

Covid-19 Absence:

A quick guide for WEC Group Employees

What to do if....	Action needed	Back to work....
.... I have Covid- 19 symptoms*	<ul style="list-style-type: none"> You shouldn't attend work You should get a test Your whole household should self-isolate while you wait for your results Inform your Manager/ HR immediately about your test results When your test comes back negative and your symptom free for 48 hours.
....I test positive for Covid-19	<ul style="list-style-type: none"> You shouldn't attend work You should self-isolate for 10 days from when the symptoms started (or from the day of the test if no symptoms) You should inform your Manager/ HR immediately about your test results Your whole household should self-isolate for 14 days from the day when the symptoms* started (or from the day of your test if no symptoms)- <i>even if someone tests negative during those 14 days</i> You can return to work after 10 days, even if you have a cough or loss of smell/ taste. These symptoms can last for several weeks once the infection has gone.
....Somebody in my household has Covid-19 symptoms*	<ul style="list-style-type: none"> You shouldn't attend work Your household member with symptoms* should get a test The whole household self isolates while waiting for the test result You must inform your Manager/ HR immediately about the test results When your household member test is negative, and you do not have Covid-19 symptoms.
....Somebody in my household has tested positive for Covid-19	<ul style="list-style-type: none"> You shouldn't attend work Your whole household should self-isolate for 14 days from the day when symptoms* started (or from the day of the test if no symptoms)- <i>even if someone tests negative during those 14 days</i> When you have completed 14 days of self-isolation, even if you test negative during the 14 days.
....NHS Test and Trace have identified you as 'close contact' of somebody with symptoms* or confirmed Covid-19	<ul style="list-style-type: none"> You shouldn't attend work You should self-isolate for 14 days (as advised by NHS Test and Trace)- <i>even if you test negative during those 14 days</i> The rest of your household does not need to self-isolate, unless they are a 'close contact' to When you have completed 14 days of self-isolation, even if you test negative during those 14 days.

What to do if....	Action needed	Back to work....
....I have travelled and now have to self-isolate as part of a period of quarantine	<ul style="list-style-type: none"> • Consider quarantine requirements and FCO advice when booking travel • Seek authorisation from your Manager for the holiday knowing it will mean a longer period out of the business <p>Returning from a destination where quarantine is needed:</p> <ul style="list-style-type: none"> • You shouldn't attend work • You should self-isolate for 14 days- even if you test negative during those 14 days When you have completed the quarantine period of 14 days, even if you test negative during those 14 days.
....I have received advice from a medical/ official source that I must resume shielding	<ul style="list-style-type: none"> • You shouldn't attend work • You should contact your Manager/ HR to inform them • You should shield until you are informed that restrictions are lifted and shielding is paused again when you are informed that restrictions have been lifted and you can return
....I am not sure who should get a test for Covid-19	<ul style="list-style-type: none"> • Only people with symptoms* need to get a test • People without symptoms are not advised to get a test, even if you are a 'close contact' of someone who tests positive When conditions above as matching your situation, are met.

**Symptoms include at least one of a high temperature; a new continuous cough; a loss of or change to your sense of smell or taste. See more at;*

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>