It's really important that we all know how to identify symptoms of Covid-19, how to report them if we're experiencing them, and when and how to self-isolate. More information on all of this can be found below.

We all have a role to play in protecting our community and Covid-19 regulations and guidance should always be followed. By working together, we can maintain a healthy community.

Identifying and reporting symptoms

Do you have any of these symptoms?
A new, continuous cough?

Coughing a lot for 1hr+, or 3 or more episodes in 24hrs.
Loss of, or a change to, smell or taste?

Do things smell or taste different to normal?
If you answered yes to any of these questions, you must self-isolate, book a Covid-19 test, and inform your manager.

If you have a positive test or symptoms, your manager will discuss with you whether you have been in close contact with any colleagues 2 days before your symptoms started or, if you don’t know when your symptoms started, within the last 10 days.

**Close contact means you've been within 2 metres of someone else for 15 minutes or more, or have had face-to-face contact (within one metre) for 1 minute.**

If your manager asks you to self-isolate due to having been in close contact with someone who has symptoms, you must do so.

Further information on this and other matters relating to symptoms, testing and self-isolation can be found in our online FAQs.
1 - Process for staff

Colleagues.
What to do if you have symptoms or test positive

Test
Book a test via www.nhs.uk/coronavirus
Self-isolate in the meantime and look after yourself

Inform
Your line manager as soon as possible. They will ask you:
• Who you have been in close contact with at work?
• Where you have been in the University?
• When were you working? When did symptoms start?

Support
Is available from the Employee Assistance Programme www.dur.ac.uk/hr/password/occupations/health/employeeassist or NHS 111

Keep in touch
Inform your manager of any updates. You must let your manager know of any test outcomes as soon as possible

Return
To work if you have a negative Covid-19 test AND you no longer feel unwell OR after a period of self-isolation (currently 10 days from first symptoms). Your temperature must have returned to normal.

Further information: about self-isolation is available on the University website.

2 - Process for managers

Managers.
What to do if symptoms or a positive test are reported

Check
Have they had a test? If not, ask them to arrange one www.nhs.uk/coronavirus

Actions
Log absence on Oracle (use Covid absence options) Complete the web form in Oracle and submit it to the Incident Control Centre
Update if no test taken, complete the second web form, which will be sent to you

Ask
Who have they been in close contact with at work?
Where have they been in the University?
When were they working? When did symptoms start?

Actions
Contact any colleague in close contact and ask them to self-isolate

Support
Is available from the Employee Assistance Programme www.dur.ac.uk/hr/password/occupations/health/employeeassist or NHS 111

Return
People may return to work if a Covid-19 test is negative AND they no longer feel unwell OR after a period of self-isolation (currently 10 days from first symptoms). Temperature must have returned to normal.

Further information: www.dur.ac.uk/resources/coronavirus/password/ManagerGuidance.pdf
If you have concerns that you are clinically vulnerable or in a higher risk group, or are anxious about anything else at this difficult time, please speak to your manager or seek support via the Employee Assistance Programme.

Self-isolation - when and how

When to self-isolate

You must self-isolate immediately if:

- you have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you've tested positive for coronavirus – this means you have coronavirus
- you live with someone who has symptoms or tested positive
- someone in your support bubble has symptoms or tested positive
- you're told to self-isolate by NHS Test and Trace or your manager
- you arrive in the UK from a country with a high coronavirus risk

How to self-isolate

You must not leave your home if you're self-isolating. This means you must not:

- go to work or public places – work from home instead if you can
- go on public transport or use taxis
- go out to get food and medicine – order it online or by phone, or ask someone to bring it to your home
- have visitors in your home, including friends and family – except for people providing essential care
- go out to exercise – exercise at home or in your garden, if you have one
Reporting unsafe behaviours

To report behaviour that concerns you, please email coronavirus.information@durham.ac.uk or call 0191 334 0000.

Outbreak Response Planning

Working closely with Durham County Council Public Health team, we’ve developed an Outbreak Response Plan. The Plan outlines roles, responsibilities, and terms of reference for responding to clusters or outbreaks of Covid-19, as well as any changes to local restrictions that might adversely impact upon our staff, students, operations or the local community.

We'll continue to update you on our outbreak response planning as work in this area continues.

Useful links and contacts

Frequently asked questions on Covid-19 outbreaks, symptoms, testing and isolation are available on our Health and Safety webpage.

Further information and guidance on self-isolation is available on the NHS website.

Seek support using our Employee Assistance Programme.

We have created posters for managers and colleagues that explain our internal Covid-19 reporting process. The posters are available online.