



Covid-19 Sickness Procedure

Step 1

- Am I fit and well?
- If YES- work as normal, if NO follow step 2

Step 2

- Do I have a minor snuffle, cold or sore throat, or headache with NO covid symptoms ?
- If YES- work as normal, if have symptoms follow step 3

Step 3

- Do I have a high temperature or continuous cough, or loss of taste or smell?
- If NO- return to work, if YES follow step 4

Step 4

- Go to the NHS website and book a covid test at the earliest possible date
- If no tests are available, keep refreshing the website, do not give up

Step 5

- Call in sick. CALL (not text, email, whatsapp or slack) by 6.30AM Latest on the day of sickness
- If you have a test booked please call your manager as soon as it is booked and inform of test time and date

Step 6

- Self-isolate (including from your family members) until your test results come back.
- As soon as they come back Call the nursery phone if during working hours, or your manager if outside working hours to inform of the results.

Step 7

- If test negative- return to work (unless still have a fever)
- If test is positive, self isolate for 10 days, and follow NHS track and trace guidance.

Caution

- Failure to follow this procedure may result in disciplinary action!