

1. Employee Tested Positive for COVID-19 (Issue 2- 9 March 2020)

Has the employee attended work in the last 14 days?



Local Facility General Management Actions/ Decisions
Divisional/ Regional Management Actions/ Decisions

No- Notifications to all employees, explaining low risk and reinforcing hygiene standards & rules.

Yes- Report the Line Management through the Divisional Leadership Team & HR + Group HR, H&S and Risk.

Is the worker based in an office?

Yes.

No.

Can all workers work from home and self isolate for 14 days?

Is the infected worker on shifts?

Yes- Communications to all in office regarding self isolation and pay rules.
Deep cleaning of all relevant office areas.
External communications for suppliers and affected customers. Internal communications affected within [redacted]

Divert all phone numbers. Implement office BCP

Seek advice from Office Leadership Team (Division/ Group) immediately.
Implement actions below if required based on circumstances.
Self isolate all employees, defining those that can work from home.
Deep cleaning of all relevant office areas.
External communications for suppliers and affected customers. Internal communications affected within [redacted]

Divert all phone numbers. Implement office [redacted]

Can we identify all employees on shift who had contact with the affected person?

Yes.

Yes.

No.

If the worker is on days, can we identify all employees and visitors with contact in last 14 days?

No.

Yes.

Seek advice from Division/al Leadership immediately.
Implement actions below if required.
Communications directly to all affected employees via email an dphone call to self isolate for 14 days/ attend proactice testing.
Communications for all employees
Deep cleaning of relevant areas in facility
Issue reactive info to customers
Prepare for media

Seek advice from Division/al Leadership Team immediately.

