

COVID-19 information

A quick guide for businesses



Please follow the advice in this guide. **Please remember to only get tested if you have COVID-19 symptoms.**

YOUR EMPLOYEE SHOULD BOOK A **TEST** IF THEY HAVE:

a high temperature.

OR

a new continuous cough.

OR

a loss of or change to your sense of smell or taste.



This means they feel hot to touch on their chest or back (you do not need to measure their temperature).

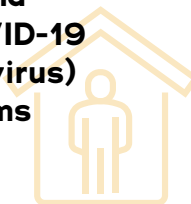
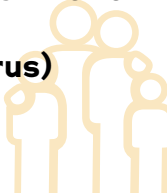
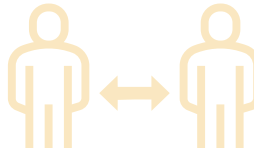
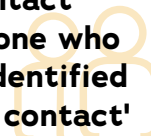
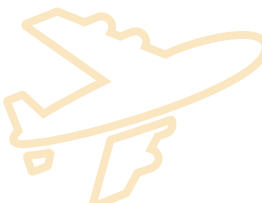

This means coughing a lot for more than an hour, or three or more episodes in 24 hours (if they usually have a cough it may be worse than usual)

This means they've noticed they cannot smell or taste anything, or things smell or taste different to normal.

If your employee DOES NOT have symptoms of COVID-19 but has other cold-like symptoms, such as a runny nose, they do not need to be tested and they or members of their household do not need to self-isolate.

Your employee can attend the workplace if they are fit to do so.

What to do if...	Action needed	When can my employee return to the workplace?
My employee has COVID-19 (coronavirus) symptoms 	<ul style="list-style-type: none"> Your employee should not attend the workplace Your employee should book a test Whole household to self-isolate The employee should inform their employer immediately about test results 	If test is negative and the employee is well enough, symptom free for 48 hours and not advised to self-isolate by test and trace service.
My employee tests positive for COVID-19 (coronavirus) 	<ul style="list-style-type: none"> Your employee should not attend the workplace Employee to self-isolate for at least 10 days from when symptoms started (or from day of test if no symptoms) Employee to inform workplace immediately about test results Whole household to self-isolate for 14 days from day when symptoms started (or from day of test if no symptoms) -even if someone tests negative during those 14 days 	When the employee feels better, and has been without a fever for at least 48 hours They can return to workplace after 10 days even if they have a cough or loss of smell/ taste. These symptoms can last for several weeks once the infection is gone.

What to do if...	Action needed	When can my employee return to the workplace?
Somebody in your employees household has COVID-19 (coronavirus) symptoms 	<ul style="list-style-type: none"> The employee should not attend the workplace Household member with symptoms to book a test Whole household to self-isolate while waiting for test result Employee to inform workplace immediately about test results 	When household member test is negative, and the employee does not have COVID-19 symptoms and if employee has not been advised to self isolate by test and trace services
Somebody in your employees household has tested positive for COVID-19 (coronavirus) 	<ul style="list-style-type: none"> The employee should not attend the workplace Whole household to self-isolate for 14 days from day when symptoms started (or from day of test if no symptoms) - even if someone tests negative during those 14 days Employee to inform workplace immediately about test results 	When the employee has completed 14 days of self-isolation without symptoms. They must self-isolate for 14 days even if they test negative during that time
NHS Test and Trace has identified an employee as a 'close contact' 	<ul style="list-style-type: none"> Your employee should not attend the workplace Employee to self-isolate for 14 days (as advised by NHS Test and Trace)–even if they test negative during those 14 days Rest of household does not need to self-isolate, unless they are also a 'close contact' 	When the employee has completed 14 days of self-isolation without symptoms. They must self-isolate for 14 days even if they test negative during that time
Your employee has been in contact with someone who has been identified as a 'close contact' 	<ul style="list-style-type: none"> Your employee should attend the workplace as normal If your employee does not have any COVID-19 symptoms they should carry on with normal activities 	Employee should attend the workplace as usual
Your employee has travelled abroad and has to self-isolate. 	<ul style="list-style-type: none"> Your employee should not attend the workplace Whole household to self-isolate for 14 days –even if they test negative during those 14 days <p>Travel reminders:</p> <ul style="list-style-type: none"> Your employee should not attend the workplace Consider quarantine requirements and FCO advice when booking travel 	When the quarantine period of 14 days has been completed for the employee, even if they test negative during those 14 days
Your employee has been told by a medical / official source they must resume shielding 	<ul style="list-style-type: none"> Your employee should not attend the workplace Employee should contact their employer Employee to shield until they are informed that restrictions are lifted and shielding is paused again 	When agencies inform employee that restrictions have been lifted and your employee can return to the workplace again