
Quality, Health, Safety & Environmental Manual:

Document No: SM-70 Pandemic - Action in the event of a confirmed case of an infectious disease

If you have any of the publicised symptoms do not attend work. If you are at work inform your leader and the HR team immediately.

If you have tested positive inform your leader and the HR team as soon as possible. You will be asked a number of questions in order for us to ascertain the likelihood of the virus being spread within the workplace.

The HR & QHSE Director, Divisional Director, QHS Manager and QHSE Advisors (others may be requested) will meet as soon as is possible to discuss the risk and actions required. The actions may include but are not limited to:

- Ascertain how the person became infected/showed symptoms and when
- Investigate when the infected person attended the business centre or customer premises
- Investigate where the person has worked, the specific location and any other areas which may have been visited
- Investigate who may have been in close contact with the infected person (refer to UK Government guidance on close contact). This may be TMHUK team members, customers or other stakeholders
- Communicate to any possible 'close contacts' at the earliest opportunity, do not delay. Make contact with customers who may have been visited and inform them of the situation
- A thorough clean down of the work areas and communal areas where the affected person has attended should be considered. Third party cleaners may be asked to support this action
- Isolation of the work area may be necessary
- Asking other team members who may have been in close contact to work from home and take a test
- The partial or full closure of a business centre
- Plan a communication to those involved

If multiple positive cases are discovered, a communication will be made to Public Health England and the Regulatory Authorities (Health and Safety Executive, Local Authority Environmental Health Officer) for advice and information.

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