## Letter template: Staff in close contact

Dear Colleague,

**Advice for Staff close contacts of positive COVID-19 cases**

We have been advised that there has been a [small number of] confirmed case(s) of COVID-19 within [insert name of setting]

We have identified that you may have been in close contact with the affected case.

**For staff who have not had both doses of COVID-19 vaccine**

In line with national guidance, we recommend that you now stay at home and self-isolate until [ADD DATE (10 clear days after last contact)], if you have not had both COVID-19 vaccinations (second dose must have been more than 14 clear days before day of exposure). You must not go to work or other public areas. Further details of what you need to do are in NHS Guidance:

<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>

We also advise that you undertake daily lateral flow testing for the next 7 days, but must continue to isolate even if you have a negative result on your lateral flow tests. If any of your lateral flow tests are positive, please isolate and book a PCR test.

Should the PCR yield a positive result, we would ask that you isolate and follow national “Stay at Home” guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

We are asking you to do this to reduce the further spread of COVID 19 to others in the community. If you need support with isolation, please contact Warwickshire County Council on 0800 408 1447.

For information regarding access to lateral flow tests see:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/>

PCR Testing can be arranged by calling 119 or online: <https://www.gov.uk/get-coronavirus-test>

**For staff who have had both doses of COVID-19 vaccine (second dose more than 14 clear days prior to day of exposure)**

In line with national guidance we recommend that you take a daily LFT test for 7 days prior to coming into the setting.

If any of your lateral flow tests are positive, please isolate and book a PCR test.

Should the PCR yield a positive result, we would ask that you isolate and follow national “Stay at Home” guidance:

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**For ALL staff**

Please see below guidance for if you/anyone in the household develops COVID-19 symptoms.

**What to do if you/a household member develop symptoms of COVID 19**

For most people, COVID-19 will be a mild illness.

The most common symptoms of COVID-19 are recent onset of:

* new continuous cough and/or
* high temperature and/or
* a loss of, or change in, normal sense of taste or smell (anosmia)

If anyone in the household develops any of these symptoms of COVID-19, they should remain at home and arrangements should be made for them to be tested. This should be a test taken at an NHS site (a PCR test) and **NOT** a rapid test taken at a community testing site (an LFT test). Anyone that attends one of our community testing sites with symptoms of COVID-19 will be redirected. When COVID-19 is circulating, it is worth also being aware of the wider symptoms of COVID-19 including: sore throat, headache, muscle ache, fatigue, shortness of breath, blocked/runny nose, diarrhoea and vomiting, and cold-like symptoms.

Household members of the symptomatic individuals who are over 18 years and 6 months and not fully vaccinated, must also stay at home whilst awaiting the PCR test result – they should not go to work, school or public areas, even for exercise.

Testing can be arranged by calling 119 or online: <https://www.gov.uk/get-coronavirus-test>

Should the PCR yield a positive result, we would ask that you isolate and follow national “Stay at Home” guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

We are asking you to do this to reduce the further spread of COVID 19 to others in the community. If you need support with isolation, please contact Warwickshire County Council on 0800 408 1447.

**Further information**

Further information is available at nhs.uk/coronavirus

Yours sincerely

(Insert name of setting manager/leader/proprietor as appropriate)