form. HR and the Office Manager will record on their systems, and follow up with any further action.

What a member of staff should do if they have symptoms



What a member of staff should do if they are a close contact of a confirmed case



What are the symptoms of Covid-19 and how do you get tested?



Coronaviruses are a family of viruses that mainly cause lung diseases. The name of the current coronavirus is SARS-COV-2, and the disease that it causes is called COVID-19.

The main symptoms of COVID-19 are:

- A high temperature
- A new, continuous cough
- A loss of, or change in, normal sense of taste or smell

If someone has these symptoms, they must immediately self isolate and get tested.

Other symptoms may be present, but testing and public health decisions are based on these three symptoms.

Is mass testing still occurring now we are in lockdown?

The testing programme that is being stood up for schools and front line staff will continue to be used to support our front line staff

Does anything need to change in light of the new Covid-19 variant(s)?

At present Public Health England has advised that existing control measures are fit for purpose to control virus spread in schools and offices/workplaces following the covid-19 secure guidance for those who cannot work from home. Juniper Health and Safety have updated risk assessment which reflects current national guidance. Any further changes will be communicated with staff via usual routes.

What is the difference between the tests?

There are two common test types:

Polymerase Chain Reaction ('PCR') tests, which are used by NHS Test and Trace when people have symptoms. These involve swabbing your tonsils and then the same swab up inside of your nose. They take around 24-72 hours to return a result from a laboratory.

Lateral Flow Device tests, referred to as 'LFT', 'LFD' or rapid tests, are processed where the test is taken and give results within 30 minutes. They also involve swabbing the tonsils and nose. If someone tests positive with a rapid test, they will be asked to complete a PCR test to confirm that they have Covid-19.

Can I have another test if I have already tested positive for Covid-19?



This depends on the test. You should not have a PCR test within 90 days of a previous positive PCR test, because it can detect residual virus fragments which can persist after the infection has cleared.

You can however have an LFD test because it detects viral antigen, which should be only be present in active infection. If you test positive on an LFD test following a past confirmed infection, it could be a false positive or may possibly suggest a second infection.

Please inform PublicHealthEnquiries@newham.gov.uk if this happens (and the confirmatory PCR test is also positive, indicating the LFD result was not a false positive) as it will be investigated further

Make sure symptomatic cases get tested



Testing is available to people of any age with symptoms. You can arrange a test for:

- **Yourself**, if you have coronavirus symptoms now (a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste)
- **Someone you live with**, if they have coronavirus symptoms

Tests for the general public can be booked online at www.nhs.uk/ask-for-a-coronavirus-test (or by calling 119)

Tests for essential workers are prioritised and can be booked at: <https://www.gov.uk/apply-coronavirus-test-essential-workers>.

For help with testing: <https://www.nhs.uk/contact-us/get-help-with-asking-for-a-coronavirus-test/>

- At the point of booking, there is the option to choose whether to receive the test through a car drive-thru/walk thru site or at home testing kit.
- The test works best if it's done within 3 days of your symptoms starting. You must have it within the first 5 days.
- The test involves taking a swab of the inside of the nose and the back of the throat, using a long cotton bud.

Test turnaround – The government has advised that 90% of test results are provided within 48 hours and they aim to return all test results within 72 hours.

Asymptomatic testing for staff who are in attendance at the workplace.



Lateral Flow - rapid tests.

Who is being tested and why?

Testing is important because staff without symptoms could be carrying the virus and may spread it to others. Testing staff, who are in attendance at the workplace, will support our services to operate as safely as possible. The rapid tests are not available to staff who are working from home. These new, simple and quick tests, known as Lateral Flow Device (LFD) tests, enable us to rapidly test staff without the need for a laboratory.

Where can I get tested?

Vicarage Lane Community Centre E15 4HW

Katherine Road Community Centre E7 8PN

Jeyes Community Centre E13 9BB

Jack Cornwell Community Centre E12 5NN

Ascot Community Centre E16 4PL

Please check at www.newham.gov.uk/rapidtesting for current and new sites. The Council are looking to set up 'on site' testing for staff, with 2-3 sites under consideration. Further information will be made available but in the meantime please use the community sites, or we can book services and teams to go to UEL Dockside campus if you email rapidcovidtest@newham.gov.uk How do I book a test?

[Book a test go to: www.newham.gov.uk/rapidtesting](http://www.newham.gov.uk/rapidtesting)

Asymptomatic testing for staff who are in attendance at the workplace.



What happens if I test positive?

- Inform your line manager and immediately return home in a safe manner;
- book a normal swab test immediately to confirm the results. Book online at <https://www.gov.uk/get-coronavirus-test> - or call 119;
- isolate for 10 full days and only return to work when you are well enough and have not had a high temperature or diarrhoea for 48 hours;
- the people you live with must isolate for 10 days. This means staying at home; and,
- tell the people you've been close to and don't go to work.

Regular staff testing and maintaining our safer working practices will keep our residents and colleagues safe.

The test results are available in approximately 30 minutes, once you've registered the test takes 5 minutes to complete after which time you can return to your workplace. The results are sent directly to you by text or email – whichever method you have specified.

For Operational Staff that are not included within the school weekly rapid testing regime are encouraged to have a Lateral Flow test twice a week – at least three days apart

What is contact tracing and how does it work? What is my role as a manager?



•Contact tracing is a process to trace close recent contacts of anyone who tests positive for a disease and to notify them that they must self-isolate at home to help stop the spread of the disease.

•**NHS Test and Trace** is the name for the NHS contact tracing service for coronavirus.

What happens?

Testing

Anyone who has symptoms of coronavirus should book testing with NHS Test and Trace to see if they have the virus

For this process to work, the Covid-19 case must engage with NHS Test and Trace

Identify close contacts

NHS Test and Trace contacts all individuals with a positive test result asking them to share information on their close contacts in the 48 hours before symptoms started until 10 days after symptoms started

Alert close contacts

NHS Test and Trace anonymously alerts contacts identified advising them to self-isolate for 10 days to help stop the spread of the virus

How to identify a close contact



Part of your role as a manager will be to **identify workplace close contacts** of someone who has tested positive for Covid-19 in your team, looking at the period **when the individual was infectious**. They may have already informed NHS Test and Trace of their close contacts: it is your responsibility to work with the positive case to ensure all close contacts have been identified whilst they were infectious at work.

Step 1 – identify when the case was infectious and check whether they were at work during this period.

Infectious period: the time when a person who has COVID-19 can infect others. For COVID-19, this is from 2 days before symptom onset, to 10 days after symptom onset. For asymptomatic people who test positive, this is from 2 days before the date of test until 10 days after.

A person is no longer infectious if 10 days have passed from symptom onset and their symptoms have resolved (including being fever free for 48 hours). An ongoing cough or continued loss of taste or smell does not mean the person is still infectious and may continue for several weeks after infection.

IDENTIFY WORKPLACE CONTACTS

If your confirmed employee is well enough identify workplace contacts.

Consider those, who in the cases infectious period:



Staff who sit/work near them



Have had lunch/smoking/tea breaks with them



Attended a meeting/handover with them,



Those who car share

How to identify a close contact

Step 2: Use the definitions below to identify close contacts during the infectious period



Direct Contact



- Anyone who lives in the same household as a case or has stayed overnight with them during their infectious period
- Sexual Partners
- Anyone who has had face to face contact with a case, for any length of time, including being coughed on or talked to, within 1m (i.e.. if you had a face-to-face contact at 2m, you wouldn't be considered a close contact).
- Anyone who has been within 1 meter of a case for one minute of longer

Proximity Contact



- Anyone who has been within 2 metres of a case for more than 15 mins
- Anyone who has travelled in a small vehicle with a case
- A person who has travelled in a small vehicle with someone who has tested positive for Covid-19 or in a large vehicle or plane near someone who has tested positive for Covid-19

CLOSE CONTACTS SHOULD NOT BE TESTED WITHOUT BECOMING SYMPTOMATIC- IF YOU TEST AND GET A NEGATIVE RESULT YOU WILL STILL NEED TO COMPLETE THE FULL ISOLATION PERIOD.

Ensure cases and close contacts self-isolate



- Self-isolation is when you stay at home because you have or might have coronavirus (COVID-19).
- This helps stop the virus spreading to other people.

When to self-isolate?

If you think you have coronavirus

- you have any [symptoms of coronavirus](#) (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you're waiting for a coronavirus test result
- you've tested positive for coronavirus – this means you have coronavirus



Isolate for 10 days

from the start of your own symptoms – that's how long you are infectious

You can stop self-isolating after 10 days if either you do not have any symptoms or you just have a cough or changes to your sense of smell or taste – these can last for weeks after the infection has gone.

If you are a close contact of a person with coronavirus

- you live with someone who has symptoms, is waiting for a test result or has tested positive
- You are a close contact of someone who has tested positive for **coronavirus** (if you are *not* a household contact, you only need to self-isolate if the person has a *confirmed* positive test result and was in close contact with you during their infection period).



Isolate for 10 days

from the day you were last in contact with the person OR if you live with the person, from the start of their symptoms

Ensure cases and close contacts self-isolate or confirm if daily testing in schools

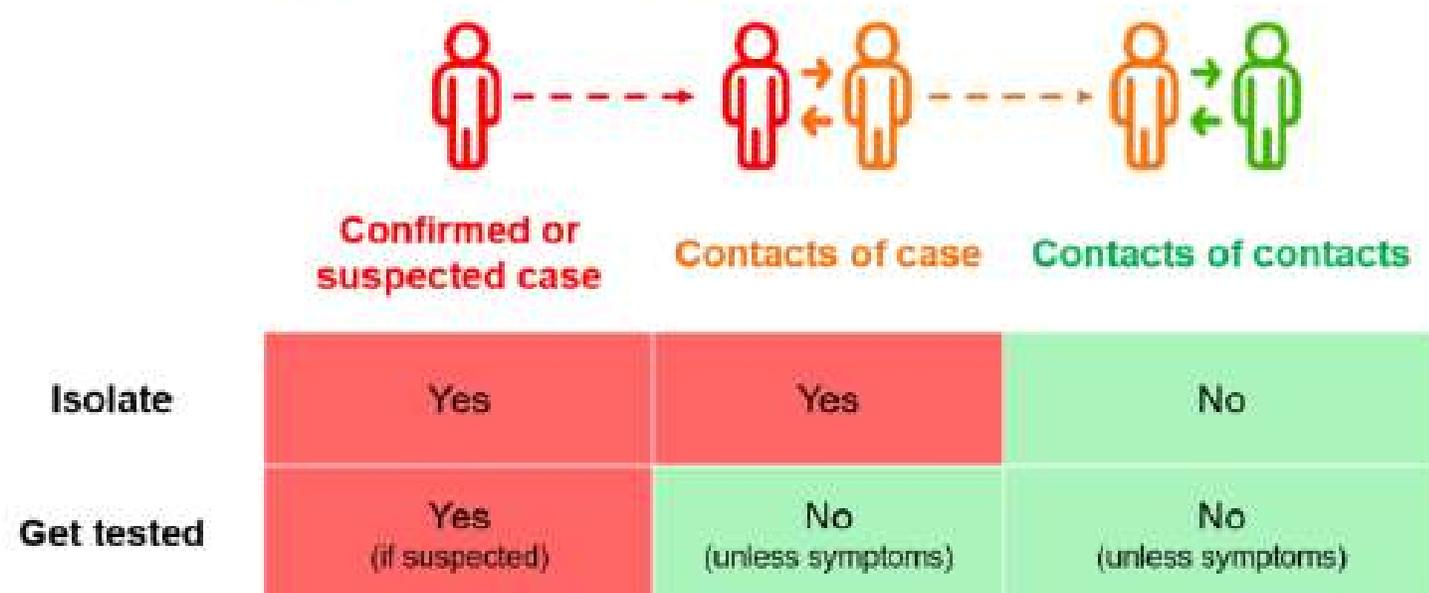


Can close contacts continue to work in schools ?

- **Yes only if you are included in the schools daily rapid testing for those close contacts**
- **And you would need to isolate immediately upon having any CV19 symptoms or positive test**
- **Areas managers to confirm with staff and school if daily testing is being offered and agreed names of close contacts**

Who should self isolate?

The following chart gives a broad overview of who should isolate and get tested following a confirmed case of COVID-19 in your workplace



Contacts of confirmed cases should NOT take a test unless they become symptomatic

NOTIFICATION OF CONFIRMED COVID-19 STAFF

Area Manager's Checklist

The following questions have been designed to support managers of staff who have been recorded as having COVID-19, and been infectious whilst at work, to manage the situation and share relevant information to Juniper health and safety/Hr/HOS and PH/Newham

Notification Date		Name of staff	
Service areas including School or Site location		Name of Area manager	
Area Manager's Assessment			
Details of the current exposure / outbreak (the Manager's Toolkit will help you to understand how to conduct this assessment)			
Name of staff member(s) with confirmed Covid-19			
Staff member's symptoms			
Date symptoms started (if symptomatic)			
Date staff member was tested			
Self-isolation dates for staff member ¹			
Infectious period dates ²			
Date the staff member was last at work			
Is this person a permanent member of staff with this team? i.e. not agency			
Does the person work anywhere else? If so, where?			
How does the staff member usually travel to work (e.g. public transport, shared car, taxi etc. Do they share a car with other staff members?)			
Has the staff member indicated where/how they think they contracted Covid-19? (e.g. close contact work at work or household contact, family member had covid?)			
Has Facilities Management or Head/SBM if school been made aware of the need for environmental cleaning.			

¹ This should be 10 days from date the individual developed symptoms. Or 10 days from date of test if asymptomatic.

² The infectious period is 2 days before the individual developed symptoms (or 2 days before date of test if asymptomatic) to 10 days after symptom onset (or date of test if asymptomatic).

Detail any cleaning process follow up, such as confirmation it has been advised, or communication, or completed.	
Identify 'Close Contacts' who need to self-isolate (see Manager's Toolkit for definitions)	
Confirm the numbers of close contacts during infectious period in the workplace and explain why you consider this member of staff to be a close contact.	
Confirm what actions you have taken to manage these contacts (e.g. notifying staff, asking them to isolate (include dates), testing (only if symptomatic) Or if they are remaining at work/school having the daily rapid testing, and will isolate if have symptoms	
Infection Prevention and Control	
Please confirm that staff and manager have completed mandatory Infection, Prevention and Control training re IHASCO online training. If not, confirm date this will take place.	
Please confirm you have reaffirmed appropriate consideration of 'Hands, Face, Space' and risk assessment.	
Health and Safety	
Have these details been entered on Health and Safety's Accident and Incident Report form. If not, ensure this form is completed within 7 days of notification	
Confirm you have reviewed the team's Covid-secure service risk assessment and appropriate mitigations have taken place to ensure prevent further outbreaks?	
Please follow management responsibilities towards staff wellbeing and recording absence.	
Inform	
Send this form to :	PublicHealthEnquiries@newham.gov.uk Stuart.mcgregor@juniperventures.co.uk hr@juniperventures.co.uk Peter.Gibb@newham.gov.uk Head of Service re Catering/Cleaning
Completed by:	Date Completed

Ensure no delay of notification to the above colleagues