



## Coronavirus reporting procedure: Self Isolate – Test – Inform

**Important – if you have any symptoms, self isolate, arrange a test and inform your Team Manager and Charlotte Bailey, Covid-19 Officer (charlotte.baileymws@gmail.com)**

### 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 (fever)  
This means that 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 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 new loss or change to your sense of smell or taste  
This means you have noticed you cannot smell or taste anything or things smell or taste different to normal  
You should ONLY book a Covid-19 if you are displaying any of these symptoms, unless you live in a Covid-19 hotspot, where you are requested to have a test even if you are asymptomatic.

### If you have any of the Covid-19 symptoms listed above, you must:

1. Self-isolate and stay at home
2. If you have symptoms, get a test as soon as possible. Book a visit to a test site to have the test the same day. Test sites are open 7 days a week. Order a home test kit if you cannot get to a test site.
3. **Stay at home if you have symptoms.** If you're getting a test because you have symptoms, you and anyone you live with must [self-isolate](#) until you get your result. This also applies to anyone in your support bubble (where someone who lives alone - or just with their children - can meet people from 1 other household).
4. You must also self-isolate if you cannot get a test.
5. If other people you live with have symptoms, you can order tests for up to 3 of them. If you're applying for someone who's 13 or over, check that they're happy for you to get a test for them.
6. If you become unwell whilst at MWS and you need to wait for transport home, it is best to wait outside well away from others and wear a face covering. However if this is not reasonable, then you must isolate in the home changing room until your transport home arrives, wearing a face covering at all times.
7. If your test is positive, you must self-isolate for 10 days. Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. This means that if, for example, your symptoms started at any time on the 15th of the month (or if you did not have symptoms but your first positive COVID-19 test was taken on the 15th), your isolation period ends at 23:59 hrs on the 25th from the point when you started to show symptoms.
8. 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
9. If your test is positive and you were with your team at some point in the period from 48 hours before symptoms started until you went into isolation, then please inform your team manager so that we can identify those you were in close contact with during this time. Any close contacts will be asked to self-isolate, although your personal details will not be shared with those affected. NHS Test and Trace will also contact you for this information, but by letting your team manager know directly. this will allow your close contacts to go into self-isolation more quickly and help prevent further infections.
10. If your test is negative but you still have symptoms, you may have another virus such as a cold or flu. You should stay at home until you feel well. Seek medical attention if you are concerned about your symptoms.  
You can stop isolating as long as:
  - you are well
  - no-one else in your household has symptoms or has tested positive for COVID-19
  - you have not been advised to self-isolate by [NHS Test and Trace](#)
  - you have not [arrived into the UK from a non-exempt country](#) within the last 10 days. Separate guidance is available if you are participating in the [Test to Release for international travel scheme](#)
  - Anyone in your household who is isolating because of your symptoms can also stop isolating