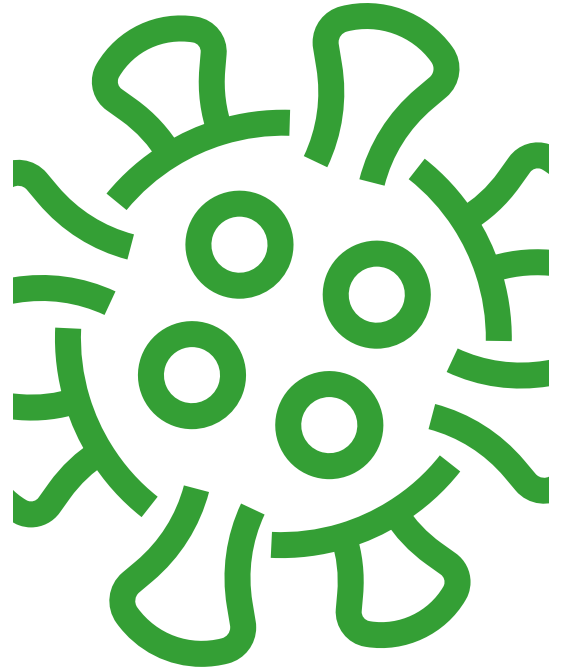




---

# COVID-19 Christmas Public health advice and guidance

---



**For your business and employees**

# Contents

---

- 3. Letter from Kate Blackburn**
- 4. COVID-19 symptoms response – business**
- 6. COVID-19 symptoms response – employees**
- 8. COVID-19 key definitions**
- 9. Information on face coverings**
- 11. COVID-19 staying safe this Christmas**
- 13. Social media images**
- 15. Christmas poster to display**
- 16. Symptoms poster to display**

## Dear Manager,

As we head towards the Christmas period, which has the potential to bring about an increase in COVID-19 cases, we have put together this business pack which we hope you will find useful.

Within this pack you'll find key messages, posters and social media graphics, which I'd be really grateful if you could share these with your colleagues far and wide.

I know this has been an incredibly challenging year and I'd like to thank you for your support and your efforts to make your business COVID-secure for your staff and customers.

As you will no doubt know, the Government has confirmed that people can form a Christmas bubble between 23 – 27 December regardless of what Tier their local area is in (Wiltshire is in Tier 2).

You can find more information here [www.gov.uk/government/publications/making-a-christmas-bubble-with-friends-and-family/making-a-christmas-bubble-with-friends-and-family](https://www.gov.uk/government/publications/making-a-christmas-bubble-with-friends-and-family/making-a-christmas-bubble-with-friends-and-family)

We don't want to see case numbers surge in the New Year so we would be grateful if you could advise everyone associated with your business to be cautious in how they form their Christmas bubble. We know it won't be a traditional Christmas for many of us, however, the actions we take now should really make a positive difference as we head towards 2021.

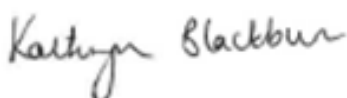
COVID-19 test centres will be open throughout the Christmas and New Year period so I would urge anyone with symptoms to book a test. The turnaround for test results has been very efficient recently so people shouldn't have to wait long for a result.

We have had good news with a vaccine being approved and rolled out. In the meantime, we need people to keep following the guidance so that the virus stays under control, which will help us get through this as quickly as possible. Any support in getting that message out there would be much appreciated.

If you need any further advice, guidance or support, please don't hesitate to contact my Public Health team on 0300 456 0100.

Thanks again for your support and we hope you have a happy and healthy Christmas.

**Yours sincerely**



**Kate Blackburn**

Director of Public Health for Wiltshire

# COVID-19 information

## A quick guide for businesses



Please follow the advice in this guide. **Please remember to only get tested if you have COVID-19 symptoms.**

### YOUR EMPLOYEE SHOULD BOOK A **TEST** IF THEY HAVE:

**a high temperature.**

**OR**

**a new continuous cough.**

**OR**

**a loss of or change to your sense of smell or taste.**



This means they feel hot to touch on their chest or back (you do not need to measure their temperature).

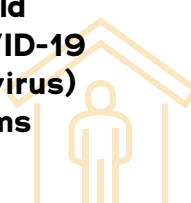
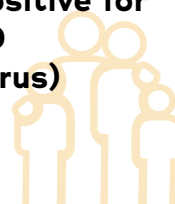
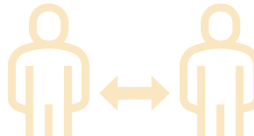
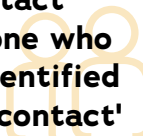


This means coughing a lot for more than an hour, or three or more episodes in 24 hours (if they usually have a cough it may be worse than usual)

This means they've noticed they cannot smell or taste anything, or things smell or taste different to normal.

If your employee DOES NOT have symptoms of COVID-19 but has other cold-like symptoms, such as a runny nose, they do not need to be tested and they or members of their household do not need to self-isolate.

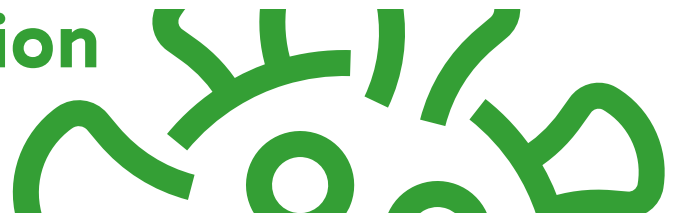
Your employee can attend the workplace if they are fit to do so.

What to do if...	Action needed	When can my employee return to the workplace?
<b>My employee has COVID-19 (coronavirus) symptoms</b> 	<ul style="list-style-type: none"> <li>Your employee should not attend the workplace</li> <li>Your employee should book a test</li> <li>Whole household to self-isolate</li> <li>The employee should inform their employer immediately about test results</li> </ul>	<b>If test is negative and the employee is well enough, symptom free for 48 hours and not advised to self-isolate by test and trace service.</b>
<b>My employee tests positive for COVID-19 (coronavirus)</b> 	<ul style="list-style-type: none"> <li>Your employee should not attend the workplace</li> <li>Employee to self-isolate for at least 10 days from when symptoms started (or from day of test if no symptoms)</li> <li>Employee to inform workplace immediately about test results</li> <li>Whole household to self-isolate for 10 days from day when symptoms started (or from day of test if no symptoms) -even if someone tests negative during those 10 days</li> </ul>	<b>When the employee feels better, and has been without a fever for at least 48 hours</b> They can return to workplace after 10 days even if they have a cough or loss of smell/ taste. These symptoms can last for several weeks once the infection is gone.

What to do if...	Action needed	When can my employee return to the workplace?
<p><b>Somebody in your employees household has COVID-19 (coronavirus) symptoms</b></p> 	<ul style="list-style-type: none"> <li>The employee should not attend the workplace</li> <li>Household member with symptoms to book a test</li> <li>Whole household to self-isolate while waiting for test result</li> <li>Employee to inform workplace immediately about test results</li> </ul>	<p><b>When household member test is negative, and the employee does not have COVID-19 symptoms and if employee has not been advised to self isolate by test and trace services</b></p>
<p><b>Somebody in your employees household has tested positive for COVID-19 (coronavirus)</b></p> 	<ul style="list-style-type: none"> <li>The employee should not attend the workplace</li> <li>Whole household to self-isolate for 10 days from day when symptoms started (or from day of test if no symptoms) - even if someone tests negative during those 10 days</li> <li>Employee to inform workplace immediately about test results</li> </ul>	<p><b>When the employee has completed 10 days of self-isolation without symptoms. They must self-isolate for 10 days even if they test negative during that time</b></p>
<p><b>NHS Test and Trace has identified an employee as a 'close contact'</b></p> 	<ul style="list-style-type: none"> <li>Your employee should not attend the workplace</li> <li>Employee to self-isolate for 10 days (as advised by NHS Test and Trace)- even if they test negative during those 10 days</li> <li>Rest of household does not need to self-isolate, unless they are also a 'close contact'</li> </ul>	<p><b>When the employee has completed 10 days of self-isolation without symptoms. They must self-isolate for 10 days even if they test negative during that time</b></p>
<p><b>Your employee has been in contact with someone who has been identified as a 'close contact'</b></p> 	<ul style="list-style-type: none"> <li>Your employee should attend the workplace as normal</li> <li>If your employee does not have any COVID-19 symptoms they should carry on with normal activities</li> </ul>	<p><b>Employee should attend the workplace as usual</b></p>
<p><b>Your employee has travelled abroad and has to self-isolate.</b></p> 	<ul style="list-style-type: none"> <li>People who return from countries which are not on the travel corridor list must self-isolate for 10 days. Further information can be found on GOV.UK</li> </ul> <p><b>Travel reminders:</b></p> <ul style="list-style-type: none"> <li>Your employee should not attend the workplace</li> <li>Consider quarantine requirements and FCO advice when booking travel</li> </ul>	<p><b>When the quarantine period of 10 days has been completed for the employee, even if they test negative during those 10 days</b></p>
<p><b>Your employee has been told by a medical / official source they must resume shielding</b></p> 	<ul style="list-style-type: none"> <li>Your employee should not attend the workplace</li> <li>Employee should contact their employer</li> <li>Employee to shield until they are informed that restrictions are lifted and shielding is paused again</li> </ul>	<p><b>When agencies inform employee that restrictions have been lifted and your employee can return to the workplace again</b></p>

# COVID-19 information

## A quick guide for employees



Please follow the advice in this guide. **Please remember to only get tested if you have COVID-19 symptoms.**

### YOU SHOULD BOOK A **TEST** IF YOU HAVE:

**a high temperature.** **or** **a new continuous cough.** **or** **a loss of or change to your sense of smell or taste.**

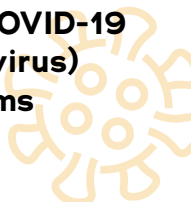

This means you feel hot to touch on your chest or back (you do not need to measure your temperature).

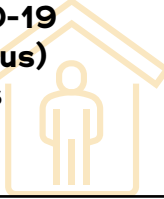
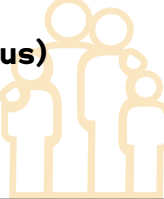
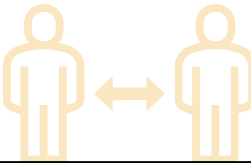
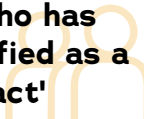
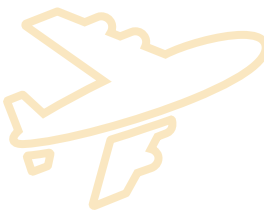

This means coughing a lot for more than an hour, or three or more episodes in 24 hours (if you usually have a cough it may be worse than usual)

This means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

If you DO NOT have symptoms of COVID-19 but have other cold-like symptoms, such as a runny nose, you do not need to be tested and you or members of your household do not need to self-isolate.

You can attend the workplace if you are fit to do so.

What to do if...	Action needed	When can I return to the workplace?
<b>I have COVID-19 (coronavirus) symptoms</b> 	<ul style="list-style-type: none"> <li>You should not attend the workplace</li> <li>You should book a test</li> <li>Whole household to self-isolate</li> <li>You should inform your employer immediately about test results</li> </ul>	<b>If test is negative and you are well enough, symptom free for 48 hours and not advised to self-isolate by test and trace service.</b>
<b>I have tested positive for COVID-19 (coronavirus)</b> 	<ul style="list-style-type: none"> <li>You should not attend the workplace</li> <li>Self-isolate for at least 10 days from when symptoms started (or from day of test if no symptoms)</li> <li>Inform workplace immediately about test results</li> <li>Whole household to self-isolate for 10 days from day when symptoms started (or from day of test if no symptoms) -even if someone tests negative during those 10 days</li> </ul>	<b>When you feel better, and have been without a fever for at least 48 hours</b> You can return to the workplace after 10 days even if you have a cough or loss of smell/ taste. These symptoms can last for several weeks once the infection is gone.

What to do if...	Action needed	When can I return to the workplace?
<b>Somebody in your household has COVID-19 (coronavirus) symptoms</b> 	<ul style="list-style-type: none"> <li>You should not attend the workplace</li> <li>Household member with symptoms to book a test</li> <li>Whole household to self-isolate while waiting for test result</li> <li>Inform workplace immediately about test results</li> </ul>	<b>When household member test is negative, and you do not have COVID-19 symptoms and if you have not been advised to self isolate by test and trace services</b>
<b>Somebody in your household has tested positive for COVID-19 (coronavirus)</b> 	<ul style="list-style-type: none"> <li>You should not attend the workplace</li> <li>Whole household to self-isolate for 10 days from day when symptoms started (or from day of test if no symptoms) - even if someone tests negative during those 10 days</li> <li>Inform workplace immediately about test results</li> </ul>	<b>When you have completed 10 days of self-isolation without symptoms. You must self-isolate for 10 days even if you test negative during that time</b>
<b>NHS Test and Trace has identified you as a 'close contact'</b> 	<ul style="list-style-type: none"> <li>You should not attend the workplace</li> <li>Self-isolate for 10 days (as advised by NHS Test and Trace)–even if you test negative during those 10 days</li> <li>Rest of household does not need to self-isolate, unless they are also a 'close contact'</li> </ul>	<b>When you have completed 10 days of self-isolation without symptoms. You must self-isolate for 10 days even if you test negative during that time</b>
<b>You have been in contact with someone who has been identified as a 'close contact'</b> 	<ul style="list-style-type: none"> <li>You should attend the workplace as normal</li> <li>If you do not have any COVID-19 symptoms you should carry on with normal activities</li> </ul>	<b>You should attend the workplace as usual</b>
<b>You have travelled abroad and have to self-isolate.</b> 	<ul style="list-style-type: none"> <li>People who return from countries which are not on the travel corridor list must self-isolate for 10 days. Further information can be found on GOV.UK</li> </ul> <p><b>Travel reminders:</b></p> <ul style="list-style-type: none"> <li>You should not attend the workplace</li> <li>Consider quarantine requirements and FCO advice when booking travel</li> </ul>	<b>When the quarantine period of 10 days has been completed, even if you test negative during those 10 days</b>
<b>You have been told by a medical / official source you must resume shielding</b> 	<ul style="list-style-type: none"> <li>You should not attend the workplace</li> <li>You should contact your employer</li> <li>Shield until you are informed that restrictions are lifted and shielding is paused again</li> </ul>	<b>When agencies inform you that restrictions have been lifted and you can return to the workplace again</b>

# COVID-19 Key definitions

---

## Case definitions

**Confirmed case:** laboratory test positive case of COVID-19 with or without symptoms

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

## Contact definitions

**Direct close contacts:** Face to face contact with a case for any length of time, within 1m, including being coughed on, a face to face conversation, unprotected physical contact (skin to skin). This includes exposure within 1 metre for 1 minute or longer.

**Proximity contacts:** Extended close contact (within 2m for more than 15 minutes) with a case

## Travelled in a small vehicle with a case

**Infectious Period:** The infectious period is from 48 hours prior to symptom onset to 10 days after, or 48hrs prior to test if asymptomatic.

**Incubation Period:** 1-10 days, usually 5 - 7 days.

## Cluster definition

“Two or more confirmed case of COVID-19 among staff in a place of work within 10 days”

or

“Increase in background rate of absence due to suspected or confirmed cases of COVID-19 (does not include absence rate due to individuals shielding or self-isolating as contacts of cases)”.

## Outbreak definition

“Two or more confirmed cases of COVID-19 among staff who are direct close contacts, proximity contacts or in the same cohort or ‘bubble’\* in the school/college within 10 days”.

\* a cohort or ‘bubble’ might be a defined group within the workplace. This definition aims to distinguish between transmission occurring in the community versus transmission occurring within the place of work.



# Face coverings advice

---

We want people to play their part in protecting each other against spreading COVID-19 by wearing a face covering where required.

Face coverings are largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes COVID-19. The majority of people are expected to wear them in certain circumstances but there are some exemptions.

Those who are exempt are able to download and display a card if they wish to.

In England, people are expected to wear them before entering any of the settings listed below, and they must be kept on until they leave unless there is a reasonable excuse for removing it.

- public transport (trains, trams, buses and aeroplanes )
- taxis and private hire vehicles
- transport hubs (airports, rail and tram stations and terminals, maritime ports and terminals, bus and coach stations and terminals)
- shops and supermarkets (places which offer goods or services for retail sale or hire)
- shopping centres (malls and indoor markets)
- auction houses
- premises providing hospitality (bars, pubs, restaurants, cafes), except when seated at a table to eat or drink (see exemptions)
- post offices, banks, building societies, high street solicitors and accountants, credit unions, short-term loan providers, savings clubs and money service businesses
- estate and lettings agents
- theatres
- premises providing personal care and beauty treatments (hair salons, barbers, nail salons, massage centres, tattoo and piercing parlours)
- premises providing veterinary services
- visitor attractions and entertainment venues (museums, galleries, cinemas, theatres, concert halls, cultural and heritage sites, aquariums, indoor zoos and visitor farms, bingo halls, amusement arcades, adventure activity centres, indoor sports stadiums, funfairs, theme parks, casinos, skating rinks, bowling alleys, indoor play areas including soft-play areas)
- libraries and public reading rooms
- places of worship
- funeral service providers (funeral homes, crematoria and burial ground chapels)
- community centres, youth centres and social clubs
- exhibition halls and conference centres
- public areas in hotels and hostels
- storage and distribution facilities

Following a recent change in Government advice, all secondary school pupils and college students will now need to wear a face covering on dedicated school buses.

Some people are exempt from wearing face coverings, they include:

- children under the age of 11 (Public Health England does not recommend face coverings for children under the age of 3 for health and safety reasons)
- people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability
- where putting on, wearing or removing a face covering will cause you severe distress
- if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate
- to avoid harm or injury, or the risk of harm or injury, to yourself or others - including if it would negatively impact on your ability to exercise or participate in a strenuous activity
- police officers and other emergency workers, given that this may interfere with their ability to serve the public

The full guidance on face coverings can be found at [www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own)

An exemption card to display can be downloaded and printed from [www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own)

We are sure many of you are already, but If you are a public facing business, then please display posters and guidance to ensure people remember to wear face coverings on your premises, and feel free to politely remind them to put them on if they haven't, bearing in mind that some people will have a legitimate reason for not wearing them. Information advising customers of the need to wear face coverings on your premises would also be sensible.

# Staying safe this Christmas



## Thanks for your support and playing your part

This has been an incredibly challenging year so far, and one that you've all risen to meet in such an inspirational way. Please keep playing your part in your own time too and together we'll get through this as quickly as possible.

## Try and avoid work Christmas parties/meals together

We know how good it is for morale to have a Christmas get-together with colleagues, particularly after such a busy year. We don't want to sound like the Grinch and steal your Christmas, but our advice would be to not hold them this year. Have an online get together and hopefully next year we can all have a merrier Christmas.

## Change to Christmas bubbles plans

The Government has recently changed the Christmas bubble plans. If you live in any area that's in Tier 1, 2 or 3 you can form a Christmas bubble with two other households on Christmas day only. If you live in Tier 4 you are **not** allowed to form a Christmas bubble. People are not allowed to travel to a Tier 4 area. Take a look at the Government information

<https://www.gov.uk/government/publications/making-a-christmas-bubble-with-friends-and-family/>

## If you have symptoms – don't delay, take action

If you have the following COVID-19 symptoms you must self-isolate and get a test done as soon as possible:

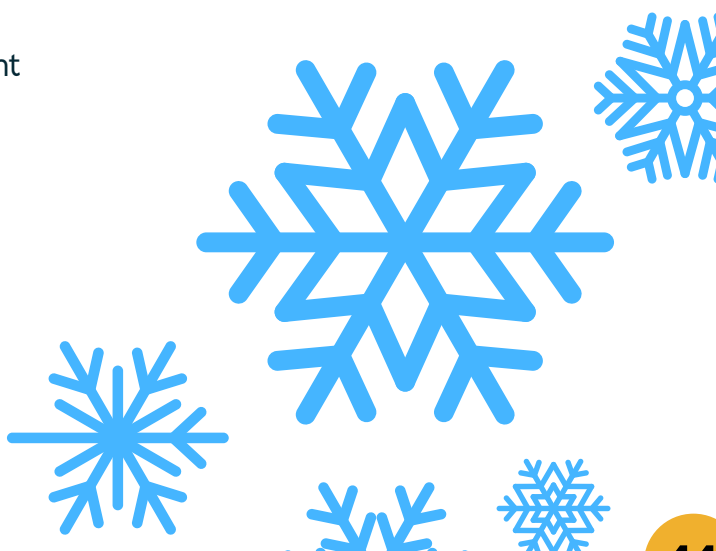
- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

It is now a legal requirement to self-isolate when instructed to do so by NHS Test and Trace.

If you have those symptoms, please do the right thing and book at test at

[www.gov.uk/get-coronavirus-test](http://www.gov.uk/get-coronavirus-test)

Please do not return to work after Christmas if you have any of the above symptoms, no matter how mild they are. Please keep you and your colleagues safe by booking a test and self-isolating until you have the results.



# Staying safe this Christmas

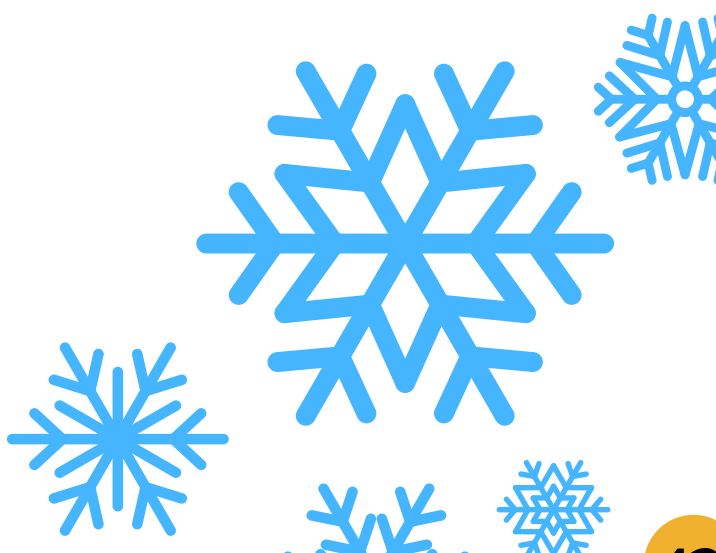


## Thanks for your support and playing your part

- Washing hands – keep washing hands regularly
- Wearing face coverings in enclosed spaces
- Making space – stay at least 2 metres apart or 1 metre with a face covering or other precautions
- Self-isolating when required to do so

## Get the app and help protect your loved ones

Download the NHS COVID-19 App as this will support the Test and Trace process and is the fastest way to see if you're at risk from COVID-19. The faster you know, the quicker you can alert and protect your loved ones and community.



# Social media graphics

**HIGH ALERT TIER**

 Wash hands regularly

 Wear face coverings

 Make space

**#WiltshireTogether**

**Don't give COVID-19 for Christmas**  
– **keep playing your part**

-  Carefully weigh up the risk of who is in your Christmas bubble
-  Limit the people in your Christmas bubble
-  Remember to keep socially distancing, wash hands regularly, wear masks where required

**Hopefully next year we can all have a merrier Christmas!**

**#WiltshireTogether**

# Social media graphics

## DO THE RIGHT THING DON'T PUT OFF GETTING A COVID-19 TEST



To book a test call 119 or visit [www.gov.uk/get-coronavirus-test](http://www.gov.uk/get-coronavirus-test)

Protect your loved ones. You must book a test if you experience any of these symptoms



High Temperature



Cough



Loss of Taste or Smell

#WiltshireTogether

## Tier 2 restrictions now in place KEEP PLAYING YOUR PART



You must not mix with other households unless in your bubble



You must work from home if you can



Follow rule of 6 when outdoors



Get tested when you have COVID-19 symptoms



Self-isolate if required to do so



Keep washing hands regularly



Wear face coverings



Make space

#WiltshireTogether

[www.wiltshire.gov.uk/public-health-coronavirus](http://www.wiltshire.gov.uk/public-health-coronavirus)

# Don't give COVID-19 for Christmas – **keep playing your part**

- ❄️ Carefully weigh up the risk of who is in your Christmas bubble
- ❄️ Limit the people in your Christmas bubble
- ❄️ Remember to keep socially distancing, wash hands regularly, wear masks where required

**Hopefully next year we can  
all have a merrier Christmas!**

**HIGH  
ALERT  
TIER**



Wash hands  
regularly



Wear face  
coverings

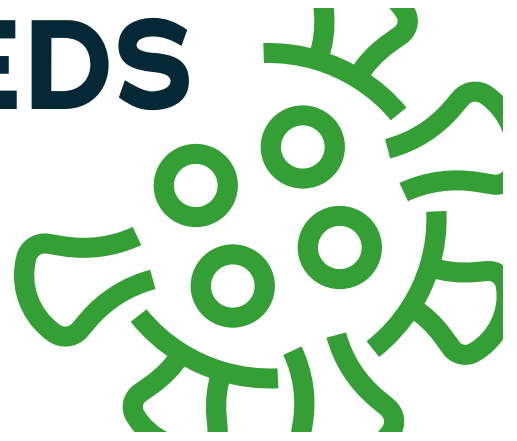


Make space

**#WiltshireTogether**

**Wiltshire Council**

# WILTSHIRE NEEDS YOU TO PLAY YOUR PART



Help control the spread of COVID-19

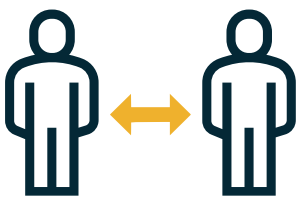
## When you go out:



Wash Hands

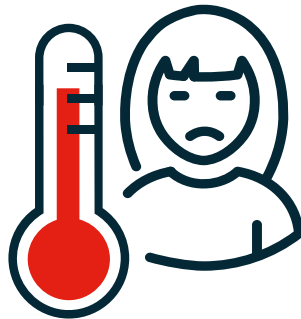


Cover Face



Make space

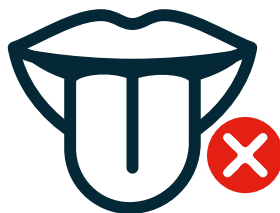
You must book a COVID-19 test if you experience any of these symptoms:



High Temperature



Cough

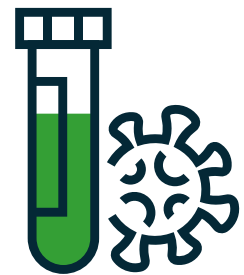


Change or loss of smell or taste

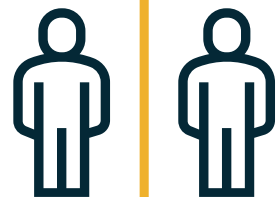
If you have COVID-19 symptoms, no matter how mild:



Self-Isolate



Get Tested



Keep others safe