

**COVID-19 ACTION CARD**: **Staff with symptoms of COVID-19**

**Version 12.0**

**Actions for Line Manager**

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| Speak to staff member and confirm that they have one of the following symptoms:   * A new continuous cough * A new onset change or loss of sense of taste or smell (anosmia) * A fever/ high temperature of 37.8°C or above.   **If the staff member has symptoms but remains LFT negative, they can remain in the workplace as long as they are well enough to do so and they do not have a high temperature.** |  |
| Complete a covid information form and email to [EEASTCovidLeads@eastamb.nhs.uk](mailto:EEASTCovidLeads@eastamb.nhs.uk) |  |
| Record absence on GRS under the category of sickness due to a relevant sickness. This will not be COVID sickness unless a positive result is produced. |  |
| The staff member must conduct LFTs as per instruction they will receive from the COVID Team.  If the member of staff contacts the local manager with the results, please ensure this information is passed to the local COVID Lead.  If staff member tests positive, they must inform the COVID Team and not attend work whilst following the staff with confirmed COVID action card |  |

**Actions for Staff Member**

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| Notify your line manager/COVID Lead as soon as possible following onset of one of the following:   * A new continuous cough * A new onset change or loss of sense of taste or smell (anosmia) * A fever/ high temperature of 37.8°C or above.   If you are well enough to do so you can remain in work unless your LFT is positive or you have a high temperature. If positive notify the COVID Team and do not attend work. |  |
| If you have been at work within 48 hours prior to the onset of symptoms, lateral flow positive result or notification of positive COVID 19 result, provide your COVID Team with a list of staff with whom you have had close contact, as well as shifts, vehicles and premises you have been on. This will likely be carried out via a telephone conversation with the COVID Team. |  |
| You are required to update the COVID Team if you test positive on LFT. |  |
| Contact your line manager if you need any support. |  |

*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* Please see th[e COVID-19 Stay at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) [and Test & Trace Guidance av](https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance)ailable on gov.uk

**www.eastamb.nhs.uk**

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