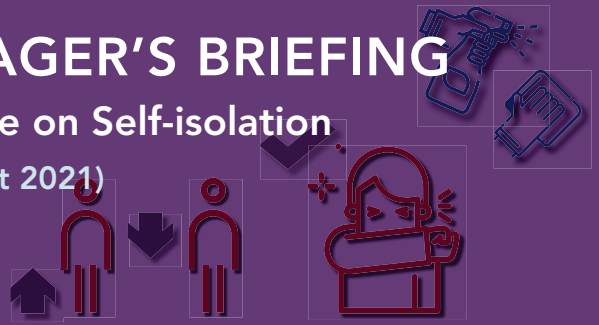




MANAGER'S BRIEFING

Guidance on Self-isolation

(V4 August 2021)



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

To help control the spread of the virus, it's important that you stay at home (self-isolate) if:

- you have symptoms that may be caused by Coronavirus (COVID-19)
- you've had a positive test result
- someone you live with has symptoms and is awaiting the results of their PCR test

Remember, even if you have been vaccinated you can still get Coronavirus. Check details of symptoms on [NHS Inform](#).

If they have symptoms but have tested negative for COVID-19, then you can stop your self-isolation – see '[Returning to work following a negative PCR Test](#)' for more information.

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.



Symptomatic / Test Positive

If you have symptoms, even mild ones, – you should book a PCR test as soon as possible. If you test positive, you must self-isolate for 10 days from when your symptoms started.

If you have no symptoms but have tested positive following a regular Coronavirus test or have taken a test because you have been identified as a 'close contact' then you must self-isolate for 10 days from the date of the test. If during the self-isolation, you start to develop symptoms then you should re-start the self-isolation period from the date the symptoms started.

Please remember that you should avoid having people visit you in your home however if you need someone to bring you essentials or medication, then where possible, you should ask them to leave the items at your front door. If this is not possible then you should ask them to wear a mask and take all necessary precautions when entering your home.

Close Contacts

If you live with someone or have been identified as a close contact of someone who has symptoms and is awaiting test results, you must book a PCR test as soon as possible and self-isolate while waiting for the results. You should also contact your manager to advise them of this.

Returning to work following a negative PCR Test

If you were self-isolating because you or someone you live with or had close contact with or had to take a PCR test and the results come back as negative, you do not need to continue to self isolate, however you will need to meet the following conditions before you can return to your work location. This is to protect our patients and services users who may be at higher risk. To return to work, you must:

- be fully vaccinated (have received both doses of the vaccine from the NHS and had your second dose more than 14 days ago), and
- receive a negative PCR test result, and
- have agreement from your manager to return to your work location.

Your Manager will then complete a risk assessment, following the Service protocols, and advise whether they are in agreement that you can return.

If a young person aged 5 to 17 is identified as a close contact, they will need to take a PCR test – if the test is negative, they do not need to continue to self-isolate. Close contacts under the age of 5 will be encouraged to take a PCR test. However there is no requirement for children under 5 to self-isolate provided they do not develop symptoms.

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 PCR test to confirm if they have COVID-19. Tests can be booked by phoning **0800 028 2816** or online via:

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

Anyone testing positive for COVID-19 should follow government guidance and self-isolate. Anyone testing negative for COVID-19 following a PCR test should refer to the section titled '**Returning to work following a negative PCR Test**' on the next steps for returning to their work location.

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 self-isolate and book a test as soon as possible.

Other members of your household do not need to isolate unless you or someone in your household has or develops COVID-19 symptoms, or have tested positive for COVID-19. In those circumstances everyone in the household must follow the rules for self-isolation as above. 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

There are a number of resources that provide more advice for staff self-isolating:

- [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.