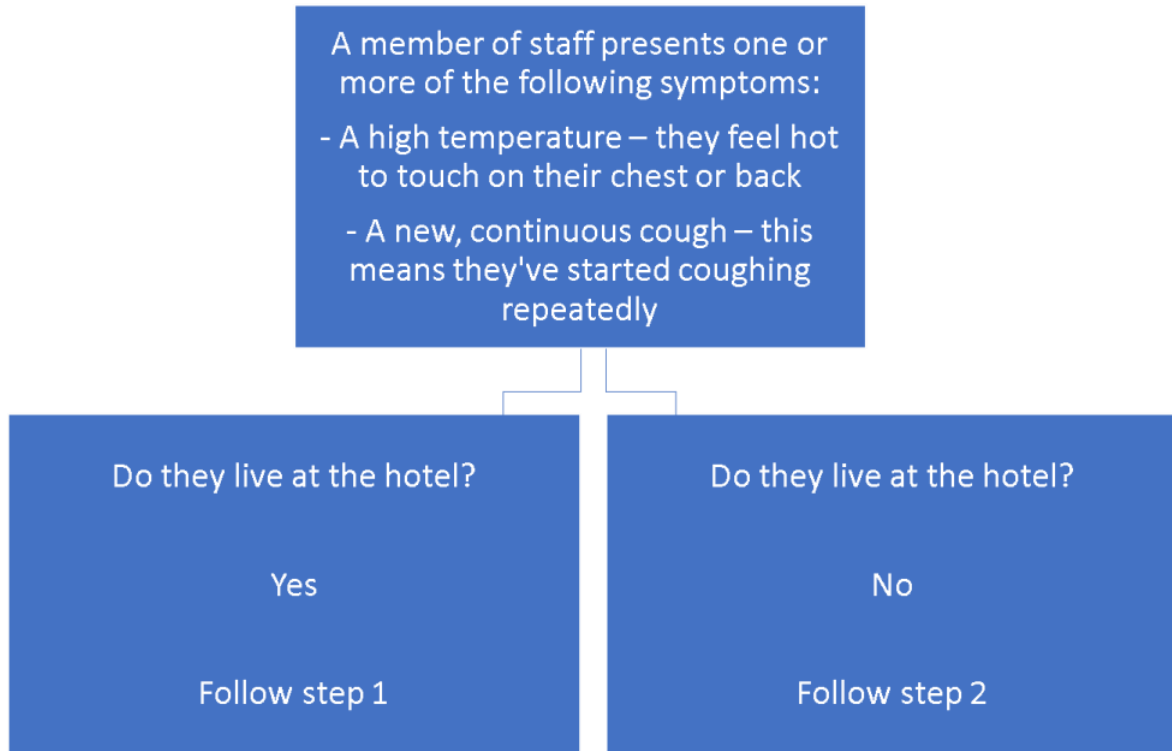


A member of staff might have COVID-19, what next?

What are the symptoms?



Step 1 - The staff member lives at the hotel

1. The affected member of staff should be isolated as soon as possible for at least 7 days.
2. If the team member is sharing facilities with others they should be moved to a room with their own facilities
3. The shared facilities should be cleaned and disinfected as a precautionary measure along with the team member's original room
4. The team member should be instructed to remain in their room until they have been given public health advice that they can return to normal duties
5. The team member should receive room service for needs as per guest procedure
6. If the team member has been working when symptoms started then their work area should be cleaned and disinfected. This should include any shared and communal facilities.

Step 2 - The staff member does not live at the hotel

1. The affected member of staff should be isolated as soon as possible.
2. A contingency plan should be established to help the staff member leave the building with as little public contact as possible, to remain at home for at least 7 days.
3. If the team member has been working when symptoms started then their work area should be cleaned and disinfected. This should include any shared and communal facilities.