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

Please fill in this information (only those that apply)

|  |
| --- |
| **Name of company** |
|    |
| **Can you give a brief outline of what your business does?** |
|    |
| **How many people do you employ?** |
|    |
| **Where are you based? How many premises do you have? Where is your UK head office?** |
|  |
| **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 assessment2. Develop cleaning, handwashing and hygiene procedures3. Help people to work from home4. Maintain 2m social distancing, where possible5. Where people cannot be 2m apart, manage transmission risk |
|  |
| **Where did you find information about NHS Test and Trace in the workplace?** |
|    |
| **How did you develop your plan for workers with symptoms?** |
|    |
| **What actions would you take if staff developed symptoms, needed to self-isolate or tested positive?**  |
|  |
| [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.** |
|  |
| [If relevant to your business] **Have customers been cooperative by providing personal information to support NHS Test and Trace?** |
|  |
| **Who from your organisation could we quote in the written case study?** |
|  |
| **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?** |
|  |
| **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.** |
|   |   |   |   |   |   |
|  Twitter  |  | Facebook |  | LinkedIn |  |
|   |   |   |   |   |   |
| Instagram |  | Newsletters |  | Online partner toolkit |  |
|   |   |   |   |   |   |