



# WHAT TO DO

## IF YOU SUSPECT A CASE OF COVID-19 IN YOUR WORKPLACE

1 April 2020



**1** Develop a plan to be put in place if you suspect that one of your employees or you may have COVID-19.



**2** The plan should cover putting the ill person in a room or area where they are isolated from others in the workplace, limiting the number of people who have contact with the sick person and contacting the local health authorities.



**3** Consider how to identify persons who may be at risk, and support them, without inviting stigma and discrimination into your workplace. This could include persons who have recently travelled to an area reporting cases, or other personnel who have conditions that put them at higher risk of serious illness (e.g. diabetes, heart and lung disease, older age).



**4** Develop a contingency and business continuity plan for an outbreak in the communities where your business operates.



**5** The plan will help prepare your organization for the possibility of an outbreak of COVID-19 in its workplaces or community. It may also be valid for other health emergencies.

**6** The plan should address how to keep your business running even if a significant number of employees, contractors and suppliers cannot come to your place of business – either due to lockdown or because they are ill.

**7** Communicate to your employees and contractors about the plan and make sure they are aware of what they need to do – or not do – under the plan. Emphasise key points such as the importance of staying away from work even if they have only mild symptoms or have had to take simple medications (e.g. paracetamol, ibuprofen) which may mask the symptoms.



**8** Be sure your plan addresses the mental health and social consequences of a case of COVID-19 in the workplace or in the community and offer information and support.



**9** Ensure you phone the COVID-19 hotline to notify the Department of Health of a suspected case of **COVID-19: 0800 029 999**. DO NOT take a sick employee to a doctor before notifying the helpline, unless it is a medical emergency.

**10** **Be proactive, be prepared.**