

Guidance for staff experiencing coronavirus symptoms

Reminder - do not come into work if you:

- are unwell with coronavirus like symptoms (please refer to the absence reporting procedures to contact your line manager/supervisor).
- are told to self-isolate by the government Test and Trace service.
- need to self-isolate because you or someone in your household has symptoms.

If you are at work and start to feel unwell you should:

1. **Tell your line manager/supervisor immediately.** You will be asked to confirm who you have been in close contact with in the College and what areas of the site you have been in. As a reminder, close contact is currently defined as:
 - Being less than 1 metre apart from someone for any length of time.
 - Being within 1 to 2 metres of someone else for more than 15 minutes including travelling in a small vehicle.
2. **Minimise your contact.** Please ensure you continue to adhere to social distancing measures.
3. **You must go home.** Avoid using public transport to travel home, if possible.
4. **Arrange to get tested as soon as possible.** This can be done at Addenbrookes Hospital via the dedicated service for College staff.
Call the Addenbrookes Occupational Health Service on 01223 216767 between 8.30pm to 4.30pm, Monday to Thursday.
These tests currently take place Monday to Thursday in a dedicated area at Addenbrooke's Hospital, which is only accessible by car. You will be asked to show your University or College card before the swab is taken. You must self-isolate until you receive the results of the test.

If you develop symptoms between Friday to Sunday, please request a test via the NHS website.
5. **Continue to follow good practice** in relation to social distancing and personal hygiene, along with self-isolation guidance on the gov.uk website.