

WeST Guidance for Staff on Self-Isolation – September 2020

If you are experiencing symptoms of Covid-19	If a household member is experiencing symptoms of Covid-19	If you are contacted by NHS Test and Trace	If a household member is self-isolating <i>without</i> experiencing symptoms of Covid-19
<ul style="list-style-type: none"> Use the locally agreed reporting process to notify your school/business unit of your absence and symptoms Follow the government guidelines for self-isolation: <ul style="list-style-type: none"> 10 days self-isolation 14 days isolation for others in your household If the onset of symptoms occurs during the working day, contact your line manager and go straight home 	<ul style="list-style-type: none"> You must self-isolate for 14 days from the date their symptoms began Use the locally agreed reporting process to notify of your school/business unit of your absence and the reason. If you are informed during the working day of someone in your household having symptoms, contact your line manager and go straight home 	<ul style="list-style-type: none"> If you are instructed by NHS Test and Trace to self-isolate because you have come into contact with someone who has Covid-19 you will need to: <ul style="list-style-type: none"> Self-isolate for 14 days from the date you were last in contact with that person You must not leave your home for any reason You must not have visitors to your home You should avoid contact with members of your household as much as possible Use the locally agreed reporting process to notify your school/business unit of your absence If you are contacted by NHS Test & Trace during the working day and instructed to self-isolate, contact your line manager and go straight home <p>Important points to be aware of:</p> <ul style="list-style-type: none"> The rest of your household do not need to self-isolate if you do not have symptoms yourself People in your support bubble do not need to self-isolate if you have no symptoms yourself 	<ul style="list-style-type: none"> If a member of your household is contacted by NHS Test & Trace or sent home from work/school etc because of a confirmed or suspected case within that setting you do not have to self-isolate and can continue to attend work provided that the member of your household is not, or does not, experience symptoms. If the member of your household develops symptoms please see the green column You do not need to get a test unless you are symptomatic (see blue column) or you are instructed to do so by NHS Test and Trace .
<p>Getting Tested: It is important that you and members of your household who have symptoms get a test; use this link USE THIS LINK TO ACCESS THE TESTING SERVICE Whilst we can make an employer referral, this does not guarantee a faster service. Should you require assistance, let us know</p>	<p>Getting Tested: It is important that you and members of your household get a test if you are symptomatic; use this link USE THIS LINK TO ACCESS THE TESTING SERVICE Whilst we can make an employer referral, this does not guarantee a faster service. Should you require assistance, let us know</p>	<p>Getting Tested: Unless advised otherwise by NHS Test & Trace you do not need to get a test unless you experience symptoms. USE THIS LINK TO ACCESS THE TESTING SERVICE if this becomes necessary. Whilst we can make an employer referral, this does not guarantee a faster service. Should you require assistance, let us know</p>	<p>ABSENCES FROM WORK:</p> <ul style="list-style-type: none"> Where you are not able to work from home any required periods of absence as a result of having Covid-19, experiencing symptoms and awaiting a test or the requirement to self-isolate will be recorded as 'Covid-related' in accordance with payroll requirements/categories and counted separately to normal sickness absence PLEASE COMPLETE A STAFF STATUS FORM EACH TIME YOUR STATUS/AVAILABILITY FOR WORK CHANGES. The link is available from your school/business unit office. Staff who are not required to self-isolate but experience difficulties with attending work as a result of caring for children being sent home from school should discuss circumstances and options with their line manager at the earliest opportunity.
<p>Positive Result: You must continue to self-isolate. If you are symptomatic, you must self-isolate for 10 days from the first day of the symptoms.</p> <p>Negative Result: You do not need to self-isolate providing everyone in your household with symptoms tests negative, everyone in your support bubble tests negative, you were not told to self-isolate by NHS Test & Trace and you feel well</p>	<p>Test Results/Self-Isolation: If a member of your household tests positive, you must self-isolate for 14 days, even if your result returns negative (to account for the incubation period) If all members of your household test negative, you do not need to self-isolate unless you were informed to do so by NHS Test & Trace (see pink column) or you feel unwell with symptoms (see blue column)</p>		

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