

Colleague guidance: What to do if you have symptoms, are asked to self-isolate or are contacted by Test and Trace...



Symptoms

If you have symptoms:

- ✓ Self-isolate for 10 days.
- ✓ Get a test. Your line manager can arrange a test through HR Direct, or you can arrange one yourself [online](#), by calling 119 or via the NHS Test and Trace (England and Wales) or Test and Protect (Scotland) apps.
- ✓ If your test is negative, you can return to work.
- ✓ If your test is positive, you should tell your line manager. If you have been in work within the last 7 days, your manager should contact their [OH&W managers](#) to let them know.
- ✓ Continue to self isolate for 10 days. Don't return to work if you still have a high temperature.
- ✓ Your line manager needs to tell HR Direct and record your sickness absence.
- ✗ Colleagues do not need to self isolate unless they are contacted by Test and Trace Services, receive an app notification, or if they have symptoms.

Self isolation

If you've tested positive for coronavirus:

- ✓ Self-isolate for 10 days from the start of your symptoms.
- ✓ Anyone in your household must self isolate for 14 days. They do not need to get a test unless they develop symptoms.
- ✓ If you have been in work within the last 7 days, your manager should contact their [OH&W manager](#).
- ✓ Your line manager needs to tell HR Direct and record your sickness absence.
- ✗ Don't return to work if you still have a high temperature.
- ✗ Colleagues do not need to self isolate unless: they are contacted by Test and Trace Services; receive an app notification; or if they have symptoms.

Test and Trace

If you have been contacted by Test and Trace Services or received an alert from the NHS Test and Trace (in England and Wales) or Test and Protect (in Scotland) apps:

- ✓ Self-isolate for 14 days, even if you don't have any symptoms.
- ✗ Don't order a test unless you develop symptoms.
- ✗ Your household doesn't need to self isolate unless you have symptoms or they have been alerted too.
- ✓ If you develop symptoms, follow the 'symptoms' guidance.

If you have been in close contact with someone who has symptoms but is not in your household:

- ✓ The person you have had close contact with and who has symptoms, must get a test. If they test positive for coronavirus, they must provide the details of those they have been in contact with to Test and Trace Services or enter the details on the NHS Test and Trace (England and Wales) or Test and Protect (Scotland) apps.
- ✗ You do not need to self isolate unless: you are advised to do so by Test and Trace Services or the app; if you develop symptoms; or if you live with someone who has symptoms.
- ✗ You do not need to get a test unless you have symptoms.

More information is available in the [Test and Trace Guidelines](#)

What to do if someone in your household has symptoms, is asked to self-isolate or is contacted by Test and Trace...



Symptoms within your household

- ✓ You need to self-isolate for 14 days.
- ✓ Get a test for your household member, your manager can arrange a test through HR Direct, or you can arrange one yourself [online](#), by calling 119 or via the NHS Test and Trace (England and Wales) or Test and Protect (Scotland) apps.
- ✓ If your household members test is negative, you can return to work unless you have been told to self-isolate by Test and Trace or either of the NHS apps.
- ✓ If your household members test is positive, you will need to continue with the 14 day isolation period
- ✓ If you develop symptoms, follow the 'colleague guidance' on page one.
- ✗ Your colleagues do not need to self isolate unless they are contacted by Test and Trace Services; receive an app notification; or if they have symptoms.

Household self isolation

If someone in your household has been asked to self-isolate because they have been in close contact with someone who has symptoms by Test and Trace or the NHS Test and Trace (in England and Wales) or Test and Protect (in Scotland) apps, but they have no symptoms themselves:

- ✗ You, do not need to self -isolate unless you are contacted by Test and Trace Services or you receive an app alert. You do not need to get a test.
- ✗ Your colleagues do not need to self -isolate unless they are contacted by Test and Trace Services or they receive an app alert. They do not need to get a test.

If your household member develops symptoms:

- ✓ Follow the 'Symptoms within your household' guidance above.

School and child care

If someone in your child's school bubble has tested positive, or has symptoms:

- ✓ Your child must self-isolate for 14 days.
- ✗ They do not need to get a test unless they have symptoms.
- ✗ You don't need to self isolate unless your child has symptoms or they have tested positive.
- ✗ Your colleagues do not need to self isolate.

If your child develops symptoms:

- ✓ Get them a test. Your line manager can arrange a test through HR Direct, [online](#), calling 119 or via the NHS Test and Trace (England and Wales) or Test and Protect (Scotland) app.
- ✓ You and your household will need to self-isolate for 14 days.
- ✗ Your colleagues don't need to self-isolate.
- ✓ If the test is negative, you can stop self-isolating unless you are told to self-isolate by Test and Trace or the NHS Test and Trace (England and Wales) or Test and Protect (Scotland) app. If it is positive, you must complete the 14 day self-isolation period.

If you develop symptoms:

- ✓ Follow the employee guidance on page one.
- ✗ Your colleagues do not need to self isolate unless they are contacted by Test and Trace or the NHS app.

We must keep on protecting each other:



HANDS



FACE



SPACE