**Checklist for Pharmacy for cases and outbreaks of COVID-19 in pharmacy**

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| **SCENARIO** | **TASK** | **COMMENTS AND GUIDANCE** | **TICK WHEN COMPLETED** |
| **ONE staff member develops symptoms such as a new continuous cough, a high temperature, a loss of, or change in, your normal sense of taste or smell (anosmia)** | Staff member to follow ‘stay at home’ guidance | Make sure you are familiar with this document <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> and the key points which can be found on third section called ‘main messages’ |  |
| Infected staff member to stay at home and inform workplace immediately |  |  |
| If staff member is at work, they should wear a face mask immediately, inform line manager and go home | Ensure you have plenty of face masks and understand how to put on a face mask correctly  <https://www.sfcdcp.org/communicable-disease/healthy-habits/how-to-put-on-and-remove-a-face-mask/>  <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks> |  |
| Make an appointment for the suspected infected member of staff to be tested | Testing is most sensitive within 3 days of symptoms developing. Tests can be requested by calling 119 or via this website: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> |  |
| Assess whether the staff absence is likely to impact on service delivery/pharmaceutical provision in the pharmacy i.e. the pharmacist. | If this is the case, then you must notify NHS EI (by completion of the **Notification of COVID-19 service disruption and/or outbreak in Primary Care form** via the following link) <https://forms.office.com/Pages/ResponsePage.aspx?id=kp4VA8ZyI0umSq9Q55CtvxHcP71skKxDgA-0H2yj0aVURDBDMzE0NE5aRFhSQ0MwSFhaQ0RQSDhaMS4u>  If there is no perceived impact on the pharmaceutical provision then you do not need to contact NHSE |  |
| If the staff member tests negative for COVID-19 they can return to work when they are medically fit to do so. | Make yourself aware of the return to work guidance, see Appendix 1 – Return to work flowchart at the following link;  <https://www.gov.uk/government/publications/covid-19-management-of-exposed-healthcare-workers-and-patients-in-hospital-settings>. |  |

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| **ONE staff member tests positive for COVID-19** | The staff member who as tested positive must follow the ‘Stay at Home’ guidance and immediately self-isolate at home for at least 7 days from when symptoms started (or 7 days from when the test was taken if asymptomatic). <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> | Make sure you are familiar with this document <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> and the key points which can be found on third section called ‘main messages’ |  |
| Pharmacist/manager/superintendent **must** inform PHE. | **East Midlands** - **Public Health England**  Telephone: 0344 2254 524, press the option for the Health Protection Team |  |
| Assess if there will be an interruption in pharmaceutical provision. For example, that the one member of staff infected is the pharmacist. **Only contact** NSE&I if you anticipate an impact on pharmacy services | **East Midlands** - **NHSE&I**  Pharmacy email: [england.eastmidspharmacy@nhs.net](mailto:england.eastmidspharmacy@nhs.net) |  |
| PHE will ask the pharmacy to identify any contact in the workplace setting between the positive case and other individuals from 48 hours before onset of symptoms (or 48 hours prior to the test if they are asymptomatic). | You may wish to have this information ready, which includes contact with other members of staff and contact with members of the public/patients. This will also include medicines prepared by the infected person which have been delivered to patients and care homes. |  |
| Have a list ready regarding what PPE was worn during those periods of contact. |  |  |
| Consider whether there were any breaches in PPE. Think about break times that staff are together. Consider all contact of staff members outside the immediate work setting. |  |  |
| Pharmacist/manager/superintendent will be asked to inform all ‘contacts’ to advise them accordingly as per the guidance for non-household contacts. These ‘contacts’ must be advised of the need to self-isolate for 14 days from the point of contact with the positive case and instructed that they do not need to be tested unless they become symptomatic. | <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>  If the ‘contacts’ become symptomatic, tests can be requested by calling 119 or via this website: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> |  |
| When the member of staff is ready to return to work follow the ‘return to work policy | see Appendix 1 – Return to work flowcharts: [https://www.gov.uk/government/publications/covid-19-management-of-exposed-healthcare-workers-and-patients-in-hospital-settings](https://www.gov.uk/government/publications/covid-19-management-of-exposed-healthcare-workers-and-patients-in-hospital-settings%20%20) |  |

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| **More than one staff member becomes infected at the same time** | Follow the above checklist - ‘**ONE staff member tests positive for COVID-19’** |  |  |
| Inform NHSE&I if two or more positive cases.  (NB there is no need to inform NHSE&I if **one** staff member tests positive and there is **no** disruption to pharmacy services) | **East Midlands** -**NHSE&I**  Pharmacy email: [england.eastmidspharmacy@nhs.net](mailto:england.eastmidspharmacy@nhs.net) |  |
| **Staff Member is contacted by NHS Test and Trace and identified as a contact from a positive case outside the pharmacy** | Staff member to inform employer immediately |  |  |
| The staff member must self-isolate if advised to do so and follow the stay at home guidance | <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> |  |
| Only inform NHSE&I if there is disruption to pharmacy provision | If disruption to pharmacy provision use Notification of COVID-19 service disruption and/or outbreak in Primary Care form via the following link)   <https://forms.office.com/Pages/ResponsePage.aspx?id=kp4VA8ZyI0umSq9Q55CtvxHcP71skKxDgA-H2yj0aVURDBDMzE0NE5aRFhSQ0MwSFhaQ0RQSDhaMS4u>  **East Midlands** -**NHSE&I**  Pharmacy email: [england.eastmidspharmacy@nhs.net](mailto:england.eastmidspharmacy@nhs.net) |  |