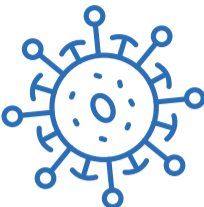



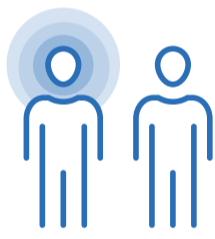





COVID-19 (CORONAVIRUS) ABSENCE: A quick guide for employees

What to do if...	Action needed	Return to work when...
 <p>...I have coronavirus symptoms</p>	<ul style="list-style-type: none"> ✗ Do not come to work ✓ Contact your manager/HR ✓ Inform your manager/HR immediately about test result 	...the test comes back negative .
 <p>...I have tested positive for coronavirus</p>	<ul style="list-style-type: none"> ✗ Do not come to work ✓ Inform your manager/HR immediately about test result 	...you feel better. you can return to work after 10 days.
 <p>...somebody in my household has coronavirus symptoms</p>	<ul style="list-style-type: none"> ✗ Do not come to work ✓ Contact your manager/HR ✓ Inform your manager/HR immediately about test result 	...the household member test is negative .
 <p>...somebody in my household has tested positive for coronavirus</p>	<ul style="list-style-type: none"> ✗ Do not come to work ✓ Contact your manager/HR 	...you have completed 14 days of self-isolation
 <p>...NHS test and trace have identified me as a 'close contact' of somebody with symptoms or confirmed coronavirus</p>	<ul style="list-style-type: none"> ✗ Do not come to work ✓ Contact your manager/HR 	...you have completed 14 days of self-isolation
 <p>...I have travelled abroad and have to self-isolate as part of a period of quarantine</p>	<p>Returning from a destination where quarantine is needed:</p> <ul style="list-style-type: none"> ✗ Do not come to work ✓ Contact your manager/HR ✓ Self-isolate for 14 days - even if a test is negative 	...the quarantine period of 14 days has been completed
 <p>...I have received medical advice that I must resume shielding</p>	<ul style="list-style-type: none"> ✗ Do not come to work ✓ Contact your manager/HR ✓ Shield until you are informed that restrictions are lifted and shielding is paused again 	...your GP informs you that restrictions have been lifted and you can return to work again
 <p>...I am not sure who should get a test for COVID -19 (coronavirus)</p>	<ul style="list-style-type: none"> ✓ Only people with symptoms* need to get a test ✗ People without symptoms are not advised to get a test, even if they are a 'close contact' of someone who tests positive 	...when conditions above, as matching your situation, are met

* Symptoms include at least one of a high temperature; a new continuous cough; a loss of or change to your sense of smell or taste.