

DEALING WITH A POSITIVE COVID-19 CASE

Toolkit for Mosques, Madrasas and Community Centres

The COVID-19 virus is still in general circulation in society.

In addition to your COVID-19 secure Risk Assessment, see below for further information on how your mosque, madrasa or community centre can help to stop local outbreaks and how to respond if an attendee is confirmed to have tested positive for COVID-19.

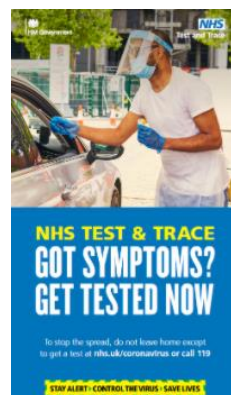
1. Encourage Testing

Have Symptoms? Get Tested Now. If a staff member, volunteer or attendee feels they have symptoms, or lives with someone who has symptoms, they should self-isolate and get a free COVID19 test as soon as possible.

Visit [NHS Request a Free Test](#) or Phone **119** (Testing Call Centre)

DO NOT WAIT. Individuals with symptoms should get the test done in the first 5 days of having symptoms.

Venues can display an NHS "Get Tested" poster as reminders too (See Appendix A). Or download "Get Tested" posters here: [Poster 1](#), [Poster 2](#) and [Poster 3 \(Translations\)](#)



2. Keep a Register of Attendees

- In order to support the NHS Test and Trace programme, the UK Government strongly advises all public venues, including places of worship, to keep a temporary record of attendees for 21 days, including name and telephone number, with the attendee's consent.
- The data should be deleted or safely disposed of after 21 days.
- This data should only be shared with the NHS Test and Trace if contacted by them.
- A template consent and registration form to comply with GDPR legislation is available on the [UK Government guidance webpage here](#). The form can be completed digitally or on paper.

3. Positive COVID-19 case confirmed? Act QUICKLY

A. Finding Out

- Finding out that someone who attended your building recently has tested positive for COVID-19. You could be informed, for example, by:

- ✓ Attendee themselves
- ✓ Staff and/or Volunteer
- ✓ NHS Test & Trace Team
- ✓ Local Health Protection Team (HPT)

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The Muslim Council of Britain

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B. Seek Specialist Advice

- Contact your local **Health Protection Team (HPT)** to get advice on next steps **as soon as possible**.
- To find their contact details, visit gov.uk/health-protection-team (England). Click here for HPT contacts for [Wales](#), [Scotland \(See Appendix 1\)](#) and [Northern Ireland](#).
- You'll be asked questions about the individual(s) who have tested positive, as well as your building, to help them understand the level of risk. Don't worry if you are unable to answer all of the questions.
- Engage early with your **Local Authority** contact person for advice and input too.

C. Take Action

Your local Health Protection Team (HPT) or Local Authority may recommend several actions you'll need to put in place, including:

1. Enhanced hygiene, hand washing and cleaning regimes, use of personal protective equipment (PPE) (See deep clean checklist in Appendix B).
2. Increased staff/volunteer awareness of COVID-19-secure rules.
3. Additional measures to limit access to the building e.g. time restrictions.
4. Temporary closure of your building (See resources in Appendix C).

4. Do I need to temporarily close?

- Your local Health Protection Team (HPT) will guide you on whether your building needs to temporarily close.
- If so, you will need to consider communicating the temporary closure or suspension of regular activities to your:
 - ✓ Staff and/or volunteers.
 - ✓ Regular attendees and worshippers/service users.
 - ✓ Neighbours.
 - ✓ Local media who may enquire (ensure your designated media spokesperson is primary contact for journalists.)

See template resources for temporarily closing in Appendix C. For further information or support, email covid@mcb.org.uk.

See Appendix D for an "Action Card" by Public Health England on early outbreak management (England only) which part of this guide is based on.

Appendices

- [Appendix A: Get Tested Poster](#)
- [Appendix B: Deep Cleaning Checklist](#)
- [Appendix C: Templates Communications Plan for Temporary Closure](#)
 - Letter/Email to Your Congregation or Service Users.
 - Social Media Announcement.
 - Poster at Building Entrance.
- [Appendix D: PHE 'Early Outbreak Management' Action Card](#)



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Appendix A: Example 'Get Tested' Poster



HM Government



Coronavirus Got symptoms? Get tested

**High temperature
or new continuous cough
or loss of taste or smell?**

**No one in your household should
leave home if any one person
has symptoms.**

**Find out how to get a test,
and how long to isolate, at
[nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)**

Stay alert. Control the virus. Save lives.

STAY ALERT ▶ CONTROL THE VIRUS ▶ SAVE LIVES

Links to download additional posters: [Poster 1](#), [Poster 2](#) and [Poster 3 \(Translations\)](#)

Appendix B: Deep Cleaning Checklist

At times, and **especially after a positive COVID-19 case has been confirmed in your building**, a thorough / deep clean of your building is recommended. The checklist below for the deep cleaning of mosques, madrasas and community centres has been developed based on the UK Government's guide: [COVID-19: cleaning in non-healthcare settings outside the home](#).

Deep Clean Checklist - Key Tasks	Date
1. Personal protective equipment (PPE)	
The <u>minimum</u> PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting is <u>disposable gloves</u> and an <u>apron</u> . Wash hands with soap and water for 20 seconds after all PPE has been removed. Additional PPE should be worn (i.e. covering eyes, mouth and nose) if the risk that virus is present is assessed to be higher.	
2. Cleaning and disinfection	
a) Corridors: Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.	
b) Surfaces: All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones and grab rails in corridors and stairwells. Additional areas to consider are sinks, kitchen surfaces and carpets.	
c) Wipes and mop/buckets: Use disposable cloths / paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction. A two-mop bucket technique should be used for floors, with one for detergent and one for rinsing, cleaning and drying them after use. Use one of the options below: <ul style="list-style-type: none"> • A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.); or • A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants; or • If an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses. 	
d) Carpet and soft furnishings: When items cannot be laundered or cleaned using detergents, steam cleaning should be used. Steam cleaning is effective against germs on carpets, furnishings, upholstered furniture and mattresses. Curtains can be cleaned by laundering or disinfected by steam cleaning.	
e) Kitchens: Ensure all food preparation surfaces and kitchen areas the symptomatic person may have come in contact with are cleaned thoroughly before re-use again, including sinks, dishes, crockery. Crockery and eating utensils should not be shared.	
f) Bathrooms/Toilets: Ensure thorough cleaning with toilet cleaner and brush is carried out. Limescale should be removed using a descaling product. Ensure toilet seat, handle, rim and other frequently touched surfaces are cleaned by using a disinfectant.	
3. Waste disposal	
Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full. 2. The plastic bag should then be placed in a second bin bag and tied. 3. This should be put in a suitable and secure place and marked for storage until the individual's COVID-19 test results are known. If the individual COVID-19 tests negative, disposed of immediately with the normal waste. If COVID-19 is confirmed, waste should be stored for at least 72 hours before disposal with normal waste.	

This checklist is a general guide and not a replacement for taking into account your building's local context, based on your COVID-19 secure Risk Assessment. For best practice on stopping germs from spreading, also visit the [NHS cleaning guide](#).

Appendix C: Template Communications Plan for Temporary Closure

C.1 Letter/Email to Your Congregation or Service Users

Dear Attendee,

*****ATTENTION - TEMPORARY SUSPENSION OF SERVICES AT [NAME OF INSTITUTION]****

Due to a reported positive case of COVID-19 at **[NAME OF INSTITUTION]**, as a precautionary measure, the management team has taken immediate action to temporarily suspend all services in the building until further notice.

We take our responsibilities in stopping a local outbreak from happening seriously and have taken this step with a heavy heart and in line with public health advice.

The individuals who have tested positive with COVID-19 are self-isolating at home. In addition, those attendees who were in the building at the same time as the individuals who have tested positive have been contacted and informed to self-isolate and get tested as soon as possible. Anyone can book a free test by visiting the www.nhs.uk or phoning **119**.

We urge all attendees to perform their prayers at home / attend classes online. Further announcements will be made on when **[NAME OF INSTITUTION]** will reopen once it is safe to do so *insha'Allah*.

We pray that Allah (swt) protects us during these testing times and increases us in strength.

Yours sincerely,

[NAME OF CHAIR/SECRETARY/IMAM, NAME OF INSTITUTION]

For any queries, please contact: **[INSERT CONTACT DETAILS]**

C.2 Social Media Announcement

Due to a reported positive case of COVID-19 at **[NAME OF INSTITUTION]**, all services have been temporarily suspended until further notice. We urge all attendees to perform their prayers at home / attend classes online. We will announce when we can re-open once it is safe to do so.

For further info, please visit **[INSERT WEBSITE LINK]** or contact **[INSERT CONTACT DETAILS]**

Appendix C: Template Communications Plan for Temporary Closure

C.3 Poster for Building Entrance

[Click here to download and edit this template poster \(PPT file\)](#)



[Click here to download and edit this template poster \(PPT file\)](#)



COVID-19 early outbreak management

Places of worship

Who should use this information?

Managers and operators of places of worship. This information provides key steps to quickly identify and contain any potential COVID-19 outbreak. If you are concerned about other possible health issues then you should follow your existing processes.

For England only.

What you should do to manage a possible outbreak

Step 1

Identify

You may be informed of a confirmed case of COVID-19 by NHS Test & Trace, an employee, volunteer, visitor or your local Public Health England Health Protection Team (PHE HPT).

When you are informed of more than one confirmed case, go to **step 2**.

Refer to [NHS Test and Trace: workplace guidance](#) or search the title on GOV.UK for further advice.

Step 2

Report

Contact your local PHE HPT for help and advice. Refer to www.gov.uk/health-protection-team for contact details.

Early engagement with your local PHE HPT is key to minimise any possible wider outbreak in your community. See **page 2** for information you may be asked to provide. Do not worry if you are unable to answer all the questions, your local PHE HPT will help guide you through the process.

Step 3

Respond

Your local PHE HPT will work with you to assess the risks and advise you of what actions to take.

Depending on the outcome, your local PHE HPT and Local Authority may establish an Outbreak Control Team to help support you to manage the situation.

See **page 2** for types of action that could be put in place.



Check now and write the number of your local PHE HPT here:

General guidelines to prevent the spread of COVID-19:

There are important actions that everyone should take at all times to help prevent the spread of COVID-19. Refer to [Working safely during coronavirus](#) guidance or search the title on GOV.UK. This has practical steps to take and explains how you must carry out a COVID-19 risk assessment for your organisation.

The information contained on this card is specifically in relation to an outbreak, and should not replace health and safety and infection steps you already take, or have implemented as a result of consulting the 'Working safely during coronavirus' guidance.

Information your local PHE HPT may request from you:

Details of your organisation

- name of organisation
- location (including postcode and Local Authority)
- key contact details: name, phone number, email
- number of staff, volunteers, typical size of congregation and notable demographic factors

Details of the cases

- contact details of the people affected, where appropriate
- when the individual(s) became unwell
- when they were last present on the premises
- nature of the roles/job undertaken by any staff/volunteers affected
- known links between the individual(s) with COVID-19 (in or out of the premises)
- number of people with which the individual(s) had close contact
- nature of the environment (for example layout and nature of the building)
- details of control measures
- has there been any contact with other agencies? for example Local Authority, Health and Safety Executive (HSE)

Types of actions you may need to put in place include:



Enhanced hygiene, hand washing and cleaning regimes, and use of personal protective equipment (PPE)



Increased staff awareness of and adherence to preventative measures



Additional measures to limit access to the place of worship



Temporary closure of the premises

To access more information refer to the guidance below or search the titles on GOV.UK:

- [guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person](#)
- [COVID-19: cleaning in non-healthcare settings](#)
- [government's safer travel guidance for passengers](#)
- [COVID-19: guidance for mass gatherings](#)
- [COVID-19: guidance for the safe use of places of worship during the pandemic](#)