

COVID-19 Related Absences – A Quick Guide for employees

As per government guidelines, if you have a temperature, develop a persistent cough or experience changes in your sense of smell or taste then you should not attend work.

Any member of staff exhibiting symptoms during the day will be sent to the isolation room and arrangements will be made for them to go home immediately. A full list of isolation rooms can be found on our Kirklees College Covid Secure Risk Assessment.

[Kirklees College Covid Secure Risk Assessment](#)

What to do if.....	Action Needed	Return to work when....
I have coronavirus symptoms	<ul style="list-style-type: none"> Do not come to work Inform your manager immediately Self-isolate for 10 days Household members or those in your support bubble must self-isolate for 14 days Get a test Get an isolation note and send to your manager Inform your manager of the test result immediately <p><i>Note staff who are self-isolating are expected to work from home unless they are unwell</i></p>	<p>The test comes back negative and you are feeling well again</p> <p>You have ended your 10 day self-isolation</p> <p>NB: If after 10 days you are still suffering from a high temperature or feeling hot and shivery, a runny nose or sneezing, feeling or being sick, or diarrhoea you must continue to self-isolate until these symptoms are gone</p>
Someone in my household has Coronavirus symptoms	<ul style="list-style-type: none"> Do not come to work Self-isolate for 14 days Get a test only if you develop symptom's or have been requested to through Track and trace Get an isolation note and send to your manager Inform your manager of the test result immediately 	The person in your household's test is negative
Someone in my household has tested positive for Coronavirus	<ul style="list-style-type: none"> Do not come to work Self-isolate for 14 days 	You have completed 14 days isolation

	<ul style="list-style-type: none"> • If you have symptoms yourself get a test and isolation note and send to your manager. • Inform your manager of the test result immediately 	<p>If you develop symptoms during this period of self-isolation you must then self-isolate for an additional 10 days from the onset of your symptoms</p>
<p>NHS Test and Trace have identified me as being a close contact of somebody with symptoms or confirmed coronavirus.</p>	<ul style="list-style-type: none"> • Do not come to work • Self-isolate for 14 days or as directed. • If you have symptoms yourself get a test • Inform your manager of the test result immediately 	<p>You have completed 14 days isolation</p> <p>If you develop symptoms during this period of self-isolation you must then self-isolate for an additional 10 days from the onset of your symptoms</p>
<p>I have travelled/been out of the country and now have to self-isolate as a part of Government quarantine protocols.</p>	<ul style="list-style-type: none"> • Do not come to work • Self-isolate for 14 days as per Govt guidance • If you have symptoms yourself get a test • Inform your manager of the test result immediately • You will not be eligible for payment so your absence will be classed as annual leave or unpaid leave 	<p>You have completed 14 days isolation</p> <p>If you develop symptoms during this period of self-isolation you must then self-isolate for an additional 10 days from the onset of your symptoms</p>
<p>I have received medical advice that I must resume shielding.</p>	<ul style="list-style-type: none"> • Do not come into work • Contact your line manager to discuss working from home arrangements • Shield until you are informed that restrictions have been lifted 	<p>Whilst restrictions on shielding have been paused from 1st August 2020, you could be advised to shield again if the situation changes and there is an increase in the transmission of COVID-19 in the community.</p> <p>Your name will be kept securely on the shielded patient list by NHS Digital and they will write to you if the advice changes.</p>
<p>My child has been sent home because someone in their bubble has been tested positive for Coronavirus</p>	<ul style="list-style-type: none"> • You may continue to work, however there may be circumstances where you have childcare 	<p>When your child has been told they can return to school or you have other childcare in place.</p>

	<p>responsibilities. If this is the case speak to your line about how your absence will be treated. Normally this will be either.</p> <ul style="list-style-type: none"> • Speak to your line manager about how your absence will be treated. Normally this will be either • Working from home (depending on the age of your child and the level of care needed) • Annual leave • Unpaid leave <p>Or a combination of the above</p>	<p>If you child develops symptoms and/or tests positive then you must self-isolate for 14 days.</p> <p>If you develop symptoms during this period of self-isolation you must then self-isolate for an additional 10 days from the onset of your symptoms.</p>
<p>I have had close contact with a staff/student member who has tested positive for COVID 19.</p> <p><u>Close contact means:</u></p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person 	<ul style="list-style-type: none"> • Do not come into work • Self-Isolate for 14 days • If you develop symptoms yourself get a test • Inform your line manager immediately with the result of your test 	<p>The person who you were in contact with has tested negative</p> <p>If the person who you have had contact with tests positive you must self-isolate for 14 days – this is regardless of whether your test is negative or not – you must remain in isolation. if you develop symptoms/test positive during this period of self-isolation you must remain in isolation for an additional 10 days from the onset of your symptoms</p>
<p>If you have had some contact but not <u>'close contact'</u> as defined above with someone who is showing symptoms or has tested positive you should remain at work.</p>		