

# ACTION CARD: In the event of positive COVID cases

## For use in temporary and emergency accommodation

### SETTINGS

This information is for leaders and managers of temporary and emergency accommodation; it provides key steps to quickly identify and contain any potential COVID-19 outbreaks.

#### Step

# 1

### Identify

### Positive cases

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

1. HEAT inbox on [HEAT@Croydon.gov.uk](mailto:HEAT@Croydon.gov.uk) and the Director of Public Health on [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)

Your first notification of a positive test may be from the Health Protection Team or NHS test and trace but still contact [covid19@croydon.gov.uk](mailto:covid19@croydon.gov.uk) for local support

#### Step

# 2

### Report

### Information that may be requested

#### About your 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 residents/staff
- 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 help advise how to achieve 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



# 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

### The full range of PHE action cards

<https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/resources/small-and-large-gatherings-workplace-action-cards/>

### FAQS

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

### 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>