



Self-Isolating Procedure

If you come into work and start to feel unwell with symptoms that could be Coronavirus – such as a high temperature, continual coughing or a sudden loss of taste or smell - you should:

1. Collect your belongings and go home as quickly as possible. Use the most direct route, staying as far from other people as you can. Try not to touch anything.
2. As soon as you are out of the building and away from other people, contact your manager and tell them that you think you may have the Coronavirus.
3. Your manager will want to know who you've spoken to and which areas of the workplace you've been into. They will need all surfaces in all these areas and anything you may have touched to be cleaned and disinfected. This will include high contact areas, such as washrooms.
4. The current advice for people who think they may have Coronavirus is that you should NOT go to your doctors or to a hospital. You should go online and check the current government guidance or use the NHS 111 Online Coronavirus Service for advice.
5. If you feel you are struggling with your mental health, contact mind.org.uk or anxietyuk.org.uk who will be able to offer you professional support.
6. You will need to keep your manager updated on how you are and what you've been advised to do. Communication will be either by email or by telephone. As with any sickness absence, when you are ready to return to work, your manager will conduct a return to work interview.

Review Date: __/__/____