

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.

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

or

a new continuous cough.

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)

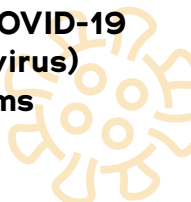

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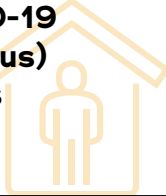
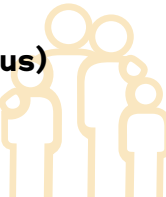
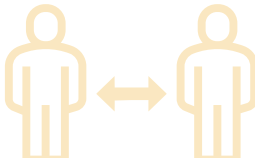
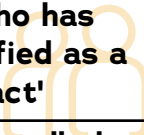


a loss of or change to your sense of smell or taste.

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 I return to the workplace?
I have COVID-19 (coronavirus) symptoms 	<ul style="list-style-type: none">You should not attend the workplaceYou should book a testWhole household to self-isolateYou 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.
I have tested positive for COVID-19 (coronavirus) 	<ul style="list-style-type: none">You should not attend the workplaceSelf-isolate for at least 10 days from when symptoms started (or from day of test if no symptoms)Inform workplace immediately about test resultsWhole household to self-isolate for 14 days from day when symptoms started (or from day of test if no symptoms) -even if someone tests negative during those 14 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 I return to the workplace?
Somebody in your household has COVID-19 (coronavirus) symptoms 	<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 	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
Somebody in your household has tested positive for COVID-19 (coronavirus) 	<ul style="list-style-type: none"> You should not attend the workplace Whole household to self-isolate for 14 days from day when symptoms started (or from day of test if no symptoms) - even if someone tests negative during those 14 days Inform workplace immediately about test results 	When you have completed 14 days of self-isolation without symptoms. You must self-isolate for 14 days even if you test negative during that time
NHS Test and Trace has identified you as a 'close contact' 	<ul style="list-style-type: none"> You should not attend the workplace Self-isolate for 14 days (as advised by NHS Test and Trace)–even if you test negative during those 14 days Rest of household does not need to self-isolate, unless they are also a 'close contact' 	When you have completed 14 days of self-isolation without symptoms. You must self-isolate for 14 days even if you test negative during that time
You have been in contact with someone who has been identified as a 'close contact' 	<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 	You should attend the workplace as usual
You have travelled abroad and have to self-isolate. 	<ul style="list-style-type: none"> You should not attend the workplace Whole household to self-isolate for 14 days –even if they test negative during those 14 days Travel reminders: <ul style="list-style-type: none"> You should not attend the workplace Consider quarantine requirements and FCO advice when booking travel 	When the quarantine period of 14 days has been completed, even if you test negative during those 14 days
You have been told by a medical / official source you must resume shielding 	<ul style="list-style-type: none"> You should not attend the workplace You should contact your employer Shield until you are informed that restrictions are lifted and shielding is paused again 	When agencies inform you that restrictions have been lifted and you can return to the workplace again