



**WOKINGHAM  
BOROUGH COUNCIL**



20<sup>th</sup> September 2020

Dear Local Business Owner

Clearly it is in all our interests to have effective control of COVID-19 locally so we can keep businesses working and our population safe. We want to thank you for all the work you are doing to get our economy up and running again and remind you of the important role you play in controlling the spread of COVID-19.

### **Preventing the spread of COVID-19**

Coronavirus is spread by people, so effective prevention measures such as keeping a social distance, hand washing, using PPE appropriately, isolating and getting tested if you have symptoms have never been more important. We know that putting this into practice can be challenging but business owners and staff are well placed to apply the guidance to their particular workplace setting.

Government guidance for business owners is available describing how a range of workplaces can be adapted to make them safe for staff and customers.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

### **What if there is a suspected case at your workplace/premises?**

As an employer you may become aware of a possible or suspected case of coronavirus in your workplace. If this should happen, please contact the COVID-19 Duty Desk available 09:00 to 17:00, 7 days a week.

<b>Council</b>	<b>Email</b>	<b>Telephone</b>
Bracknell Forest, West Berkshire and Wokingham	<a href="mailto:CV19notifications@westberks.gov.uk">CV19notifications@westberks.gov.uk</a>	01635 503242
Reading	<a href="mailto:CV19Notifications@reading.gov.uk">CV19Notifications@reading.gov.uk</a>	0118 937 2707
Slough	<a href="mailto:CV19notifications@slough.gov.uk">CV19notifications@slough.gov.uk</a>	01753 553717
Windsor and Maidenhead	<a href="mailto:Env.Health@RBWM.gov.uk">Env.Health@RBWM.gov.uk</a>	01628 683820

### **How do staff arrange a test?**

If you or any of your staff have any symptoms of Covid, you should isolate and seek a test by phoning 119 or booking online. The symptoms to look out for are fever, a continuous cough and loss of taste or smell. If you do not have symptoms you do not need a test (unless you are part of a group of health and care workers who receive regular testing).

Further information on how to get a test is available here,

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/>

### What if there are confirmed cases at my workplace/premises?

As an employer you may become aware of confirmed cases of coronavirus in your workplace. If this should happen, please encourage your workers to heed any advice to self-isolate, so that spread can be contained and the risk to your workplace is reduced. Current guidance is that those identified as a contact of a case should isolate for 14 days. 14 days covers the incubation and infectious periods of the infection. You do not need a test unless you have symptoms but if you do have a test and it comes back negative, you still need to isolate for the whole period.

The latest guidance on the NHS Test and Trace Service is available at the link below, the section on **Guidance for employers** is particularly useful and includes information on Statutory Sick Pay.

<https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>

If multiple cases of coronavirus occur in a workplace (an 'outbreak'), it may be necessary to assign an incident control team from either the local authority or Public Health England (Health Protection) to help the employer respond to the outbreak.

The local Public Health England team is:

**PHE Thames Valley** Phone: 0344 225 3861, Email: [tphe@phe.gov.uk](mailto:tphe@phe.gov.uk)

### Local Outbreak Plans

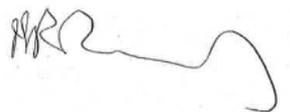
Local Outbreak Control Plans were published earlier this month by all councils in Berkshire. These Plans summarise how local Public Health teams are leading on measures to control COVID-19, to protect public health and to minimise further spread in Berkshire. Current versions of these Plans can be found on the local council websites and may be a useful read for you and your staff.

We are conscious that the next few weeks and months will be very different from our normal routines and would like to thank you in advance for your ongoing support to the recovery of the business sector.

Kind regards



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