



23 November 2020

Dear Local Business Owner

Clearly it is in all our interests to have effective control of COVID-19 locally so we can keep businesses working and our population safe. We want to thank you for all the work you are doing to get our economy up and running again and remind you of the important role you play in controlling the spread of COVID-19.

### **Preventing the spread of COVID-19**

Coronavirus is spread by people. Effective prevention measures such as keeping a social distance, hand washing, using PPE appropriately, isolating and getting tested if you have symptoms have never been more important. We know that putting this into practice can be challenging but business owners and staff are well placed to apply the guidance to their particular workplace setting.

Government guidance for business owners is available describing how a range of workplaces can be adapted to make them safe for staff and customers.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Attached to this letter is a template which you might find helpful to help you write plans on the prevention of coronavirus spread in your business and how you will take action in the event of a case or outbreak (usually 2 or more cases).

In addition, there is further information on writing a Covid Risk Assessment available on the HSE website.

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm>

### **What if there is a suspected case at your workplace/premises?**

As an employer you may become aware of a possible or suspected case of coronavirus in your workplace. If this should happen, please contact the COVID-19 Duty Desk available 09:00 to 17:00, 7 days a week. Email [CV19notifications@westberks.gov.uk](mailto:CV19notifications@westberks.gov.uk), with a description of the suspected case. They will liaise with Public Health England on your behalf and advise you of next steps. Outside of these hours, please call the council's out of hours contact centre, Forestcare, on 01344 352000 and they will be able to put you in touch with the on-call Public Health Consultant.

For further information and guidance from the Covid-19 Duty Desk (facilitated by the local Public Protection Partnership on behalf of Bracknell Forest Council), please visit

<https://publicprotectionpartnership.org.uk/>.

### **CHIEF EXECUTIVE'S OFFICE**

Bracknell Forest Council, Time Square, Market Street, Bracknell, Berkshire RG12 1JD  
T: 01344 352000 [www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk)

## How do staff arrange a test?

Information on how to get a test is available here.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

Alternatively, you can call the COVID-19 helpline for information and to book a test on 119.

## What if there are confirmed cases at your workplace/premises?

As an employer you may become aware of confirmed cases of coronavirus in your workplace. If this should happen, please encourage your workers to heed any advice to self-isolate, so that spread can be contained and the risk to your workplace is reduced. The latest guidance on the NHS Test and Trace Service is available at the link below, the section on **Guidance for employers** is particularly useful and includes information on Statutory Sick Pay.

<https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>

If multiple cases of coronavirus occur in a workplace (an 'outbreak'), it may be necessary to assign an incident management team to help the employer respond to the outbreak. If you become aware of more than one case in your workplace, please contact the COVID-19 Duty Desk available 09:00 to 17:00, 7 days a week. Email [CV19notifications@westberks.gov.uk](mailto:CV19notifications@westberks.gov.uk), with a description of the suspected case. They will liaise with Public Health England on your behalf and advise you of next steps. Outside of these hours, please call the council's out of hours contact centre, Forestcare, on 01344 352000 and they will be able to put you in touch with the on-call Public Health Consultant.

## Local Outbreak Plans

Local Outbreak Control Plans were published in July by all councils in Berkshire. These Plans summarise how local Public Health teams are leading on measures to control COVID-19, to protect public health and to minimise further spread in Berkshire. Current versions of these Plans can be found on the local council websites and may be a useful read for you and your staff.

We are conscious that the next few weeks and months will be very different from our normal routines and would like to thank you in advance for your ongoing support to the recovery of the business sector.

Yours sincerely



**Tessa Lindfield**  
Strategic Director of Public Health  
Berkshire



**Timothy Wheaden**  
Chief Executive  
Bracknell Forest Council

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