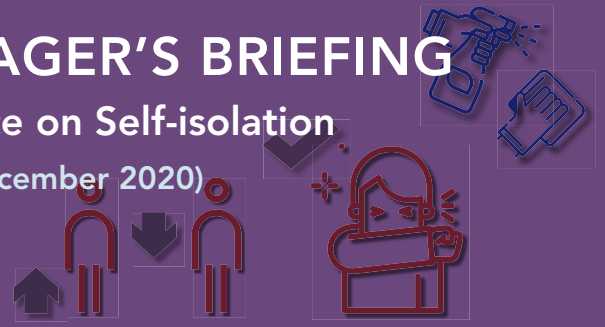




MANAGER'S BRIEFING

Guidance on Self-isolation

(V3 15 December 2020)



During this unprecedented health crisis, the safety of our patients, service users and our most valuable resource – our staff, our colleagues – is paramount in the delivery of our services. Everyone has a part to play in keeping each other safe and staying at home when they or someone within their household are symptomatic of the coronavirus (COVID-19), which will help to control the spread of the virus and create a safe working environment for all. This briefing details what staff should do if they are symptomatic or someone in their household is symptomatic and how managers can support them.

Symptoms and Self-Isolating

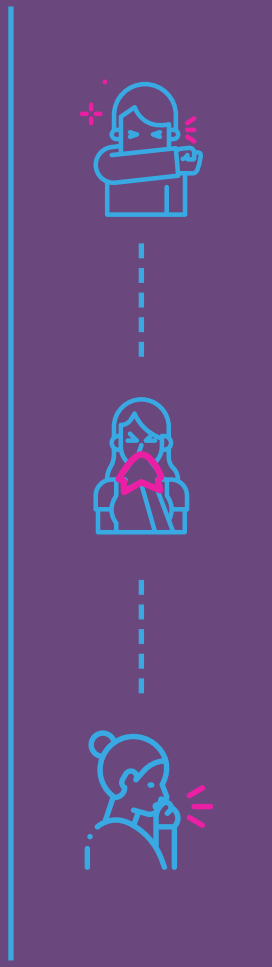
If you, someone you live with or someone in your extended household has symptoms of COVID-19, then you should stay at home. Check details of symptoms on [NHS Inform](#).

Everyone should follow the self-isolation advice, even if their symptoms are mild. Self-isolation means people should **not** leave their home – this will reduce the risk of infecting others. Managers should check in with all their staff and ensure that they know the correct procedure for their household. Please note that some local authority areas may require people to self-isolate for longer than stated below – advise staff to check the [Scottish Government website](#), which details any areas where there are local restrictions in place.

People who live alone and have symptoms - stay at home for 10 days from the day symptoms started.

Living with others and have symptoms - stay at home for 10 days from the day your symptoms started. Anyone else who lives in the house who doesn't have symptoms should self-isolate for 10 days from the date your symptoms started.

- If anyone else within the household develops symptoms within the 10 days, they need to stay at home for 10 days from the day their symptoms started. They should do this even if it takes them over the 10-day self-isolation period.
- If there are children within the household, the self-isolation advice through Parent Club will continue to be followed: **staying at home with children**.



Extended household (also called a 'bubble')

- If you have formed an extended household, the person who has symptoms should self-isolate and stay at home for 10 days from the day their symptoms started.
- All members of the extended household must self-isolate immediately if they met the symptomatic person 2 days before and up to 10 days after their symptoms started.

Testing for Coronavirus

Anyone who has symptoms should check them on **NHS Inform** using the online tool. If they are told to self-isolate then they should also book a test to confirm if they have COVID-19.

In Scotland, people working in health and social care are the top priority for testing and there are a number of different categories within this priority. Managers should ensure that their staff know which category to choose when booking a test.

Tests can be booked by phoning **0800 028 2816** or online via

- [NHS Inform website](#)
- [NHSGG&C Online Form](#)

Anyone testing negative for COVID-19 will be able to return to work if they have had no fever for 48 hours.

Test and Protect Service

If you are contacted by the Test and Protect service to advise you that you have been in close contact with someone with COVID-19, you should isolate at home for 10 days. A test will be arranged if appropriate. Other members of your household **do not** need to isolate **unless** you or someone in your household has or develops COVID-19 symptoms, or is awaiting a test, or has tested positive for COVID-19. In those circumstances everyone in the household must also isolate. You should check both the **NHS Inform** website and **Scottish Government website** for details and guidance about self-isolation in different circumstances and any additional restrictions that may be in place in your local area.

Staff Supports

- [Glasgow City Council – A Safe Return to the Workplace](#) – includes a section on symptoms and self-isolation with relevant links
- [GCC Corporate Announcement – Staff News](#) – includes information on self-isolation
- [NHSGGC](#) – Self-Isolation
- [NHS Inform](#) – Self-Isolation
- [NHS Scotland](#) – Stay at Home Guidance



When a team member advises their manager that they need to self-isolate, then managers should check if they need any support to self-isolate. Managers should advise them they can also contact the National Assistance Helpline on **0800 111 4000** if they are unable to get any help from friends and family.

Reporting Absence – Manager Checklist

- Ensure staff know that if they experience symptoms at work, to advise you of this straight away and go home and follow the self-isolation guidelines.
- A self-isolation absence will be reported in the normal way, whether they have symptoms, someone in their household has symptoms or they have been contacted by Test and Protect Service.
- Advise staff to go online at **NHS Inform** and get an isolation note as proof they need to stay off work. They do not need to get a note from a GP. Please note that the link for a self-isolation note on the NHS Inform website does not work on older web-browsers, for example Internet Explorer 11. If you can't access the link then try using a different web-browser to access the link.
- Advise staff to maintain regular contact with you, their line manager, and keep you informed if they exhibit any symptoms and receive a subsequent positive diagnosis of COVID-19.
- Re-assure them that if they need to self-isolate, and are unable to work from home while self-isolating, their absence will be recorded under a COVID-19 absence category and in line with HR advice.



It is only by everyone following the correct processes that we can keep people safe and create a safe working environment for all.