Public Health England

NHS Test and Trace

COVID-19 early outbreak management

Courts and Tribunals

Who should use this information?

Operations Managers in courts and tribunals. This information provides key steps to quickly identify and contain any potential COVID-19 outbreak. For any other possible health issue you should follow your existing processes.

For England only.

What you can do to manage a possible outbreak

Confirm

If you are informed about a potential case or cases, check whether they have had a test (**Box 1**). https://www.gov.uk/get-coronavirus-test

If tested negative and are well, they can return to work.

If tested positive, they must self-isolate for 10 days from the day they were tested. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance

Contacts

Identify any close contacts of the confirmed case in your setting using **Box 2**.

Remember, contact might occur in a car if car-sharing or in staffrooms on breaks. Talk to the case and make a full list. https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person

Check

Check your workspace. Refer to www.gov.uk/guidance/working-safely-during-coronavirus-covid-19. This has practical steps to take and explains how you must carry out a COVID-19 risk assessment for your organisation. You may want to redo your risk assessment.

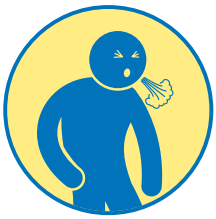
Call

There are some circumstances when you may find it helpful to call your PHE HPT (see **Box 3**). https://www.gov.uk/health-protection-team

Box 1. Symptoms check list

The main symptoms of coronavirus (COVID-19) are:

A high temperature – hot to touch on your chest or back (no need to measure your temperature)



A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours

A loss or change to your sense of smell or taste – this means that it is different to normal

Box 2. Identifying contacts

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms. For example, a contact in the work-place can be:

- a person who has had face-to-face contact (within 1 metre), with someone who has tested positive for COVID-19, including:
  - being coughed on
  - having a face-to-face conversation within 1 metre
  - having physical contact, or
  - contact within 1 metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive or in a large vehicle or plane near someone who has tested positive

Box 3. When to call your local Health Protection Team

- you've taken the action outlined but are still seeing more cases
- you're thinking you might need to close because of the number of people affected; and you've not had public health support
- somebody in your workplace has been admitted to hospital; you're getting significant interest from local media

To access more information refer to the guidance below or search the titles on GOV.UK:

- guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person
- COVID-19: cleaning in non-healthcare settings
- coronavirus (COVID-19): safer travel guidance for passengers
- coronavirus (COVID-19): courts and tribunals planning and preparation
- keeping court and tribunal buildings safe, secure and clean
- changes to court and tribunal hearings during the coronavirus outbreak
- courts and tribunals tracker list during coronavirus outbreak

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