

APPRENTICE COVID-19 INCIDENT REPORTING PROCESS

Incident	Action
<p>Been in close contact with someone who has tested positive for COVID-19</p>	<p>Inform your employer immediately.</p> <p>Your employer will explain what happens next in line with their incident reporting and self-isolation policy.</p> <p>Inform your training provider immediately.</p> <p>Your skills coach will explain arrangements for your next visit which will be delivered remotely.</p> <p>Arrange to have a test if you are showing any symptoms and inform your employer and training provider of the result.</p>
<p>Have tested positive for COVID-19</p>	<p>Inform you employer immediately and follow government guidance on self-isolation.</p> <p>Your immediate family should follow government guidance and self-isolate for 14 days from when your symptoms started or 10 days from when their symptoms started.</p> <p>Your employer may contact NHS track and trace on your behalf, if not you should contact them and inform of your positive test result and be prepared to supply details of those you have recently been in close contact with.</p> <p>Coronavirus (COVID-19) enquiry please contact wn_coronavirus@phe.gov.uk Main switchboard 020 7654 8000</p> <p>Contact your local training provider contact and inform them of your positive test result and of the last time you had a face to face visit with your skills coach/trainer or visited once of our GP Strategies training centres.</p> <p>If you are well enough to do so your skills coach will explain arrangements for your next visit which will be delivered remotely.</p>

<p>Been informed by NHS track and tracing to self-isolate</p>	<p>Inform your employer immediately.</p> <p>Your employer will explain what happens next in line with their incident reporting and self-isolation policy.</p> <p>Follow government guidance on 14 day isolation.</p> <p>Inform your local training provider contact immediately.</p> <p>Your skills coach will explain arrangements for your next visit which will be delivered remotely.</p> <p>If you develop symptoms arrange to have a test and inform your employer and provider of the result.</p>
<p>Returned to the UK from a country with isolation restrictions</p>	<p>Inform your employer immediately.</p> <p>Your employer will explain what happens next in line with their incident reporting and self-isolation policy.</p> <p>Follow government guidance on 14 day self-isolation.</p> <p>Inform your local training provider contact immediately.</p> <p>Your skills coach will explain arrangements for your next visit which will be delivered remotely.</p> <p>If you develop symptoms arrange to have a test and inform your employer and training provider of the result.</p>
<p>If you are displaying COVID-19 symptoms</p>	<p>Contact the COVID-19 enquiry line and follow advice.</p> <p>Coronavirus (COVID-19) enquiry please contact wn_coronavirus@phe.gov.uk</p> <p>Main switchboard 020 7654 8000</p>