GUIDANCE FOR EMPLOYEES

FOLLOW THESE STEPS IF YOU'RE CONCERNED THAT YOU OR MEMBERS OF YOUR HOUSEHOLD MAY HAVE CORONAVIRUS

Have you developed any of these symptoms: a high temperature OR a new, continuous cough?

a high temperature –
this means 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 a lot 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)

No → **Do you live with someone who has symptoms?**

No → **Work as normal**

Yes

- **you should stay at home for 14 days** from when the first person got symptoms.
- try to keep away from other members of your household as much as possible.
- If you are 70 or over, have a long-term condition, are pregnant or have a weakend immune system, try to find somewhere else to stay for **14 days.**

Please visit wolverhampton.gov.uk/coronavirus for advice on how to stay at home

- **If you develop symptoms during this period** please notify your Line Manager, you will need to **self-isolate for 7 days from the start of your symptoms.** This might add extra time to your total number of days of self isolation, or mean that you could return to a normal routine sooner than 14 days.

Yes

Where are you now?

If you are at work

Go into the nearest available empty room. Take your phone and laptop with you if possible

Contact your line manager from inside the empty room. They will support you to get home safely.

If you are at home

Stay at home. Contact your line manager. You will need to stay at home for 7 days.

Tell your line manager that you need to stay at home.

Your line manager will help you to see if you are able to work from home.
This will depend on your job and the severity of your symptoms.

If you are able to work from home	If you are too unwell to work	If it's not possible to work from home
then you will be supported to do this under agile working arrangements.	this will be recorded as coronavirus/ symptoms of coronavirus absence and will not count towards management of attendance.	If your job role means it is not possible to work from home even though you are well enough, your absence will be recorded as self-isolation and you will still be paid.

You will need to notify HR of you return to work by emailing **hr.supportdesk@wolverhampton.gov.uk**

To protect others, **do not go** to a GP surgery, pharmacy or hospital.

Use the NHS 111 online coronavirus service **111.nhs.uk/covid-19/** to find out what to do

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