

GCT Procedure for a positive COVID case

- Any member of staff or volunteer that may have been in contact with someone that has tested positive for COVID-19 MUST inform GCT immediately. They must also let us know if they have any symptoms of COVID and follow the procedure outlined below:
- If a worker develops symptoms, they should request a free test as soon as their symptoms start.
- Once they have ordered the test, they'll be asked by NHS Test and Trace to provide details of anyone who they have been in close recent contact with. This will not automatically be all their co-workers, but anyone who meets the definition of a close contact.
- If you have symptoms, please self-isolate until you have either received a negative test result or have isolated in accordance with instructions from the NHS after your result.
- Sick Procedure: The procedure remains the same as outlined in your team handbook*. Due to the pandemic it is important if anyone in your household is displaying symptoms that you let your manager know and follow the government guidelines: if you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for at least 7 days, but all other household members who remain well must stay at home and not leave the house for up to 14 days or as advised by the NHS Test and Trace team. The 14-day period starts from the day when the first person in the house became ill. For anyone else in the household who starts displaying symptoms, they need to stay at home for at least 7 days from when the symptoms appeared, regardless of what day they are on in the original 14 day isolation period.
- Any member of staff or volunteer must follow the advice they have been given if they are told to isolate by the Test and Trace service.
- All passengers must follow the *GCT Procedure for Passengers Travelling during COVID-19* and on pick up all passengers are being asked to confirm they or anyone in their household have no symptoms. Passengers are also required to tell us if they have had a positive COVID-19 test.
- GCT will ring Public Health England immediately to seek their advice and follow this completely.
- GCT will also trace any member of staff, volunteer or passenger that needs to isolate.
- GCT will not pass on any names of any person who has tested positive but will advise persons to isolate if they have had close contact
- If a person who has tested positive has been on one of our minibuses within the incubation/infectious period the vehicle will be taken off of the road for at least 72 hours as well as being deep cleaned and fumigated.
- GCT will alert Public Health England if test and trace has not taken place.
- GCT will also ask any passenger that has to isolate and any member of staff or volunteer if they need assistance with anything such as shopping etc as we can signpost for extra support or help ourselves.

*The Government have altered the qualifying days for SSP for any illness that relates to Covid. Your team handbook states that you will receive SSP from the 4th day, if you have to isolate etc you can claim from the first day as per Gov Guidelines.