

I have a new, persistent dry cough
and/or fever



Stay at home 'self isolate' for 7 days regardless of
how well you feel. Rest and take Paracetamol

You can choose whether you WfH or use Sick
Leave - please correctly record this in CharlieHR

You do not need to call 111 or inform any health
authority



My symptoms are getting worse
and/or I am still unwell after 7 days



Call 111 for further guidance or 999 in an
emergency

I live with someone/have been in contact with
someone who has a new, persistent and/or fever



You should stay at home 'self isolate' for 14 days
regardless of how well you feel

You can WfH or if you become unwell, you should use
Sick Leave - please correctly record this in CharlieHR

You do not need to ring 111 or inform any health
authority



I'm fine



You're freeeee!

14 DAYS



I developed a dry
persistent cough
and/or fever



Stay at home 'self
isolate' for 7 days from
the first day of
symptoms. Rest and
take Paracetamol

Will I get paid?

Yes. WfH days are treated the same as days in the office and Plyable sickness policy is up to 10 days Sick
Leave at full pay.

Time taken off sick for suspected COVID-19 will absolutely not count against you from any performance or
review perspective.

What about if I have to care for others, partners or family?

There may be flexible working options if working during the business core hours are a challenge. The best
thing to do is talk to your head of team, we want to be as supportive as possible both to you and the
business.

Anything else?

Yes. Please take note of the following advice when you are in the office.

- Please wash your hands as soon as you come in, before going upstairs
- The main door handle, conference room door handles and bathroom door handles should be wiped at
least daily with alcohol wipes, as well as the light switches
- Generally up the office cleanliness, particularly the bathroom and kitchen. Empty the bins, you don't know
when someone will next be in and we're unlikely to have our usual cleaner
- Clean your desk, keyboard and mouse with alcohol wipes
- Clean the phone after every use
- Cough or sneeze into your elbow



plyable