

# COVID-19 ACTION CARD

## Patient facing staff with confirmed COVID-19 and clinically unwell Version 2.0



### Actions for Line Manager

Confirm formal diagnosis and date of positive result and ensure member of staff is not attending the workplace.  Staff confirmed positive will be either PCR or LFT positive.	
If positive LFT – Confirm staff member has submitted the result via the GOV.UK LFT portal. Request confirmation of result email.	
Complete a covid information form and email to <a href="mailto:EEASTCovidLeads@eastamb.nhs.uk">EEASTCovidLeads@eastamb.nhs.uk</a>	
Discuss with staff member whether they are experiencing symptoms, and whether they are clinically unwell or clinically well* to undertake work.	
Where staff member is clinically well*, please take appropriate actions in accordance with the Action Card ' <i>Staff with confirmed COVID and clinically well.</i> '	
Where staff member is clinically unwell, inform them that any episode of sickness absence linked to COVID-19 will be paid in line with their normal contractual terms and conditions of service, and the Sickness Absence Management Policy.	
Record absence due to COVID-19 under Sickness Absence section of GRS.	
Ensure you stay in regular contact with the staff member and record these contacts on GRS.	
If the staff member begins to feel clinically well* enough to return to work prior to day 6 of their absence, end the sickness absence on GRS and follow the ' <i>Staff with Confirmed COVID and clinically well</i> ' Action Card.	

Contact the staff member on day 5 and 6 of their absence, review their symptoms to establish whether they remain clinically unwell, review the LFT result with staff member to assess if they can return to work as per this process.	
Whilst sickness absence continues, provide support and manage in accordance with the Sickness Absence Management Policy.	

### **Actions for Staff Member**

Notify your local COVID Lead, or line manager as soon as possible following receipt of a positive COVID test (LFT or PCR) and inform them whether you are clinically unwell or clinically well*.	
Provide confirmation email of result of either PCR or LFT.	
Do not attend any work setting, either for the Trust or any secondary work and remain in isolation initially for a minimum of 6 days. If symptoms have improved and you have been symptom free for 48hrs without medication you can potentially return to work on day 6 following negative LFTs on day 5 and 6. If you continue to test positive on LFT please notify your manager/COVID team.	
You are required to update your line manager of your symptoms on day 5 of sickness absence when clinically unwell, or when symptoms improve if this is earlier.	
Contact your line manager if you need any support during sickness absence.	

**\*To manage infection control, for the purposes of this Action Card 'clinically well' means either asymptomatic or symptomatic but clinically well enough to work.**

This is based on current guidance, which due to the nature of the pandemic is changing regularly and as such this guidance will be reviewed and changed as the situation evolves. Please check Need to Know for the most recent version.