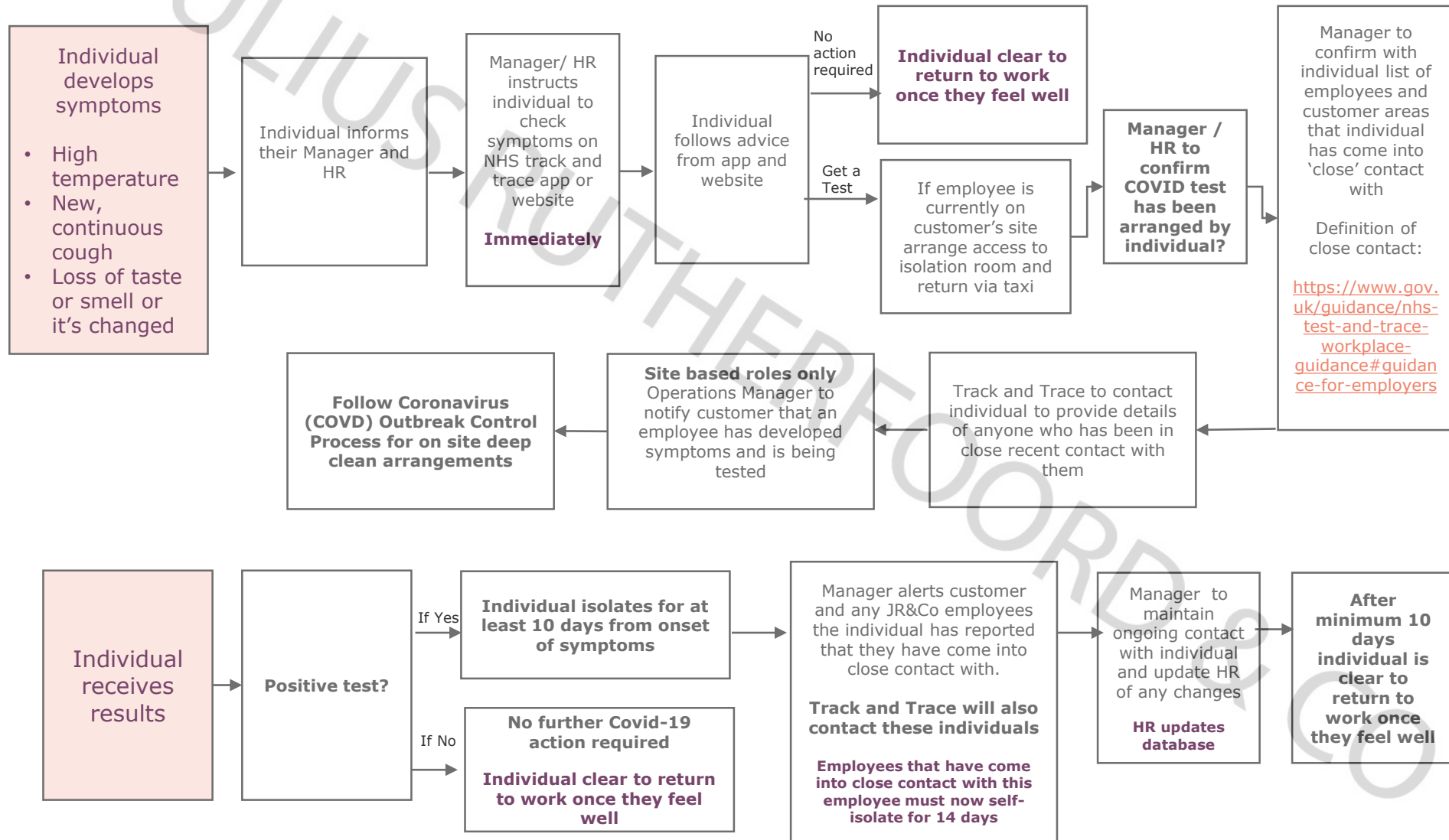


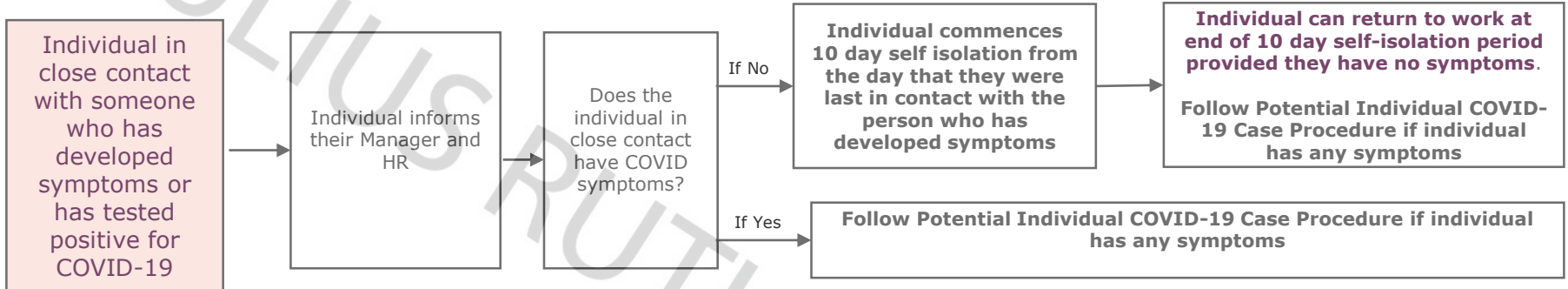
JR&Co Potential Individual COVID-19 Case Procedure

The process below outlines the steps to take place should a JR&Co employee develop COVID-19 symptoms



JR&Co Individual In Close Contact With Someone Who Has Developed Symptoms Procedure

The process below outlines the steps to take place when an individual is in close contact with someone who has developed COVID-19 symptoms



PHE Information and Advice

If there is more than one case of COVID-19 in a workplace, employers should contact their local health protection team to report the suspected outbreak.

A close 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they're infectious to others). This could be a person who:

- spends significant time in the same household
- is a sexual partner
- has had face-to-face contact (within one metre), including:
 - being coughed on
 - having skin-to-skin physical contact, or
 - contact within one metre for one minute
- has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- has travelled in a small vehicle, or in a large vehicle or plane