

# COVID-19 (coronavirus) absence: A quick guide for employers and employees

The key preventative steps are the most important ways to reduce the risk of COVID-19 transmission:

- Keep social distancing of at least 2 metres from those outside of your household
- Wash hands regularly with soap and running water
- Isolate if you or someone in your household has symptoms or a positive test
- Wear a face covering when required and particularly in indoor and more enclosed spaces where social distancing is difficult.

If you have symptoms isolate immediately and book a test - [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) or call 119.

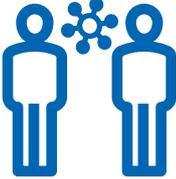
## Local Alerts & Restrictions

Employees should be reminded of the importance of following guidance and regulations in and out of work. They need to be aware of the latest local and national restrictions in place both where they live and here in Tameside. For the latest up to date guidance, visit <https://www.gov.uk/coronavirus>.

## What to do

The table below shows the necessary steps to take if COVID-19 has an impact on your workplace. Remember that for all workplaces, risk assessments should be in place to enhance the measures being taken to reduce the risk of COVID-19 transmission – ensuring these are followed is the best way to minimise risks. For further information head to [www.gov.uk/guidance/working-safely-during-coronavirus-covid-19](http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19).

What to do if...	Action needed	Return to work...
<b>A member of staff has COVID-19 symptoms.</b> 	<ul style="list-style-type: none"><li>• The employee shouldn't attend work</li><li>• The employee should get a test</li><li>• The whole household self-isolates while waiting for test results</li><li>• The employee must inform their workplace immediately about test results</li></ul>	When the employee's test comes back negative provided they have been fever free for 48 hours before returning to the workplace, and feel well.
<b>A household member of an employee has tested positive for COVID-19.</b> 	The employee should isolate immediately and the whole household self-isolates for 10 days from day symptoms started (or from date of test if no symptoms) even if they test negative during those 10 days. People should only book a test if they have symptoms.	When the employee has completed 10 days of self-isolation.*

<p><b>An employee has tested positive for COVID-19.</b></p> 	<p>This person should not come into work and should self-isolate immediately for ten days from day symptoms started (or from date of test if no symptoms), following the <a href="#">stay-at-home guidance</a>. They should inform their employer of the positive result. Whole household self-isolates for 10 days from day symptoms started (or from date of test if no symptoms) even if they test negative during those 10 days.</p> <p>Please contact <a href="mailto:covid-19@tameside.gov.uk">covid-19@tameside.gov.uk</a> for further advice regarding identifying and managing any contacts of the case.</p>	<p>After ten days (provided they have been fever free for 48 hours before returning to work and feel well enough).*</p> <p>The employee can return to work after ten days even if they have a cough or loss of smell/taste. These symptoms can last for several weeks once the infection is gone.</p>
<p><b>A household member of an employee has COVID-19 symptoms.</b></p>	<p>The employee should isolate immediately along with the whole household and the person with symptoms should get tested.</p>	<p>When the household member's test result comes back negative.</p>
<p><b>An employee has been told to isolate by NHS Test &amp; Trace.</b></p> 	<p>The employee should isolate immediately for 10 days from last contact with the positive case (as advised by NHS Test &amp; Trace or other relevant professional), even if they test negative during those 10 days. The rest of their household or team does not need to isolate unless they also identified as a 'close contact'.</p>	<p>When the employee has completed 10 days of self-isolation.*</p>
<p><b>Two or more employees have tested positive for covid-19 in less than 14 days</b></p> 	<p>When you email the <a href="mailto:covid-19@tameside.gov.uk">covid-19@tameside.gov.uk</a> inbox to notify the cases, please specify the number of cases you have had in the setting, and over what timescale, so that we can prioritise effectively and respond with appropriate advice.</p>	<p>Isolation will be required for all cases (10 days) and all close contacts of each case (10 days)*. In the event of an outbreak. However, we can give you more support in looking at your infection control and risk management measures, in order to help control any further spread.</p>
<p><b>An employee has recently been abroad</b></p> 	<p>If they have been to a country requiring isolation then they should not attend work and should isolate for 10 days upon their return, even if they test negative during those 10 days, see <a href="https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors">https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</a> for information on countries that may require isolation when travelling back into the UK.</p>	<p>When the quarantine period of 10 days has been completed.</p>

**I am not sure who should get a test for COVID -19.**



- Only people with symptoms need to get a test
- People without symptoms should not get a test
- If you are a close contact of someone who tests positive, a negative test will not shorten the time you need to self-isolate.

When conditions above, matching the employee's situation, are met.

\*If you have to isolate for ten days because one of your close contacts has coronavirus, day one starts the day after your last contact with a confirmed case.  
If you have to isolate for ten days as you have coronavirus, day one will be day after your symptoms began.

## CLOSE CONTACTS

A contact is someone who has been close to a person who has tested positive for COVID-19 anytime from two days before the person was symptomatic up to ten days from onset of symptoms (when they are infectious to others). This includes:

- Living in the same household
- Being closer than 2 metres for more than 15 minutes
- Being closer than 1 metre for more than 1 minute
- Direct contact (being coughed on; having skin-to-skin contact)
- Sexual partners
- Travelling in the same car or sitting within 2m on a bus/plane/tram

If the contact took place through a Perspex screen, this may provide protection so it would not necessarily be considered close contact – please contact your public health team for advice.

Face coverings alone can lower your risk, but do not provide adequate protection to prevent you being identified as a close contact. Only if someone was wearing full PPE according to government guidelines in a health or social care setting would they be excluded from being a close contact.

Contacts of a person who has tested positive for COVID-19 need to self-isolate at home because they are at risk of developing symptoms themselves in the next 10 days and could spread the virus to others before the symptoms begin. Further [information on close contacts](#) is available on the government website.

If you have any questions or concerns, please email Tameside Public Health Team on [covid-19@tameside.gov.uk](mailto:covid-19@tameside.gov.uk) for further advice.