

## NHS Test and Trace Updated 28<sup>th</sup> October 2020

The government has produced two new guidance documents upon the Test and Trace system and the workplace. These can be found at:

- NHS Test and Trace Workplace Guidance (UK)
- NHS Test and Protect Workplace Guidance (Scotland)

These documents contain very useful guidance including an explanation of who will be considered a close contact.

Under the NHS Test and Trace Service, those who have tested positive for Covid 19 are asked to register with the service and identify those they have been in close contact with – contract tracers will then inform those who have been in close contact and are at risk and ask them to self-isolate at home for 14 days whether or not they are displaying symptoms.

To help protect the health and safety of your team, you should let your employees know what to do if they are contacted by the Test and Trace Service - you could put in place a simple guide as to what you expect employees to do so:

- The employee should let you know immediately they have been contacted by NHS Test and Trace
- That the employee **is legally required to** comply with a request to self-isolate and will not be expected to finish their shift
- The employee should provide you with a copy or confirmation of the formal notification from the NHS as you will need that to claim any rebate for SSP and validate their absence. **The NHS isolation note can be applied for here: <https://111.nhs.uk/isolation-note/>**
- Let the employee know the two weeks self-isolation will be paid at SSP – the employee could ask to take holiday if they have holiday left to take
- **Advise the employee that they may be eligible for a self-isolation grant from Racing Welfare – their local regional welfare officer will be able to provide information – and there is a Government financial support scheme for those self-isolating who are on a low income <https://www.gov.uk/government/news/new-package-to-support-and-enforce-self-isolation>**
- Ask the employee to tell you if they develop symptoms whilst off
- If the employee can work from home, see if they wish to do that

- Tell the employee that any attempt to return to work during the time they have been told to self-isolate or a failure to notify the employer that they have been contacted by NHS Test and Trace could put their colleagues and others at risk and may amount to misconduct.
- Tell the employee that you are there to support them and reminding them of Racing Welfare's helpline if they wanted to talk to someone outside of the business for support and assistance

It is a legal requirement for employers to knowingly allow an employee who has been told to self-isolate to come into work or work anywhere other than their own home for the duration of their self-isolation period. Failure to do so could result in a fine starting from £1,000.

If contacted by NHS Test and Trace, the employee will need to isolate for the full 14 days from when they last came into contact with the positive case. They will not be able to leave self-isolation early even if they are not symptomatic as it can take up to 14 days to develop symptoms.

The guidance states that they should not take a test if they are not symptomatic as this could generate a false negative and they may then go on to develop symptoms in the following days.