

An example review sheet that can be used by the employer.

Information and investigation record – to be used when there is one case of suspected COVID-19 in the workplace	
Name of Business	Post code
Nature of Business	
Key Contacts:	
Name of case	
Contact details:	
Information Gathering	Please note answers and comments:
Date became unwell and what symptoms (please be exact as possible)	
When was the member of staff last present on the premises?	
When has the premises been open in the intervening time.	
Nature of roles/job undertaken by member of staff	
Any known links between the member of staff with COVID-19 (within workplace or outside)	
Number of people within the workplace which the member of staff has had close contact – including members of the public.	
Nature of the environment (layout of building, ventilation etc)	
Details of control measures that are in the risk assessment	

Have the control measures been implemented – please note any lapses or changes	
Action taken	Please note action/date and comments:
Isolate – member of staff sent home and clearly understand isolation requirements existing government guidance	
Test – member of staff aware on how to gain a test by visiting the NHS website or calling 119	
Date test completed	
Enhanced hygiene and hand wash and cleaning regimes implemented - Guidance	
Increased staff awareness of adherence to preventative measures	
Consideration of risk – following the above gathering of information are any additional measures required)	
Has there been any contact with other agencies – please use to document contact and advice?	
Test result	
If positive confirmed case	Need to immediately report to PHE (Health Protection Team) and refer to National Action Cards Tel: 0344 225 3861 and you must select option 2
If negative	Need to review the process followed above and share any learning outcomes within the workplace. In addition to the reviewing of any risk assessment or procedures.