**Case study information for NHS Test and Trace**

Please fill in this information (only those that apply)

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| **Name of company** | | | | | |
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| **Can you give a brief outline of what your business does?** | | | | | |
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| **How many people do you employ?** | | | | | |
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| **Where are you based? How many premises do you have? Where is your UK head office?** | | | | | |
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| **What measures have you put in place to keep staff safe at work, or on their return to work?**  How do these relate to the 5 steps to working safely?:  1. Carry out a COVID-19 risk assessment  2. Develop cleaning, handwashing and hygiene procedures  3. Help people to work from home  4. Maintain 2m social distancing, where possible  5. Where people cannot be 2m apart, manage transmission risk | | | | | |
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| **Where did you find information about NHS Test and Trace in the workplace?** | | | | | |
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| **How did you develop your plan for workers with symptoms?** | | | | | |
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| **What actions would you take if staff developed symptoms, needed to self-isolate or tested positive?** | | | | | |
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| [If relevant to your business] **Tell us about how you have been capturing and storing data to support the NHS Test and Trace - staff, suppliers, customers.** | | | | | |
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| [If relevant to your business] **Have customers been cooperative by providing personal information to support NHS Test and Trace?** | | | | | |
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| **Who from your organisation could we quote in the written case study?** | | | | | |
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| **Would you be willing to support Government guidance on NHS Test and Trace through your own channels, such as social media, newsletters, correspondence with supply chains?** | | | | | |
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| **Finally, could you confirm by ticking in the relevant box below that you are content for us to promote your case study across our channels.** | | | | | |
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