

# Covid-19 advice for Staff

## Covid-19 Symptoms

You must not come into work if you experience any of the symptoms of Covid-19. That is a new, continuous cough and/or high temperature and/or a loss or changed sense of smell or taste.

You should notify your manager and arrange a Covid-19 test – phone 02896152828. If you do not have a car, say that when you are booking the test and they will arrange transport.

If you get a positive test result, notify your manager who will give you advice on when to return to work.

If you get a negative test result, and you feel well enough, you can return to work with your line manager's agreement, provided you have not had a temperature for 48 hours.

## Protective Measures

**Space** - You must maintain a distance of 2m from others unless required to be closer to carry out duties.

**Face** - You must wear a face covering at all times when in work except for when you are eating or drinking or are working alone in an area. Your manager will advise whether a face covering or a water repellent face mask is appropriate for your work area.

**Hands** - You must wash your hands and use hand sanitizer regularly and before and after touching surfaces and your face.

## Contact with a Positive Case Outside of Work

If you are advised by the Public Health Agency that you have been in contact with a positive case you have to follow their advice. You must send a copy of the notice to your manager and contact Occupational Health 02890630010 as soon as possible.

## Contact with a Positive Case who is a Work Colleague

You will be contacted by the Trust's Contact Tracing Team and advised of the action to take. A close contact is:

- Being less than 1m away for 1 minute or more
- Being less than 2m away for more than 15 minutes

in the full 48hrs before your test result or you became unwell.

Even if you have been wearing a face covering or face mask when in close contact in a non-clinical setting, you may still be required to self-isolate. **The key to keeping safe – is keeping your distance.**

## Household Member Tests Positive or has Symptoms

If someone you live with has been confirmed as having COVID-19 or has symptoms of COVID-19, you must notify your line manager and you cannot come to work. Even if you do not have any symptoms of COVID-19 you must stay at home for 14 days.

You can arrange a test for the person you live with by phoning 02896152828. If their test is negative, this will enable you to return to work earlier than the 14 day self-isolation period however you should contact your line manager before returning to work.

## Self-Isolation

If you are instructed to self-isolate, that means you must not leave your home for any reason over the period of isolation other than to receive a Covid-19 test. If you live with others and you or one of them have symptoms of coronavirus, then all other household members must stay at home and not leave the house other than to be tested. You are not allowed visitors to enter your home.

There are fines for those caught breaching coronavirus regulations.

## Personal Responsibility

We work in an environment where we come into contact with very vulnerable patients, as well as colleagues who have returned to work from shielding. For their safety and that of your family, you must follow

government guidance both when at work and when outside of work. By doing so you will help to protect the important service that we provide.