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| COVID OUTBREAK RESPONSE PLAN – PROPERTIES  |
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| Action to take in case the test and trace team need to get in touch or need to be contacted:1. In line with GDPR, [maintain records](https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace#information-to-collect) of anyone who enters the property: names, contact number, dates and times when they were in the building – keep for 21 days.
2. Provide [HSV: 921B](https://volunteers.mssociety.org.uk/resources/hsv-921b) COVID-19 guidance sheet to all staff, volunteers and visitors.
3. Keep the COVID response plan in place and up to date. Follow its guidelines including contacting the [local health protection team](https://www.gov.uk/health-protection-team) if there are 5 cases of COVID-19 within 14 days associated with the property
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| **Outbreak details** | **Action to be taken** | **Who takes action** | **Date action complete** |
| Staff/ volunteer/ service user feels unwell with COVID symptoms whilst at the property | Individual must go home by the most direct route following national and local guidance with regards to hygiene practises, wearing face coverings and following social distancing measures. They would then need to follow the [NHS test and trace](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) process regarding testing and self-isolation. They must also notify the property manager of the outcome. If they test positive, the property manager must then inform anyone they have been in contact with and they too must follow the NHS test and trace system. If individuals need to self-isolate they must follow government guidelines with regards to returning to the property.The property must be shut and deep cleaned before reopening. Incident form to be completed and returned as instructed on form. | Property Manager |  |
| Staff/ volunteer/ service user contacts property to say they are self-isolating with COVID Symptoms | They would then need to follow the [NHS test and trace](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) process regarding testing and self-isolation. They must also notify the property manager of the outcome. If they test positive, the property manager must then inform anyone they have been in contact with and they too must follow the NHS test and trace system. If individuals need to self-isolate they must follow government guidelines with regards to returning to the property.The property must be shut and deep cleaned before reopening. Incident form to be completed and returned as instructed on form. | Property Manager |  |
| Staff/ volunteer/ service user has someone in the household who is self-isolating with COVID symptoms | They would then need to follow the [NHS test and trace](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) process regarding testing and self-isolation. They must also notify the property manager of the outcome. If they test positive, the property manager must then inform anyone they have been in contact with and they too must follow the NHS test and trace system. If individuals need to self-isolate they must follow government guidelines with regards to returning to the property.The property must be shut and deep cleaned before reopening. Incident form to be completed and returned as instructed on form. | Property Manager |  |
| Staff/ volunteer/ service user has someone in the household who has had a positive COVID test | They would then need to follow the [NHS test and trace](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) process regarding testing and self-isolation. They must also notify the property manager of the outcome. If they test positive, the property manager must then inform anyone they have been in contact with and they too must follow the NHS test and trace system. If individuals need to self-isolate they must follow government guidelines with regards to returning to the property.The property must be shut and deep cleaned before reopening. Incident form to be completed and returned as instructed on form. | Property Manager |  |
| 5 cases of COVID-19 within 14 days associated with the property | If there are 5 cases of COVID-19 within 14 days associated with the property the property manager must contact their [local health protection team](https://www.gov.uk/health-protection-team) to report the outbreak. If the PHE team decides to visit they will ask about the outbreak management process for the property and agree any actions that are needed with the person who reported the outbreakShut the property, deep clean before reopening. Incident form to be completed and returned as instructed on form. | Property Manager |  |