



Public Health  
England

Protecting and improving the nation's health

## **COVID-19 OUTBREAKS: INFORMATION FOR STAFF AND MANAGERS**

COVID-19 is a new infection. This leaflet is to inform you about how to prevent getting COVID-19, how to prevent transmitting it to others, and what you should do if there is an outbreak of COVID-19 in the workplace.

**Two or more cases of COVID-19 in staff from the same workplace may indicate an outbreak.**

Respiratory illnesses can spread easily in busy workplaces. If staff in the workplace suspect that they, or anyone else, has symptoms of COVID-19 they must immediately inform their line manager. The manager can ensure that measures are in place to reduce the risk of spread to other staff.

The local Public Health England (PHE) Health Protection Team will support workplaces by advising that:

- adequate control measures are taken to prevent the spread of infection;
- affected staff are directed to isolate and seek testing;
- management and staff receive appropriate and timely information on the measures being taken.





## What you can do to reduce the spread

### Staff

- Wash hands frequently with liquid soap and water and dry thoroughly with disposable hand towels.
- **'Catch it, Bin it, Kill it'**. Dispose of used tissues in the bin after single use. Do not use handkerchiefs. Then wash hands.
- If you have COVID-19 symptoms (new cough, fever and/or loss of normal sense of smell/taste), inform your line manager and go home immediately. You should stay at home for 10 days from the start of your symptoms and book a test for COVID-19. Stay away from other members of your household as much as possible. Your household should self-isolate for 14 days.
- If you have been identified as a contact of a case of COVID-19, you must stay at home for 14 days.
- Support your workplace colleagues by adhering to any other necessary measures to prevent the infection spreading.

### Managers

- Ensure all possible COVID-secure workplace measures are in place.
- Look out for any symptomatic staff members.
- Make sure you regularly remind those you manage of the workplace policy and what action they need to take to avoid COVID-19.
- Support staff members if they are advised to self-isolate as cases or contacts.

