



# Warn and Inform

## Court/tribunal



1

'Warn and inform' letter issued to legal professionals, where there are two or more confirmed positive cases in a HMCTS building within 14 days.

## Legal professional



2

'Warn and inform' letter received.



3

Contact court/tribunal to identify as a potential close contact.

## Court/tribunal



4

Collect the legal professional's:

- name
- phone number
- email address
- details of the incident from the 'warn and inform' letter they've received
- details of anyone they had been in close contact with.

Confirm NHS Test and Trace may be in contact where necessary.



5

Pass details onto the senior person on site.



6

If the legal professional was in close contact with the individual who has tested positive, the senior person on site will provide the following to the NHS Complex Settings team:

- the legal professional's details
- the eight-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the individual who tested positive.



7

NHS Test and Trace will contact the legal professional to advise them to self-isolate if necessary.