

## Trefeddian Hotel Covid 19 Emergency Action Plan

If a member of staff, guest or third party becomes unwell with a new, continuous cough or a high temperature at the Trefeddian Hotel, they should be sent home and advised to follow the stay at home guidance. Persons in vulnerable groups such as those over 70 years old or women who are pregnant should remain in self-isolation until the government confirms that these groups can return to work.

At the time of writing (11<sup>th</sup> June 2020), the government is not recommending that the Trefeddian Hotel needs to close or send any staff or guests home if someone develops these symptoms on the premises.

The Trefeddian Hotel will keep monitoring the government guidance for employees, guests and third parties as it is reviewed and updated regularly.

If the person with symptoms needs clinical advice, they should go online to NHS 111 or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should not visit their GP, pharmacy, urgent care centre or a hospital.

If the person qualifies for testing, they should visit the relevant government website and book a test. A decision on staff returning to work can be made based on receiving these results.

Anyone who has been in recent close contact with a person showing symptoms of COVID-19, or a person identified as an asymptomatic carrier of the virus through testing, may receive a notification from the NHS asking them to self-isolate. If a person receives a notification from the NHS requiring them to self-isolate, this should override any previous instructions about whether to isolate or not. Anyone who is told to self-isolate by the NHS should do so immediately and follow all further instructions from that service.

The Trefeddian Hotel will be responsible for cleaning and disinfecting any surfaces that the unwell person has had significant contact with, such as worktops that they may have sneezed on or areas of floor where they have vomited. Closing the premises to do a "deep clean" should not be necessary if your employees are following the recommended handwashing and hygiene precautions.

An investigation will need to be completed to decide on whether the incident needs to be reported under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

It is very important at this time that the Trefeddian Hotel follows a consistent, proportionate approach to avoid further spread of the virus or burdening the health services unnecessarily. We will ensure that we review the government guidance on a daily basis and follow it as closely as possible.

If we have had a tested and confirmed COVID-19 case at Trefeddian Hotel, the local Health Protection Team will take over the risk assessment process and advise us about what to do next. If multiple cases of COVID-19 appear in the hotel, an outbreak control team from either the local authority or Public Health Wales will, if necessary, be assigned to help us manage the outbreak.

## Suspected Cases Action Chart



## Confirmed Cases Action Chart

Covid 19 Case Confirmed



Covid 19 case to be sent home immediately to self isolate (if not already doing so)



Staff who are identified as having been in close contact with the confirmed Covid 19 case to self isolate if advised to do so by the NHS and follow further instruction from that service



Clean and disinfect any contaminated surfaces



Follow advice from the Health Protection Team if multiple Covid 19 cases are confirmed. Report the incident to HSE if it falls under the criteria of RIDDOR