

## Coronavirus reporting procedure for staff: 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 you have any of the COVID-19 symptoms listed above, you must:**

1. Self-isolate at home
2. [Book a test online](#) or by calling 119. If on campus when you start to display any symptoms listed above, try booking a test before you go home, as you may be able to get a test at the Local Test Centre on site. If you cannot get a test straight away keep trying, but continue to self-isolate in the meantime
3. If you become unwell whilst on campus and you need to wait for transport home, those with their own office should wait there. If you don't have your 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 for your use. Call Campus Security on 01227 823300, who will direct you to the nearest available room. If you normally come into work on public transport and there are no other transport options available to you, advice from NHS 119 is that you should use a taxi with a screen to get home. You can use public transport as a last resort. In this case you should try to travel outside peak times keeping socially distanced.
4. Inform your line manager of your sickness absence in the usual way.
5. If your test is positive, you must self-isolate for 10 days from the point when you started to show symptoms. You should inform your line manager of your continued sickness absence in the usual way
6. The fact that you have tested positive for COVID-19 is deemed to be private medical information, and as such, your personal details will not be shared
7. If your test is positive **and you were on campus at some point in the period from 48 hours before symptoms started until you went into isolation**, you must email your details to the University's COVID Support Team: [covidsupport@kent.ac.uk](mailto:covidsupport@kent.ac.uk). A member of the team will then call and ask you to identify those you were in close contact with when on campus during this time. Any close contacts will be asked to self-isolate, although your personal details will not be shared with those affected  
  
NHS Test and Trace will also contact you for this information, but by letting the University know directly will allow your close contacts to go into self-isolation more quickly and help prevent further infections on campus
8. Request an [isolation note from NHS Test and Trace](#) and supply this to your line manager
9. If your test is negative you can return to work as soon as you feel well enough to do so
10. If your test was positive, you can return to work after the 10-day period of self-isolation even if you still have a cough, as long as you feel well and no longer have a fever.

### If you live in a household with someone showing symptoms of COVID-19 you must:

1. Self-isolate at home until the person showing symptoms has their COVID test results. Let your line manager know.
2. If you yourself are well and can work from home while waiting for the test result, you should do so
3. You must not book a test for yourself unless you are displaying any symptoms listed above
4. If the test is negative, you can return to work immediately.
5. If the test result is positive, you must self-isolate for 10 days from the date when the member of your household first started showing symptoms. NHS Test and Trace will contact you to tell you to self-isolate, but do not wait for this before you do. Once contacted by NHS Test and Trace, inform your line manager of your need to self-isolate and provide them with an [isolation note from NHS Test and Trace](#). If you are well and can work from home during this time, you should do so
6. If after the 10 days of self-isolated you do not show symptoms, you can return to work
7. If at any point during the 10 days you start to come down with COVID-19 symptoms, follow the procedure for staff showing symptoms

### If the University's COVID support team or NHS Test and Trace tell you to self-isolate you must:

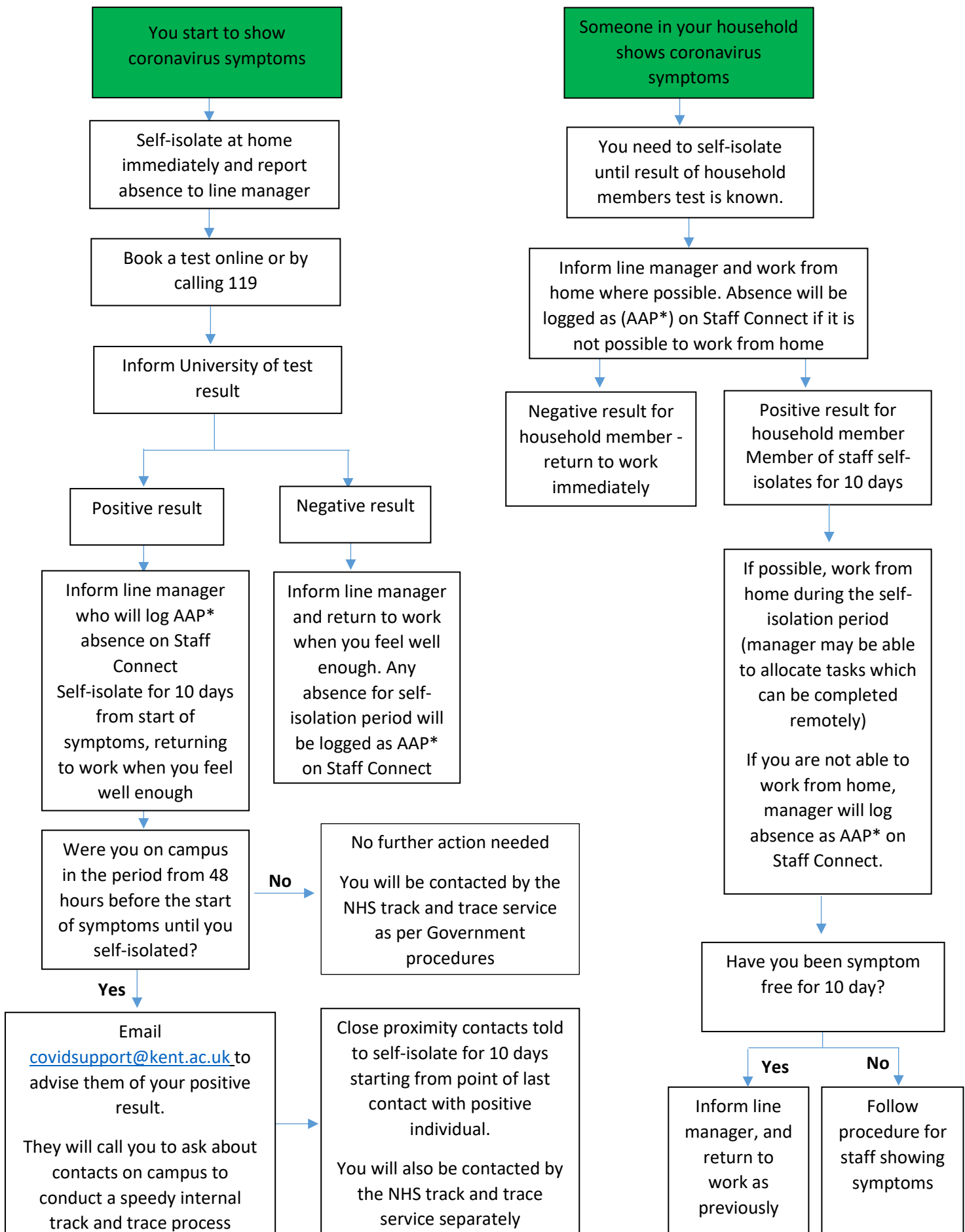
1. Self-isolate at home for 10 days. Let your line manager know
2. If you yourself are well and can work from home during this time, you should do so
3. You must not book a test for yourself unless you are displaying symptoms yourself
4. Once contacted by NHS Test and Trace, request an [isolation note](#) and supply this to your line manager
5. If after the 10 days of self-isolated you do not show symptoms, you can return to work
6. If at any point during the 10 days you start to come down with COVID-19 symptoms, follow the procedure for staff showing symptoms

### 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](#)

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\* AAP - Authorised Absence (Paid)