

# ACTION CARD: In the event of positive COVID cases

## For use by EXTRA CARE SETTINGS

This information is for managers of Extra Care settings. It provides key steps to quickly identify and contain any potential COVID-19 outbreak.

### Step

# 1

## Report

## Positive cases

**If a member of your staff or resident tests positive immediately contact**

1. The Commissioning team [enquiriesBC@croydon.gov.uk](mailto:enquiriesBC@croydon.gov.uk) and the Director of Public Health [covid19@croydon.gov.uk](mailto:covid19@croydon.gov.uk)
2. The local Public Health England Health Protection team (HPT) on **0300 303 0450** or [LCRC@phe.gov.uk](mailto:LCRC@phe.gov.uk)

If your first notification of a positive test is through the Health Protection Team or NHS Test and Trace please still contact [covid19@croydon.gov.uk](mailto:covid19@croydon.gov.uk).

### Step

# 2

## Inform

## Information that may be requested

### About your setting

- Name, location (including postcode)
- Key contact details: name, phone number, email
- Number of staff and residents
- The completed COVID risk assessment and any other locally developed COVID-19 action plans and control measures

### About the cases

- LCRC/HPT reference number (if applicable)
- Details of the people affected including nature of staff roles, when they were last present in the setting etc.
- When the individual(s) became unwell or a test was undertaken
- Number of people with which the individual(s) had close contact

Contact [enquiriesBC@croydon.gov.uk](mailto:enquiriesBC@croydon.gov.uk) if you have any questions or concerns.

### Step

# 3

## Respond

## Depending on the type of outbreak

- Croydon Council or the HPT may discuss with you any need to send messaging to your community
- The HPT and/or Croydon Council will work with you to assess the risks and advise what action to take.
- If necessary the HPT may convene an Outbreak Control Team which one of your team will be invited to attend.
- For large outbreaks Croydon Council may discuss ways to implement mass testing of your residents and staff.



# CORONAVIRUS WORKING AND LIVING SAFELY

**A** Avoid crowded situations  
(if unavoidable avoid  
face-to-face contact)



**B** Book a test and stay at home if  
you have symptoms – telephone  
NHS: 119



**C** Clean your hands and surfaces more  
frequently than usual for at least  
20 seconds using soap and water  
or alcohol-based sanitiser. Always wash or  
sanitise your hands before and after travelling  
to work and/or being in communal spaces



Click to add text  
Click to add text

**D** Keep your **distance!** 2m is  
safer than 1m. If 2m is not  
possible, take other steps to  
reduce risk such as opening windows,  
wearing a face covering, avoiding  
face-to-face contact



**E** In **enclosed** spaces where  
you can't keep your distance,  
wear a face covering/mask  
or other recommended Personal  
Protective Equipment



**F** Follow your employer's and  
government advice to help  
protect yourself and others



## Resources

### Coronavirus (COVID-19): adult social care guidance (collection)

<https://www.gov.uk/government/collections/coronavirus-covid-19-social-care-guidance>

### COVID-19: infection prevention and control (IPC)

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

### FAQS

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do>