Guidance for Staff with symptoms of Covid-19 or a positive Covid-19 test

**Member of staff has Covid-19 symptoms**

- **Staff member to immediately self isolate and arrange for Covid-19 test in accordance with UK government requirements**
  - Currently self isolation is for 10 days since start of symptoms

- **Member of staff notifies line manager or HR contact**

- **Member of staff receives test results**

  - **NEGATIVE** Once negative result is confirmed staff member can stop self isolation. Contacts can also stop isolation.
  - **POSITIVE** Follow adjacent process for a positive case

**Member of staff has a positive Covid-19 test result**

- **Staff member must follow UK gov self isolation requirements**
  - [currently 10 days or 14 days for household or other confirmed contacts]
  - Staff member must notify:
    - **In hours:** line manager or HR contact
    - **Out of hours:** notify Security 01483 682002

- **In hours** Reporting Questionnaire is completed by the line manager/HR contact to establish staff movements and contacts.

- **Out of hours** Security contact HR ‘on call’ Reporting Questionnaire is completed by HR on-call to establish staff movements and contacts.

- **Line manager contacts local HR department.**
  - Deputy HR Director is informed

- **Deputy HR notifies Covid-19 Silver Commander**

- **HR on-call notifies Covid-19 Silver Commander**

- **Covid-19 Silver Commander calls response meeting if required**
  - Risk Assessment conducted by H&S on information gathered
  - Measures/actions implemented
  - Incident Management protocols followed