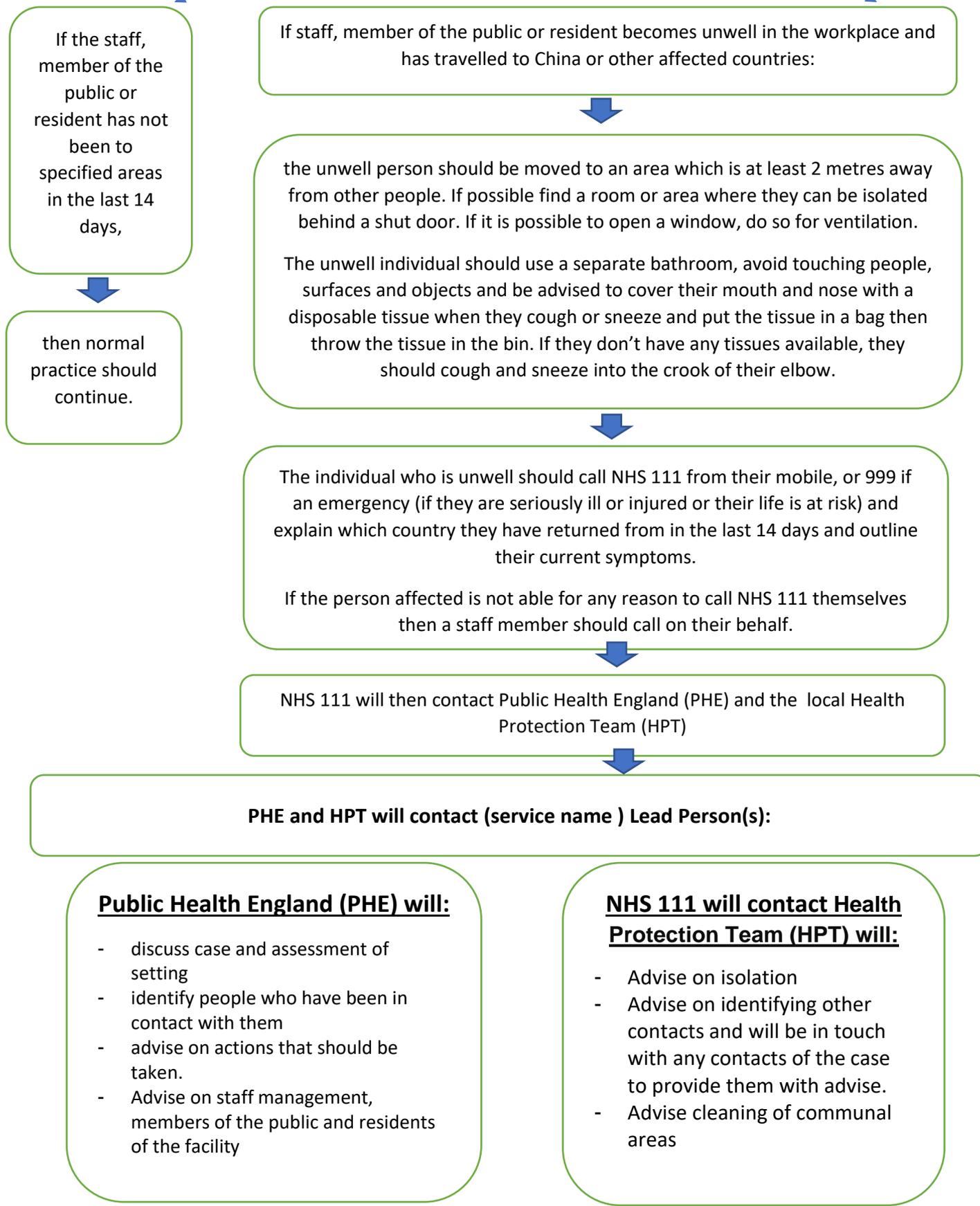


Business Contingency Plan for Coronavirus

If someone presents with:

COUGH, DIFFICULTY BREATHING AND FEVER



If the staff, member of the public or resident has not been to specified areas in the last 14 days,

then normal practice should continue.

If staff, member of the public or resident becomes unwell in the workplace and has travelled to China or other affected countries:

the unwell person should be moved to an area which is at least 2 metres away from other people. If possible find a room or area where they can be isolated behind a shut door. If it is possible to open a window, do so for ventilation.

The unwell individual should use a separate bathroom, avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.

The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain which country they have returned from in the last 14 days and outline their current symptoms.

If the person affected is not able for any reason to call NHS 111 themselves then a staff member should call on their behalf.

NHS 111 will then contact Public Health England (PHE) and the local Health Protection Team (HPT)

PHE and HPT will contact (service name) Lead Person(s):

- Public Health England (PHE) will:**
- discuss case and assessment of setting
 - identify people who have been in contact with them
 - advise on actions that should be taken.
 - Advise on staff management, members of the public and residents of the facility

- NHS 111 will contact Health Protection Team (HPT) will:**
- Advise on isolation
 - Advise on identifying other contacts and will be in touch with any contacts of the case to provide them with advise.
 - Advise cleaning of communal areas

If you need further support, contact: PHE Surrey and Sussex Health Protection Team (South East), County Hall, Chart Way, Horsham, RH12 1XA E:PHE.sshpu@nhs.net Phone: [0344 225 3861](tel:0344 225 3861) (option 1 to 4 depending on area) Out of hours:0844 967 0069