# ACTION CARD: In the event of positive COVID cases

## For use in HOSTEL SETTINGS

**This information is for leaders and managers of hostels; it provides key steps to quickly identify and contain any potential COVID-19 outbreak.**

### Step 1

### Identify                                              Positive cases

**If a member of your hostel team or residents inform you that they have tested positive, IMMEDIATELY contact**

1. Darron Ward Darron.ward@croydon.gov.uk and the Director of Public Health on covid19@croydon.gov.uk

2. The local Public Health England Health Protection Team (HPT) on **0300 303 0450 or 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 .

### Step 2

### Report                    Information that may be requested

#### About your hostel setting

- Name, location (including postcode)
- Key contact details: name, phone number, email
- Number of staff, residents
- Building type, layout, capacity
- Notable demographic factors e.g. languages
- A copy of the attendance 'register'
- The completed COVID risk assessment and any other locally developed COVID-19 action plans and control measures.

#### About the cases

- Contact details of the people affected
- Record of residents and staff in each group
- When the individual(s) became unwell or a test was undertaken
- When they were last present in the setting
- Nature of the roles/job undertaken by any staff affected
- Known links between the individual(s) with COVID-19 (in or out of the setting)
- Number of people with which the individual(s) had close contact
- Whether anyone vulnerable required to self-isolate requires support (food/medication)
- **Do not worry if you do not know all of these items**

### 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/sector
- The HPT and/or Croydon Council will work with you to assess the risks and advise what action to take.
- If the advice from the local PHE HPT is to partially or fully close the building, resulting in the setting not being fully open to all residents - the Council can support you with this
- 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 attendees, staff, volunteers

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# 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

I need a test

**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

**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

2m

**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

**The full range of PHE action cards**
https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/resources/small-and-large-gatherings-workplace-action-cards/

**Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person**
https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person

**COVID-19: cleaning in non-healthcare settings**
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings

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