

COVID-19 information

A quick guide for employees



Please follow the advice in this guide. **Please remember to only get tested if you have COVID-19 symptoms.**

YOU SHOULD BOOK A TEST IF YOU HAVE:

a high temperature. **or** **a new continuous cough.** **or** **a loss of or change to your sense of smell or taste.**

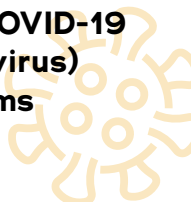

This means you feel hot to touch on their chest or back (you do not need to measure your temperature).

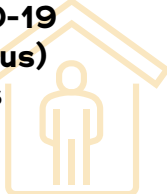
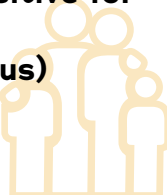
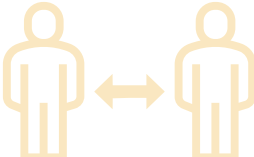
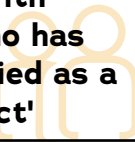
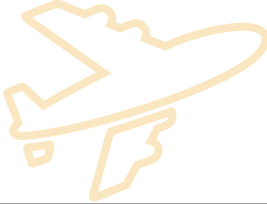

This means coughing a lot for more than an hour, or three or more episodes in 24 hours (if you usually have a cough it may be worse than usual)

This means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

If you DO NOT have symptoms of COVID-19 but have other cold-like symptoms, such as a runny nose, you do not need to be tested and you or members of your household do not need to self-isolate.

You can attend the workplace if you are fit to do so.

What to do if...	Action needed	When can my employee return to the workplace?
I have COVID-19 (coronavirus) symptoms 	<ul style="list-style-type: none"> You should not attend the workplace You should book a test Whole household to self-isolate You should inform your employer immediately about test results 	If test is negative and you are well enough, symptom free for 48 hours and not advised to self-isolate by test and trace service.
My employee tests positive for COVID-19 (coronavirus) 	<ul style="list-style-type: none"> You should not attend the workplace Self-isolate for at least 10 days from when symptoms started (or from day of test if no symptoms) Inform workplace immediately about test results Whole household to self-isolate for 10 days from day when symptoms started (or from day of test if no symptoms) -even if someone tests negative during those 10 days 	When you feel better, and have been without a fever for at least 48 hours You can return to the workplace after 10 days even if you have a cough or loss of smell/ taste. These symptoms can last for several weeks once the infection is gone.

What to do if...	Action needed	When can my employee return to the workplace?
<p>Somebody in your household has COVID-19 (coronavirus) symptoms</p> 	<ul style="list-style-type: none"> You should not attend the workplace Household member with symptoms to book a test Whole household to self-isolate while waiting for test result Inform workplace immediately about test results 	<p>When household member test is negative, and you do not have COVID-19 symptoms and if you have not been advised to self isolate by test and trace services</p>
<p>Somebody in your employees household has tested positive for COVID-19 (coronavirus)</p> 	<ul style="list-style-type: none"> You should not attend the workplace Whole household to self-isolate for 10 days from day when symptoms started (or from day of test if no symptoms) - even if someone tests negative during those 10 days Inform workplace immediately about test results 	<p>When you have completed 10 days of self-isolation without symptoms. You must self-isolate for 10 days even if you test negative during that time</p>
<p>NHS Test and Trace has identified an you as a 'close contact'</p> 	<ul style="list-style-type: none"> You should not attend the workplace Self-isolate for 10 days (as advised by NHS Test and Trace)–even if you test negative during those 10 days Rest of household does not need to self-isolate, unless they are also a 'close contact' 	<p>When you have completed 10 days of self-isolation without symptoms. You must self-isolate for 10 days even if you test negative during that time</p>
<p>You have been in contact with someone who has been identified as a 'close contact'</p> 	<ul style="list-style-type: none"> You should attend the workplace as normal If you do not have any COVID-19 symptoms you should carry on with normal activities 	<p>You should attend the workplace as usual</p>
<p>You have travelled abroad and has to self-isolate.</p> 	<ul style="list-style-type: none"> People who return from countries which are not on the travel corridor list must self-isolate for 10 days. Further information can be found on GOV.UK <p>Travel reminders:</p> <ul style="list-style-type: none"> You should not attend the workplace Consider quarantine requirements and FCO advice when booking travel 	<p>When the quarantine period of 10 days has been completed, even if you test negative during those 10 days</p>
<p>You have been told by a medical / official source they must resume shielding</p> 	<ul style="list-style-type: none"> You should not attend the workplace You should contact your employer Shield until they are informed that restrictions are lifted and shielding is paused again 	<p>When agencies inform you that restrictions have been lifted and you can return to the workplace again</p>