Coronavirus reporting procedure for managers: Self Isolate – Test – Inform
Revised 22 September 2021

1. Self-isolate

A member of staff should self-isolate immediately following either a positive lateral flow (LFT) or PCR test regardless of their vaccine status or previous Covid history. If they develop symptoms, they must self-isolate and take a PCR test as soon as possible.

1.1 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** – this means 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 a lot 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 loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

In addition, the Delta variant of Covid-19 (currently the most common) may bring on symptoms such as:

- a headache
- sore throat
- runny nose
- sneezing

In young people, Covid infection can get mistaken for a cold or even hay fever.

If colleagues feel any of these symptoms, however mild, they need to get a PCR test - not a lateral flow test.

1.2 If a member of staff is on campus when they develop symptoms or get a positive lateral flow test

If they are within walking distance of where they live or have access to their own transport, they should return home. Before leaving the campus, they should use the nearest hand sanitiser and wear a face covering. They may also be able to have a PCR test before leaving the campus (see section 2 below).

If they live off campus and are unable to get home without using public transport, they should follow the [online guidance on how to travel safely](#) to keep themselves, other passengers and public transport staff safe.
1.3 When they arrive home

Once they arrive home, they must not leave the house for any purpose other than to have a Covid-19 PCR test. They should also maintain at least 2m distance from members of their household.

They will be required to self-isolate for 10 days from the day their symptoms started, or from the date of the test, if they were not experiencing symptoms previously. In the latter case, if they start to experience symptoms during the isolation period, they must restart the 10-day isolation from the day they developed symptoms.

There is Government guidance on how to self-isolate.

If they are unwell but tested negative they do not need to self-isolate but should stay at home until they’re feeling better.

1.4 Living with someone with Covid-19 or being identified as a close contact

In line with the Government guidance on self-isolation as of 16 August, staff are not legally required to self-isolate if they are a close contact or live in the same household as someone with COVID-19 if any of the following apply:

- they are fully vaccinated (meaning that they have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since they received the recommended doses of that vaccine)
- they are below the age of 18 years 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons.

If none of the exemptions apply then they must self-isolate.

Please note: even if the exemptions do apply, then they should book a PCR test as soon as possible and they are encouraged to work from home if their role makes this possible.

If their role is not normally one that can work remotely, please consider work that they can do from home, discuss this with them and allow home working where possible.

If there is no work they can do remotely, they must remain away from work for the duration of the isolation period (if they are living with someone with Covid-19) or until they have had a negative PCR test (for a close contact).

However, even if they are not required to self-isolate, they can help protect others by following the guidance on how to stay safe and help prevent the spread.

In addition to getting a PCR test and continuing with your twice-weekly regular testing, they may also consider:

- limiting close contact with other people outside their household, especially in enclosed spaces
- wearing a face covering in enclosed spaces and where they are unable to maintain social distancing
- limiting contact with anyone who is clinically extremely vulnerable
• Making sure they are taking part in twice weekly lateral flow testing.
If they want to discuss home working to limit the contact with others during this time, please discuss it with them and make arrangements where appropriate.

2. Test

2.1 When to have a PCR test

Colleagues are strongly encouraged to take a PCR test as soon as possible or no later than two days after:

• they have had a positive lateral flow (asymptomatic) test
• they are symptomatic, or
• they have been identified as a close contact or a household member of someone who has tested positive

2.2 Booking a PCR test

To book, they should go online to book a test or call 119 from any UK phone/mobile. They will be directed to your nearest test-site. The University now has a local testing site (LTS) at both Canterbury and Medway campuses.

• The Canterbury campus LTS is located on the Rutherford Car Park and is open 08.00-13.30, seven days a week.
• The LTS on the Medway campus is located in front of the Jellicoe building, in the car park accessed by North Road. It is open from 08.00-20.00, seven days a week.
• If they do not live within walking distance of a test-site, they will be advised to request a home test kit to be sent to them.
• They should only leave their flat/house for the purpose of undertaking the test. They should wash your hands for at least 20 seconds before they leave and when they return and wear their face covering while they are out. They should not enter any other premises on your way to/from the test.
• They should only walk or cycle to the test centre or use their own car. Do not use public transport.

2.4 What if they've had a positive PCR test recently?

If they've had a positive PCR test in the last 90 days, they do not need to be tested again in that time period.

They are, however, still required to follow the national guidance for adults who have been identified as a close contact of a positive COVID-19 case (unless they are below the age of 18 years 6 months).

In addition, should they develop symptoms during the 90 day period, they should follow the guidance for someone who is symptomatic.

3. Inform

Once they are self-isolating, they need to let us know.
1. Inform their line manager of their sickness absence in the usual way.

2. Contact CovidSupport@kent.ac.uk

3. Request an isolation note from NHS Test and Trace and supply this to their line manager

If they have received a positive PCR test

- The fact that they have tested positive for COVID-19 is deemed to be private medical information, and as such, their personal details will not be shared by the University
- They will also receive a call from the NHS Test and Trace team and will be asked to identify their close contacts.

If they received a negative PCR test result

- They can return to work as soon as they feel well enough to do so

If they received a positive PCR test result, they 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.

3.1 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. Managers 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.

Pay Policy related to COVID-19