

## SHEFFIELD CITY COUNCIL

### OFFICER EXECUTIVE DECISION RECORD (Non Key)

The following Category 2 decision was taken on 4th September 2020 by an authorised Director from the Coronavirus (COVID-19) Incident Management Group, in accordance with the Council's Covid-19 Decision Making Schema.

Date notified to all Members: 22<sup>nd</sup> September 2020

Decisions under the “**Making decisions during the Covid-19 crisis: Sheffield City Council Schema**”, made as an urgent response to issues connected with the coronavirus crisis, have been removed from the call-in process, and are therefore not subject to call-in for scrutiny.

1. **TITLE**

Communications for providing advice for managers with staff members who test positive for Covid 19.

2. **DECISION TAKEN**

To approve communications providing advice for managers with staff members who test positive for Covid 19.

3. **Reasons For Decision**

In response to requests from a number of managers, we have worked with the Public Health team to produce some guidance on what you should do, as a manager, if your team member develops COVID-19 symptoms.

This includes:

- what to do when the employee first advises they have symptoms
- how to respond if a team member receives a negative or positive test result
- explanatory notes on what is meant by a contact
- examples to illustrate how to respond in different scenarios.

4. **Respective Director Responsible for Implementation**

Director of Human Resources & Customer Services