



European Union

European Regional
Development Fund



HM Government



COVID-19 PANDEMIC - Important Message from Environmental Health

Acting on Suspected and Confirmed Cases & NHS Test Trace – Collecting Data and acting on Cases

Dear Business Operator

As the easing of lockdown continues, local outbreaks of COVID -19 have already been seen in certain parts of the country.

Should this happen in Hertsmere, we want to support you and your business. If you become aware of a suspected or confirmed case(s) of COVID-19 in your workplace, it is vital that you follow the guidance within the attached poster, which tells you what to do and who to contact. Keep the poster in an accessible location.

I would especially ask you to be a responsible employer when dealing with employees who might be unwell. It is essential that they are able to self-isolate and that they contact the NHS Test and Trace service to book a test. I know this may present operational issues for some businesses, but it is very important that everyone complies.

Many businesses are also required to record customer/visitor and staff details – please refer to the following business guidance **NHS Test and Trace – Collecting Data and Acting on Suspected and Confirmed Cases** which can be found at:

<https://www.hertfordshirelep.com/what-we-do/priorities/business-support/better-business-for-all/covid-19-advice-and-support/>

A poster is available on the above site that can be displayed if you wish to explain to people why they may be asked to provide contact details.

We're aware that some businesses may be concerned about collecting data and reporting cases due to reputational issues if this leads to connection with an outbreak. I would like to reassure you that by following the guidance, it will increase the likelihood of your business remaining open, reflect positively on you as a responsible employer, contribute to national efforts to fight this virus and ultimately save lives. Any failure to comply could delay a Public Health England response and negatively impact your business as well as local and national efforts to prevent outbreaks.

If you would prefer receive this guidance by email, please make your request to us, sharing your business name and email address.

Our contact details are on the poster – if you have any questions or require further information please do not hesitate to contact us.

By working together and helping each other we aim to keep our residents and our businesses safe.

**Commercial Team
Environmental Health
Hertsmere Borough Council**

Large print and languages

Hertsmere Borough Council aims to provide information in alternative formats where possible.

If you would like a document in a different language or format please call 020 8207 7445 or email customer.services@hertsmere.gov.uk and we will do our best to help.

Please allow sufficient time for any document to be translated.

تهدف بلدية منطقة هارتسمير (Hertsmere Borough Council) إلى توفير المعلومات بصيغ بديلة إذا كان ذلك ممكناً.

إذا اردت أي وثيقة بلغة أو بصيغة أخرى يرجى الاتصال برقم الهاتف 020 8207 7445 أو إرسال بريد الكتروني customer.services@hertsmere.gov.uk وسنبدل قصارى جهدنا لمساعدتك. يرجى منحنا وقتاً كافياً لترجمة أي وثيقة مطلوبة.

Hertsmere 自治区政府旨在可能的情况下提供信息的其它格式版本。

如果你想得到以简体中文或其它格式制作的版本，请致电 020 8207 7445，或发送电邮至 customer.services@hertsmere.gov.uk，我们将尽力提供帮助。请预留足够的时间，以便让我们完成有关文件的翻译。

Rada miejska Hertsmere Borough Council zamierza dostarczać wszelkie informacje, tam gdzie jest to możliwe, w różnych formatach.

Jeżeli ktoś chciałby otrzymać dokument w innym języku lub formacie proszony jest zatelefonować na numer 020 8207 7445 lub przesłać e-mail do customer.services@hertsmere.gov.uk a my zrobimy wszystko by pomóc. Prosimy uwzględnić czas na przetłumaczenie każdego dokumentu.

ਹਰਟਸਮੀਅਰ ਬੋਰੋ ਕੌਂਸਿਲ ਜਿੱਥੇ ਵੀ ਹੋ ਸਕੇ, ਜਾਣਕਾਰੀ ਹੋਰ ਰੂਪਾਂ ਵਿਚ ਦੇਣ ਦਾ ਯਤਨ ਕਰਦੀ ਹੈ।

ਜੇ ਤੁਹਾਨੂੰ ਕੋਈ ਦਸਤਾਵੇਜ਼ ਕਿਸੇ ਹੋਰ ਬੋਲੀ ਵਿਚ, ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦਾ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਨੰਬਰ 020 8207 7445 'ਤ ਫ਼ਨ ਕਰ, ਜਾਂ ਇਸ ਪਤ customer.services@hertsmere.gov.uk 'ਤ ਈਮੇਲ ਭੇਜੋ। ਅਸੀਂ ਤੁਹਾਡੀ ਮਦਦ ਕਰਨ ਦੀ ਪੂਰੀ ਕੋਸ਼ਿਸ਼ ਕਰਾਂਗੇ। ਕਿਰਪਾ ਕਰਕੇ ਇਹ ਯਾਦ ਰੱਖੋ ਕਿ ਦਸਤਾਵੇਜ਼ ਦਾ ਤਰਜਮਾ ਹੋਣ ਨੂੰ ਕੁਝ ਸਮਾਂ ਲਗਦਾ ਹੈ।

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