

## Coronavirus reporting procedure for managers: Self Isolate – Test – Inform

### COVID-19 symptoms:

It is important to be aware of the key symptoms of COVID-19 to enable you to take the right course of action:

- **A high temperature (fever)**  
This means that you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **A new continuous cough**  
This means coughing for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **A new loss or change to your sense of smell or taste**  
This means you have noticed you cannot smell or taste anything or things smell or taste different to normal

**You should ONLY book a COVID-19 test if you are displaying any of these symptoms**

**If a member of staff reports that they have any COVID symptoms listed above, you must:**

1. Ensure that they are not coming into work, but are self-isolating at home. Check that they have booked a test. **No further action is required, and no one else needs to self-isolate at this point**
2. If a member of staff becomes unwell with COVID symptoms whilst on campus and they need to wait for transport home, those with their own office should wait there. If they don't have their own office it is best to wait outside well away from others and wear a face covering. However if this is not reasonable, isolation rooms have been set aside. Call Campus Security on 01227 823300, who will direct the individual to the nearest available room. If they normally come into work on public transport and there are no other transport options available to them, advice from NHS 119 is that they should use a taxi with a screen to get home, but can use public transport as a last resort. In this case, they should try to travel outside peak times keeping socially distanced.
3. If informed that your member of staff has tested positive for COVID ask them whether they have been on campus at some point in the period from 48 hours before symptoms appeared until they went into isolation. If they were on campus during this period, advise that they should inform the University's COVID Support Team as soon as possible by emailing: [covidsupport@kent.ac.uk](mailto:covidsupport@kent.ac.uk). They do not need to do this if they were not on campus during this time.
4. Reiterate the importance of alerting the COVID Support Team ASAP, to allow for a quick University-wide test, trace and isolate procedure to be activated.
5. **You must not reveal the identity of anyone testing positive – this is private medical information.** Reassure the staff member that they will not be identified during any test and trace process.
6. Be aware that any close contacts within your team will need to self-isolate for 10 days from the point when they last had contact with the positive individual. **You do not need to identify or contact these individuals** to let them know that they should self-isolate - the COVID Support Team and NHS Test and Trace will do this.
7. Ask the individual for an isolation note. This can be checked on the [NHS website](#). Manage the sickness absence in the normal way but log any COVID-19 related absence as AAP (Additional Absence Paid) on Staff Connect

8. If informed that your member of staff has tested negative, their absence prior to this point should be logged as 'self-isolating' using the category AAP (Additional Absence Paid) on Staff Connect. Any further absence due to continued flu/cold symptoms (non COVID reasons) will be managed in accordance with normal sickness absence procedures. Staff should return to work as soon as they feel well enough to do so
9. Staff testing positive for COVID can return to work after the 10 day period of self-isolation even if they still have a cough, as long as they feel well and no longer have a fever

### If a member of staff lives in a household with someone showing symptoms of COVID-19 and is waiting for a test result:

1. If staff themselves are well and can work from home during this time, they should do so. If they cannot work from home, their absence should be logged as 'self-isolating' using the category AAP (Additional Absence Paid) on Staff Connect
2. Staff must not book a test for themselves unless personally displaying symptoms
3. If they inform you that they have been told to self-isolate by NHS Test and Trace because the test result was positive, request an isolation note. The validity of this note can be checked on the [NHS website](#)
4. **No other action needs to be taken and no one that may have been in close contact with this person when they were at work needs to self-isolate**

### If a member of staff informs you that they are self-isolating because the University's COVID support team or NHS Test and Trace told them to do so:

1. If staff are well and can work from home during this time, they should do so. If they cannot work from home, their absence should be logged as 'self-isolating' using the category AAP (Additional Absence Paid) on Staff Connect
2. Staff must not book a test for themselves unless personally displaying symptoms
3. Ask for a copy of the NHS Test and Trace isolation note. The validity of this note can be checked on the [NHS website](#)
4. **No other action needs to be taken and no one that may have been in close contact with this person when they were at work needs to self-isolate**

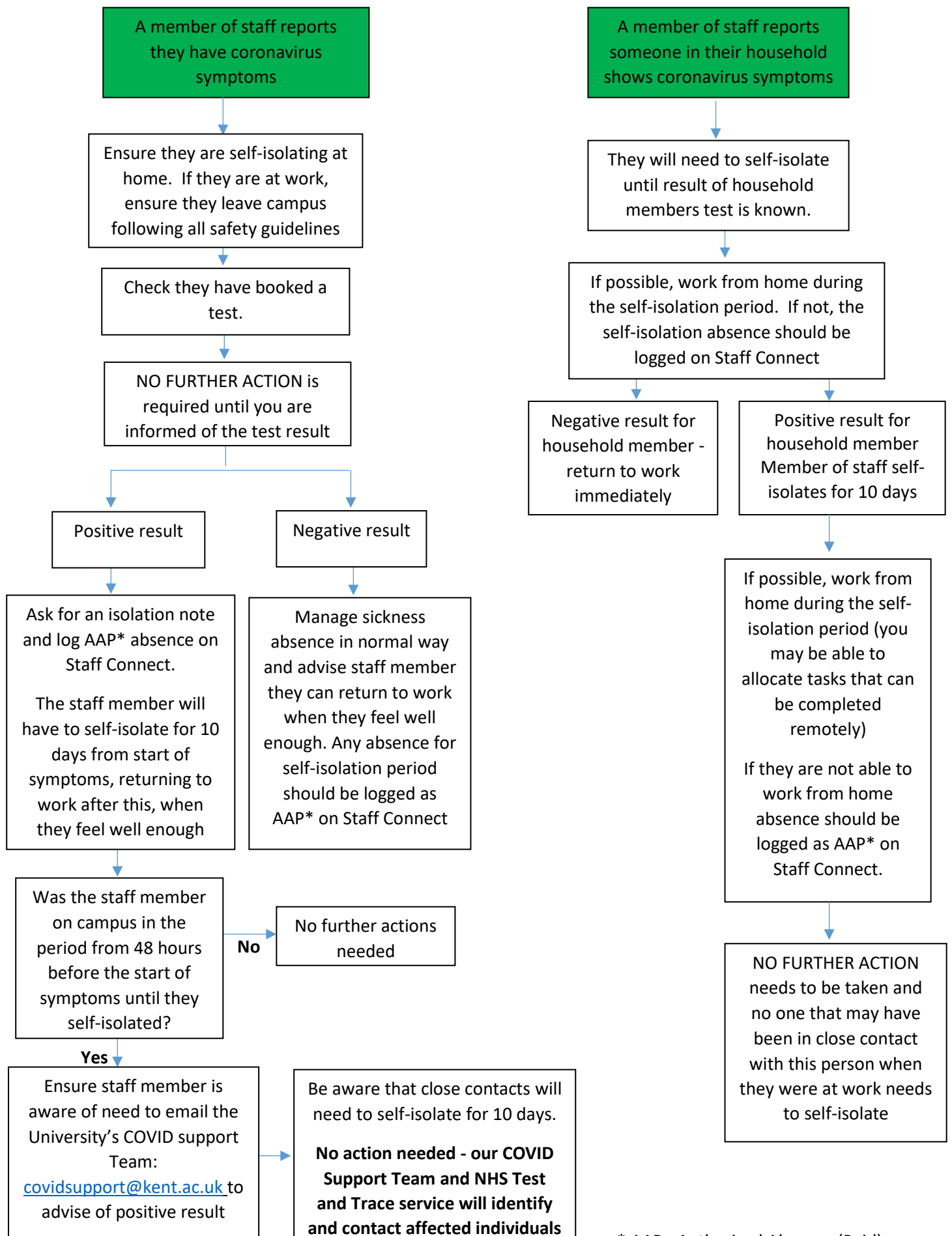
### Absence Reporting on Staff Connect

Illness due to, or linked to Covid-19, does not count towards the limits on sick pay and therefore should be reported differently to other sickness absence. You should use 'Additional Absence Paid' (AAP) to record where staff are unable to attend work due to isolating or sickness arising from Covid-19. These records do not count as an absence for sickness triggers, nor do they draw down sick pay, but staff should ensure this information is kept up to date as circumstances change.

A guide for recording this period of absence has been created and can be found on the [Staff Connect website](#).

Additional Information: [Pay Policy related to COVID-19](#)

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\* AAP - Authorised Absence (Paid)