

Management of covid cases within the workplace

Communications Protocol for Managers

This guide is to ensure all staff are supported where positive cases of Covid in the workplace are identified and that council officers are informed so the right support and response can be provided.

1. A member of my team in an operational workplace or office space has been tested as Covid positive.

All cases should be reported as normal to the HR Covid helpline. 0141 618 7323, 0141 618 4031 or 0141 618 6676 and record the case in Business World.

You may wish to provide the 'Working Safely During Coronavirus' guide to staff to provide reassurance about support and next steps.

If a further member of the team or workplace is identified as **testing positive within 14 days**.

Please inform your Head of Service and Director.
The Head of Service should then send an immediate update to the Council's **Covid Case Team** for review and support as required. The HoS or Director should also send an update to Chief Executive Sandra Black as well as the other Service Directors for their awareness.

Covid Case Team

chris.dalrymple@renfrewshire.gov.uk

Test and Protect/Public Health

steve.fanning@renfrewshire.gov.uk

Health and Safety/HROD

david.mair@renfrewshire.gov.uk

Civil Contingencies Service

lucy.adamson@renfrewshire.gov.uk

Corporate Communications

morna.armstrong@renfrewshire.gov.uk

HR

2. A positive case of Covid has been reported in the community that may have an impact on a council workplace or service. For example, this could include a member of the public who has tested positive who has been in close contact with a member of council staff or been present in a council building.

Please inform your Head of Service and Director.

The Head of Service should then send an immediate update to the Council's **Covid Case Team** for review and support as required. The HoS or Director should also send an update to Chief Executive Sandra Black as well as the other Service Directors for their awareness.

Directors

sandra.black@renfrewshire.gov.uk

Chief Executive

alan.russell@renfrewshire.gov.uk

Director of Finance and Resources

mary.crearie@renfrewshire.gov.uk

Director of Communities, Housing & Planning

steven.quinn@renfrewshire.gov.uk

Director of Childrens Services

gordon.mcneil@renfrewshire.gov.uk

Director of Environment & Infrastructure

Thank you for your help. By following this guide, you will help us provide the right support to your team and ensure the right response to ensure the safety and wellbeing of our staff.