

Coronavirus reporting procedure for staff: Self Isolate – Test – Inform

1. Self-isolate

You should self-isolate immediately following either a positive lateral flow (LFT) or PCR test regardless of your vaccine status or previous Covid history. If you develop symptoms, you must self-isolate and take a PCR test as soon as possible.

1.1 Covid-19 symptoms

It is important to be aware of the key symptoms of COVID-19 to enable you to take the right course of action:

- **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)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

In addition, the Delta variant of Covid-19 (currently the most common) may bring on symptoms such as:

- **a headache**
- **sore throat**
- **runny nose**
- **sneezing**

In young people, Covid infection can get mistaken for a cold or even hay fever.

If you feel you have any of these symptoms, however mild, please get a PCR test - not a lateral flow test -

1.2 If you're on campus when you develop symptoms or get a positive lateral flow test

If you are within walking distance of where you live or have access to your own transport, return to your home. Before leaving the campus, use the nearest hand sanitiser and wear a face covering. You may also be able to have a PCR test before you leave the campus (see section 2 below).

If you live off campus and are unable to get home without using public transport, please follow the [online guidance on how to travel safely](#) to keep yourself, other passengers and public transport staff safe.

1.3 When you arrive home

Once you are home you must not leave the house for any purpose other than to have a [Covid-19 PCR test](#). You should also maintain at least 2m distance from members of your household.

You will be required to self-isolate for 10 days from the day your symptoms started, or from the date of the test, if you were not experiencing symptoms previously. In the latter case, if you start to experience symptoms during your isolation period, you must restart the 10-day isolation from the day you developed symptoms.

There is [Government guidance on how to self-isolate](#).

If you are unwell but [tested negative](#) you do not need to self-isolate but should stay at home until you're feeling better.

1.4 Living with someone with Covid-19 or being identified as a close contact

In line with the Government guidance on self-isolation as of 16 August, staff are advised that you will not legally be required to self-isolate if you are a close contact or live in the same household as someone with COVID-19 if any of the following apply:

- you are fully vaccinated (meaning that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine)
- you are below the age of 18 years 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons.

If none of the exemptions apply then you must self-isolate.

Please note: even if the exemptions do apply, then you should get a PCR test as soon as possible. In addition, you are encouraged to work from home if you can.

If your role is not normally one that can work remotely, please speak with your manager about work you can do from home.

If there is no work you can do remotely, please remain away from work for the duration of the isolation period (if you are living with someone with Covid-19) or until you have had a negative PCR test (for a close contact).

However, even if you are not required to self-isolate, you can help protect others by following the [guidance on how to stay safe and help prevent the spread](#).

In addition to getting a PCR test and continuing with your twice-weekly regular testing, you may also consider:

- limiting close contact with other people outside your household, especially in enclosed spaces
- wearing a face covering in enclosed spaces and where you are unable to maintain social distancing
- limiting contact with anyone who is clinically extremely vulnerable
- Making sure you are taking part in twice weekly lateral flow testing.

If you want to discuss home working to limit the contact with others during this time, please discuss with your line manager.

2. Test

2.1 When to have a PCR test

You are strongly encouraged to take a PCR test as soon as possible or no later than two days after:

- you have had a positive lateral flow (asymptomatic) test
- you are symptomatic, or
- you have been identified as a close contact or a household member of someone who has tested positive

2.2 Booking a PCR test

Go [online to book a test](#) or call 119 from any UK phone/mobile.

You will be directed to your nearest test-site. The University now has a local testing site (LTS) at both Canterbury and Medway campuses.

- The Canterbury campus LTS is located on the Rutherford Car Park and is open 08.00-13.30, seven days a week.
- The LTS on the Medway campus is located in front of the [Jellicoe building](#), in the car park accessed by North Road. It is open from 08.00-20.00, seven days a week.
- If you do not live within walking distance of a test-site, you will be advised to request a home test kit to be sent to you.
- You should only leave your flat/house for the purpose of undertaking the test. Please wash your hands for at least 20 seconds before you leave and when you return and wear your face covering while you are out. You should not enter any other premises on your way to/from the test.
- You should only walk or cycle to the test centre or use your own car. Do not use public transport.

2.4 What if I've had a positive PCR test recently?

If you've had a positive PCR test in the last 90 days, you do not need to be tested again in that time period.

You are, however, still required to follow the national [guidance](#) for adults who have been identified as a close contact of a positive COVID-19 case (unless you are below the age of 18 years 6 months).

In addition, should you develop symptoms during the 90 day period, you should follow the [guidance](#) for someone who is symptomatic.

3. Inform

Once you are self-isolating, please let us know.

1. Inform your line manager of your sickness absence in the usual way.
2. Contact CovidSupport@kent.ac.uk
3. Request an isolation note from NHS Test and Trace and supply this to your line manager

If you have received a positive PCR test

- The fact that you have tested positive for COVID-19 is deemed to be private medical information, and as such, your personal details will not be shared by the University
- You will also receive a call from the NHS Test and Trace team and will be asked to identify your close contacts.

If you received a negative PCR test result

- You can return to work as soon as you feel well enough to do so

If you received a positive PCR test result, you can return to work after the 10-day period of self-isolation even if you still have a cough, as long as you feel well and no longer have a fever.

3.1 Absence Reporting on Staff Connect

Illness due to, or linked to Covid-19, does not count towards the limits on sick pay and therefore should be reported differently to other sickness absence. Managers should use 'Additional Absence Paid' (AAP) to record where staff are unable to attend work due to isolating or sickness arising from Covid-19. These records do not count as an absence for sickness triggers, nor do they draw down sick pay, but staff should ensure this information is kept up to date as circumstances change.

[Pay Policy related to COVID-19](#)