

Coronavirus (COVID-19): Self-isolation guidance for Employees

The main symptoms of coronavirus are a [new continuous cough, fever or loss of, or change in, sense of smell or taste.](#)

What should I do if I become unwell with Coronavirus symptoms at work?

- Notify your Manager that you feel unwell and leave work to self-isolate straight away. Wear a face covering on route (available from your Site Manager or the H&S dept.) and avoid public transport.
- Anyone with symptoms of coronavirus should book a PCR test. You should get tested in the first 3 days of symptoms appearing, although testing is effective until day 5.
- **Visit www.nhsinform.scot to arrange to get tested. If you can't get online, call 0800 028 2816.**
- Until you have been tested and told if it is safe to leave home, you should not come to work.

What happens if I test positive for Coronavirus?

- Please contact a member of HR to discuss your result.
- You must, by law, self-isolate immediately and you will be advised of this period by NHS Test and Protect and in line with current Government advice.
- NHS contact tracers will interview you and get in touch with people you have been in close contact with.
- If you feel well enough at the end of your isolation period, and have not had a high temperature for 48 hours (without taking any medicines to treat a high temperature) you can return to work*.

What if the test is negative?

- Please contact your Manager to discuss your return to work*.

I have been informed by an NHS contact tracer that I have been in close contact with someone who has tested positive. What should I do?

- If you are contacted at work please notify your Manager, self-isolate immediately and arrange a PCR test as soon as possible.
- If you have not been double vaccinated, you must self-isolate immediately for 10 days from the last date of contact with the positive case.
- You may be eligible to end isolation early based on vaccination status, receiving a negative PCR test result and providing you do not have, or develop, symptoms. You must provide your Manager with a copy of the isolation advice from Test and Protect, your negative PCR test result and confirmation of your vaccination status before you return to work.

Who is classed as a close contact?

- A close contact is defined as a person who, in the infectious period from 48 hours prior to and 10 days after the confirmed person's symptom onset, or date a positive test was taken if asymptomatic, had at least one of the following types of exposure:
 - Household contact: those who share the household or have spent a significant amount of time in the house without social distancing or PPE.
 - Direct contact: close contact outside the house without PPE, of within one metre of the positive case.
 - Proximity contact: close contact without PPE for more than 15 minutes between 1 and 2 metres of the positive case.

I live with someone who has symptoms or who has tested positive.

- You must not attend work while the person in your household is awaiting a PCR test result.
- If the person with symptoms tests negative, everyone in the household can end isolation and you can return to work.*
- If the person with symptoms tests positive, everyone in the household must isolate, regardless of vaccination status and even if they initially get a negative PCR test. Please provide your manager with a copy of your isolation advice from Test and Protect.

If you are not exempt from self-isolation, please request a Self-Isolation note from NHS inform and email HR through a copy as soon as possible.

***Before you return to work you should contact your Manager who will arrange a “return to work” telephone interview with you. You should not return to work before this time.**

Please also ensure you advise of any travel plans abroad to your line manager and the HR department in advance of travelling.

IMPORTANT HR CONTACT DETAILS

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