Test. Trace. Protect.
Wales’ strategy to enable us to resume our lives gradually and safely.

TOOLKIT FOR CRITICAL WORKER EMPLOYERS
Overview of Test, Trace, Protect.

The Welsh Government has introduced Test, Trace, Protect to limit the spread of infection, trace the virus and protect our communities.

**It works by:**
- Testing those who have symptoms, while they, and their households, self-isolate.
- If the test result is positive, tracing people who have been in contact with the tested person, asking them to self-isolate.
- Protecting the community, especially the most vulnerable.
- If tests are negative and symptoms are not due to coronavirus, the person tested and their households can return to their usual routines.

Testing Critical Workers in particular is key to the success of this approach and for business continuity to enable critical workers to return to work quickly and safely.

**Getting a test**
To manage capacity in testing centres, there are 2 options for critical workers to get a test:
1. All critical workers can request a home testing kit, or book a testing centre slot, online at [gov.uk/apply-coronavirus-test](http://gov.uk/apply-coronavirus-test)
2. Local referral arrangements can also be used to book a test at a Community Testing Unit, Mobile Testing Unit or Mass Testing Site.
Useful links and our ask.

**Useful links**

Critical Worker Testing Policy:

TTP guidance:
- [gov.wales/test-trace-protect-guidance-employers](https://gov.wales/test-trace-protect-guidance-employers)

Contact tracing:
- [gov.wales/contact-tracing-your-questions](https://gov.wales/contact-tracing-your-questions)

Local testing arrangements:
- [gov.wales/regional-coronavirus-testing-facilities](https://gov.wales/regional-coronavirus-testing-facilities)

**Our ask to critical worker employers:**

- Understand the test and trace process in your area to be able to inform your employers to get a test, to stop the spread, and protect the people they work with.
- Raise awareness of the testing available by sharing information across your employee communication channels.
Together we’ll keep Wales safe.

Our overall testing message is clear and simple.

**TOGETHER WE’LL KEEP WALES SAFE.**

We have created campaign assets to help you communicate this message to your employees.

We will be using the assets included in this toolkit, but you are welcome to create your own versions using the wording supplied. All assets direct employees to speak to their manager, book a test online or call 119, and to find out more information at [gov.wales/ttp](http://gov.wales/ttp). The onus here is on the employers to understand the process to be able to inform their critical workers of how to get a test.

**In this toolkit you will find:**
- printable and digital posters
- social assets
- digital banners
- example copy
- an explainer video
- an image bank

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**What you need your employees to know:**

Symptomatic critical workers must get a test. Speak to your manager for more information.

Book a test online or use the local referral routes.

**What you need your employees to know:**

Symptomatic household members of critical workers must get a test. Speak to your manager for more information.

Book a test online or use the local referral routes.

**TOGETHER WE’LL KEEP WALES SAFE.**

gov.wales/coronavirus
**Example messaging.**

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| SYMPTOMS | Know the symptoms.  
Stay at home if you have  
• a new, continuous cough.  
• a high temperature.  
• or loss of smell or taste.  
Self-isolate if showing symptoms and book a test so that you know when to return to work safely and quickly. |
| --- | --- |
| TEST | • Symptomatic critical workers must get a test.  
• Daily allocations of tests are prioritised for critical workers.  
• Booking a test will allow you to know when it is safe to return to work.  
• You can order a home testing kit or book an appointment at a nearby testing centre using the online service.  
• Alternatively, you can use a local referral route to book a slot at a mass drive-through testing centre.  
• You can request a home testing kit or a drive-through appointment for a symptomatic member of your household.  
For more information visit [gov.wales/apply-coronavirus-test](gov.wales/apply-coronavirus-test) |
| TRACE | • We need everyone to support the NHS Test, Trace and Protect service.  
• Contact tracing will help us live and work alongside the virus while research continues to find more effective treatments and a vaccine.  
• If you receive a positive Covid-19 test you will be contacted by a contact tracer.  
• Contact tracers will ask for details of people you have had close contact with in the two days before symptoms started until the call.  
This is to help stop the spread and keep your workplace and the community safe.  
• Contact tracing is not about enforcement or surveillance. It is to protect the health of you, your friends, family, colleagues, and community.  
• If you are required to self-isolate, due to testing positive or being in contact with someone who has tested positive for coronavirus, you may be eligible for Statutory Sick Pay.  
• Trace your movements. Stop the spread. Keep Wales safe.  
For more information visit [gov.wales/test-trace-protect-guidance-employers](gov.wales/test-trace-protect-guidance-employers) |
| PROTECT | • Maintain social distancing on your journey to and from work, and at work.  
• Always observe the 2m rule.  
• Wash your hands regularly for 20 seconds and don’t touch your face.  
• Clean your desk and shared equipment before work and after breaks.  
Symptomatic critical workers must get a test. Speak to your manager for more information.

GET A TEST. STOP THE SPREAD.
TOGETHER WE’LL KEEP WALES SAFE.
gov.wales/coronavirus

Symptomatic critical workers and members of their household showing symptoms must get a test. You can book online or by calling 119.

GET A TEST. STOP THE SPREAD.
TOGETHER WE’LL KEEP WALES SAFE.
gov.wales/coronavirus

Rhaid i weithwyr hanfodol â symptomau gael prawf. Siaradwch â’ch rheolwr am fwy o wybodaeth.

CAEL PRAWF. ATAL LLEDAENIAD.
DIOGE卢 CYMRU GYDA’N GILYDD.
llyw.cymru/coronafeirws

Rhaid i weithwyr hanfodol ac aelodau o’u cartref sy’n dangos symptomau gael prawf. Gallwch archebu ar-lein neu drwy ffonio 119.

CAEL PRAWF. ATAL LLEDAENIAD.
DIOGE卢 CYMRU GYDA’N GILYDD.
llyw.cymru/coronafeirws
Test creative.
Testing centre locations.

UNEDAU PROFI / TESTING UNITS
- Drwy ffenest y car / Drive-through
- Uned brofi gymunedol / Community testing unit
- Uned brofi symudol / Mobile testing unit
- Ffin Awdurdod Lleol / Local Authority Boundary
- Ffin Bwrdd lechyd Lleol / Local Health Board Boundary

BIP BAE ABERTAWE / SWANSEA BAY UBH
ANEURIN BEVAN BIP / UHB
HYWEL DDA BIP / UHB
BETSI CADWALADR BIP / UHB
CWM TAF MORGANWG BIP / UHB
BWRDD ICHYH A DOYSGU POWYS TEACHING HEALTH BOARD
BIP CAERDYDD A'R FRO / CARDIFF AND VALE UHB
Example posters.

**Showing symptoms?**
Call 119 to book a test.

GET A TEST. STOP THE SPREAD.
TOGETHER WE’LL KEEP WALES SAFE.

gov.wales/coronavirus

**Showing symptoms?**
Book your test online.

GET A TEST. STOP THE SPREAD.
TOGETHER WE’LL KEEP WALES SAFE.

gov.wales/coronavirus

**Showing symptoms?**
Book a drive-through appointment online.

GET A TEST. STOP THE SPREAD.
TOGETHER WE’LL KEEP WALES SAFE.

gov.wales/coronavirus

Please be aware that this is an evolving situation and public advice may change. Materials will be updated and changed as appropriate so please check for the latest version.
Symptomatic critical workers must get a test. Speak to your manager for more information.

GET A TEST. STOP THE SPREAD. TOGETHER WE’LL KEEP WALES SAFE.

gov.wales/coronavirus

Rhaid i weithwyr hanfodol â symptomau gael prawf. Siaradwch â’ch rheolwr am fwy o wybodaeth.

CAEL PRAWF. ATAL LLEDAENIAD. DIOGELU CYMRU GYDA’N GILYDD.

llyw.cymru/coronafeirws

Rhaid i weithwyr allweddol â symptomau gael prawf. Archebwch brawf ar-lein.

CAEL PRAWF. ATAL LLEDAENIAD. DIOGELU CYMRU GYDA’N GILYDD.

Symptomatic critical workers must get a test. Book your test online.

GET A TEST. STOP THE SPREAD. TOGETHER WE’LL KEEP WALES SAFE.

llyw.cymru/coronafeirws
gov.wales/coronavirus

Please be aware that this is an evolving situation and public advice may change. Materials will be updated and changed as appropriate so please check for the latest version.
Symptomatic critical workers and members of their household showing symptoms must get a test. Book a home testing kit online.

GET A TEST. STOP THE SPREAD.
TOGETHER WE’LL KEEP WALES SAFE.

gov.wales/coronavirus

Rhaid i weithwyr allweddol ac aelodau o’u cartref sy’n dangos symptomau gael prawf. Archebwch becyn profi gartref ar-lein.

CAEL PRAWF. ATAL LLEDAENIAD.
DIOGELU CYMRU GYDA’N GILYDD.

llyw.cymru/coronafeirws

Please be aware that this is an evolving situation and public advice may change. Materials will be updated and changed as appropriate so please check for the latest version.
Social media resources.

Please be aware that this is an evolving situation and public advice may change. Materials will be updated and changed as appropriate so please check for the latest version.
Example social media animated post.

Symptomatic critical workers must get a test.

Speak with your manager, book online or call 119.

gov.wales/coronavirus

GET A TEST.
STOP THE SPREAD.
KEEP WALES SAFE.
Example social media animated post.

- Showing symptoms?
- Request a home testing kit online.
- Or book a drive-through appointment.
- GET A TEST. STOP THE SPREAD. KEEP WALES SAFE.

- Are you worried you, or a member of your household, have coronavirus symptoms?
- If you have symptoms, stay home until you get a test.
- If you have symptoms, stay home until you get a test.
- GET A TEST. STOP THE SPREAD. KEEP WALES SAFE.
Symptomatic critical workers and members of their household showing symptoms must get a test.

Speak to your manager for more information.

gov.wales/coronavirus

GET A TEST. STOP THE SPREAD. KEEP WALES SAFE.
Stories example 2.

Rhaid i weithwyr hanfodol â symptomau gael prawf.

Siaradwch â’ch rheolwr am fwy o wybodaeth.

llyw.cymru/coronafeirws

CAEL PRAWF. ATAL LLEDAENIAD. DIOGELU CYMRU.
Digital screens.

Symptomatic critical workers must get a test. Speak to your manager, book online or call 119.

GET A TEST. STOP THE SPREAD.
TOGETHER WE’LL KEEP WALES SAFE.

gov.wales/coronavirus

Rhaid i weithwyr hanfodol â symptomau gael prawf. Siaradwch â’ch rheolwr am fwy o wybodaeth.

CAEL PRAWF. ATAL LLEDAENIAD.
DIOGELU CYMRU GYDA’N GILYDD.

llyw.cymru/coronafeirws

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Web banners.

Please be aware that this is an evolving situation and public advice may change. Materials will be updated and changed as appropriate so please check for the latest version.
Trace creative.
Example posters.

Testing, tracing and protecting those around us are the three important steps we must all take to keep our workplace safe.

TRACE YOUR MOVEMENTS. STOP THE SPREAD. TOGETHER WE’LL KEEP WALES SAFE.

gov.wales/coronavirus

Please be aware that this is an evolving situation and public advice may change. Materials will be updated and changed as appropriate so please check for the latest version.

If you’ve tested positive for coronavirus you’ll be contacted by a contact tracer on behalf of the NHS Wales Test, Trace, Protect service. Tell them who you’ve been in close contact with. They’ll explain and help you understand the process.

TRACE YOUR MOVEMENTS. STOP THE SPREAD. TOGETHER WE’LL KEEP WALES SAFE.

llyw.cymru/coronafeirws
gov.wales/coronavirus

Os ydych wedi cael prawf positif, bydd swyddog olrhain cysylltiadau yn cysylltu â chi ar ran gwasanaeth Profi, Olrhain, Diogelu GIG Cymru. Rhaid dweud wrth y swyddog gyda phwy ydych wedi bod mewn cysylltiad agos. Bydd yn egluro beth mae hyn yn ei olygu ac yn eich helpu i ddeall y drefn.

OLRHAIN EICH SYMUDIADAU. ATAL LLEDÆNIAD. DIOGELU CYMRU CYMRU GYDA’N GILYDD.

If you’ve tested positive for coronavirus you’ll be contacted by a contact tracer on behalf of the NHS Wales Test, Trace, Protect service. Tell them who you’ve been in close contact with. They’ll explain and help you understand the process.

TRACE YOUR MOVEMENTS. STOP THE SPREAD. TOGETHER WE’LL KEEP WALES SAFE.

llyw.cymru/coronafeirws
gov.wales/coronavirus
Example social media post.

Showing coronavirus symptoms?

1. Start isolating
   - you for 10 days
   - household for 14 days

2. Book a test
   - gov.wales/coronavirus
   - or call 119

3. Share contacts
   - You will be contacted by a contact tracer via the NHS Wales Test, Trace, Protect service.
   - The contact tracer will talk you through the process.

TRACE YOUR MOVEMENTS. STOP THE SPREAD.
KEEP WALES SAFE.

gov.wales/coronavirus
Example social media animated post.

1. Helen is a contact tracer.
2. If you’ve tested positive for coronavirus, Helen will be in touch.
3. She will ask you who you have been in contact with recently, and help you through the process.
4. It’s important that you tell her.
5. A contact tracer will never ask for any financial information, bank details, or passwords.
6. If in any doubt, hang up.
7. Together we can contain the spread of the virus.
8. TRACE YOUR MOVEMENTS. STOP THE SPREAD. KEEP WALES SAFE.
9. DIOGELU CYMRU KEEP WALES SAFE
gov.wales/coronavirus
Contact tracing.

Contact tracing is a tried and tested method of controlling the spread of infectious diseases. The aim is to protect the health of the public, and for you as an employer to protect the health of your workers, in order to control the spread of coronavirus. This is not about enforcement or surveillance.

As lockdown restrictions are gradually relaxed, we will all need to take steps to protect ourselves - including employers protecting their workers, if we are to successfully limit the spread of the disease. Contact tracing will play an important role for employers in maintaining business continuity and operating a safe workplace.

Guidance for employers is available here: gov.wales/test-trace-protect-guidance-employers
Protect creative.
Please be aware that this is an evolving situation and public advice may change. Materials will be updated and changed as appropriate so please check for the latest version.
Copy for direct employee communication.

We've put together some suggested copy for you to use in direct communication with your employees, such as text messages, WhatsApp and email.

Please feel free to tailor these to work for your organisation.

**EMPLOYEE SPECIFIC**

Important coronavirus information update.

As a [insert organisation name] employee you are a critical worker. If you have coronavirus symptoms, you must get a test. If someone you live with has coronavirus symptoms, they must also get a test.

Speak to your manager, book online or call 119. There are tests available now in [insert relevant test locations].

GET A TEST. STOP THE SPREAD. TOGETHER WE'LL KEEP WALES SAFE.

gov.wales/coronavirus

**EMPLOYEE AND DEPARTMENT SPECIFIC**

Important coronavirus information update.

As a [insert organisation name] employee working in [insert relevant department] you are a critical worker. Coronavirus tests are available for you and members of your household, if showing symptoms.

Speak to your manager for more information. There are tests available now in [insert relevant test locations].

TOGETHER WE'LL KEEP WALES SAFE.

gov.wales/coronavirus
Example message formats.

Coronavirus information update.

As a [insert organisation name] employee you are a critical worker. If you or someone you live with has coronavirus symptoms, you must get a test.

Speak to your manager for more information. There are tests available now in [insert relevant test locations].

GET A TEST. STOP THE SPREAD.
TOGETHER WE’LL KEEP WALES SAFE.

Find out how at
gov.wales/coronavirus

Sun, Sep 22, 4:18 PM