**Script - calling a staff member who is a primary close contact of a COVID-19 case**

Hello.

Unfortunately I am calling today to inform that you have been in contact with someone who has tested positive for COVID-19. This makes you a primary close contact.

How are you feeling? I have clear guidance on what you need to do and will support you through this.

**What do you need to do?**

It is very important for you to:

* Not to be too alarmed
* Go and have a COVID-19 test ASAP
* Self-isolate at home for 14 days since you had contact with the positive case. (As you were in contact as part of your work duties, Northcott will continue to pay you for your shifts during the isolation period). Your isolation period will end on INSERT DATE
* Let me know as soon as you receive the result from your COVID-19 test

Once you have received your first test result, we will discuss next steps.

Do you have any questions?

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I will send you an email which reiterates this process so you can read over it and come back to me if you have any questions.

Take care and I’ll talk to you soon.

INSERT NAME