

COVID-19

Isolation Procedure

Background

During the Coronavirus pandemic it is now a legal requirement in England that individuals self-isolate in different circumstances. This policy aims to set out the Company's approach to self-isolation and to ensure that employee's, contractors, and agency personnel understand what is required of them.

What is self-isolation?

Self-isolation is when you are required to stay at home because you have, or might have Coronavirus (COVID-19).

Self-isolation means you **do not** leave your home, except for limited reasons. You may have to have food delivered and will not be able to go to work. You cannot take public transport and cannot go out to exercise.

You may be required to self-isolate because:

- you are symptomatic of COVID-19
- you live with someone who has COVID-19 or is symptomatic,
- someone in your support bubble has tested positive or is symptomatic, or you have tested positive.
- You may have been contacted by NHS Test and Trace to tell you to self-isolate as you have been in contact with a confirmed case. This will include contact with a confirmed case at work (i.e. colleague/child).
- On the advice of Public Health England.
- Self-isolation may also occur where you are required to quarantine on return from a foreign country that is not air corridor with England.

Self-isolation is not social distancing or shielding. It is required to prevent the spread of the virus.

Health Protection (Coronavirus Restrictions) (Self-Isolation) (England) Regulations 2020.

Under the Health Protection (Coronavirus Restrictions) (Self Isolation) (England) Regulations 2020 it is mandatory that individuals self-isolate who are required to do so and that employers facilitate this happening. These regulations also make it a requirement that the individual who has tested positive has to tell the relevant authorities (using NHS Test and Trace) the names of everyone who lives in their household.

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The regulations make it an offence, punishable by fine, for an employer to allow the employee who is self-isolating to attend the workplace.

Our Policy

The Company will fully comply with the requirement under the regulations to ensure that employees who are self-isolating do not attend work. To do this we require that all employees reveal their self-isolation status to the Company without delay. With the introduction of The Health Protection (Coronavirus Restrictions) (Self Isolation) (England) Regulations 2020 it is now a legal requirement in England that employees notify their employer that they are self-isolating.

Employees who are due at work are required to notify the Company of their absence following the Sickness Absence Reporting Policy. If you are absent due to self-isolation it is essential that you pass this information on when you report your absence.

Employees who are not due at work and who discover that they are to self-isolate are required to report this to the Company. This can be done via email or a phone call.

Employees should contact the Company as soon as possible and expect that the Company will be in touch with them regarding their period of self-isolation if they do not speak to someone when they report the self-isolation requirement.

Employees who report for work and then reveal that they should be self-isolating may be subject to disciplinary action.

The expectation to get a test

If an employee is symptomatic, we expect that they will get a PCR test. We appreciate that tests are not pleasant but they are readily available and easy to book.

It is important that we know the outcome of the test. If you have tested positive for COVID-19 we need to consider the bubble you work in and who needs to self-isolate due to your positive test.

The test needs to be done within 8 days of your symptoms starting. You should not be charged for taking a test.

The Company reserves the right to pay for you to take a COVID-19 test which you are expected to cooperate with.

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What will happen when you have had a test?

You'll get a text or email with your result when it's ready. If you use the NHS COVID-19 app, you may also get your result in the app.

Most people get their test results within 2 days, but it could take up to 5 days.

There are 3 types of result you can get:

- negative
- positive
- unclear, void, borderline or inconclusive

The Company requires that you keep evidence of your test result and provide it to us if asked.

What you need to do if you are self-isolating?

When you are self-isolating you are required to stay at home because you have or might have Coronavirus (COVID-19).

Do not attempt to come to work. Do not mix with work colleagues that are not in your household. If your child attends the Nursery/Pre-school or Club they will be at home with you.

Whilst you are symptomatic you should let people know that you have had contact with in the last 48 hours that you are self-isolating. If you are unsure as to which work colleagues you should let know, your Line Manager can assist you. They do not need to self-isolate unless they are members of your household or in your support bubble.

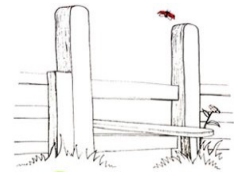
Those you have been in contact with will want to carefully practice social distancing though and should self-isolate if they experience symptoms.

The Company reserves the right to disclose your self-isolating status with your colleagues if required to do so.

How long do I need to self-isolate for?

If you are symptomatic you have to self-isolate for 10 days. Those in your household need to self-isolate for 10 days. If during the 10 days they are self-isolating, they develop symptoms they need to get tested.

If you are contacted by NHS Test and Trace and told to self-isolate you must do so for 10 days.



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If you live with someone who is symptomatic or has tested positive you will need to self-isolate for 10 days.

If someone in your support bubble is symptomatic or has tested positive you will need to self-isolate for 10 days.

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What do I need to give the Company as proof of you self-isolating?

You must obtain an isolation note as proof that you are self-isolating. To obtain a note go to <https://111.nhs.uk/isolation-note/>

The Company will check the validity of the isolation note to ensure that we make a valid claim for COVID SSP from the HMRC.

We will use the 16 digit reference code and your date of birth to check your code.

<https://111.nhs.uk/isolation-note/check>

A failure to provide an isolation note that we ask for may result in disciplinary action being taken.

What will I be paid whilst I am self-isolating due to COVID-19?

If you are not unwell and able to do so you may be able to work from home whilst self-isolating. The Company will discuss this with you if it is applicable in your circumstances.

If you are self-isolating due to COVID-19 you are entitled to receive COVID SSP if you meet the eligibility conditions. This means you have to earn over the Lower Earnings Limit (£120 per week) and you have to have been off for 4 days or more.

From 12 October 2020, if you are eligible and not receiving normal pay (including Company Sick Pay) during your period of self-isolation you may be able to receive a grant of £500 to help you to self-isolate if otherwise you would face financial hardship. This grant will be paid by local authorities and you can find out more information (including the eligibility criteria) online when the grant is available.

What will I be paid whilst I am self-isolating as I have returned from a country that is not on an air-corridor?

Whilst you are self-isolating during the 10-day quarantine you are not entitled to any pay unless we decide that you can either:

- Work effectively from home
- Take accrued and untaken holiday

[If you have travelled to a foreign country that was **not** on an air corridor (green) list before you travelled your self-isolation absence will be treated as unauthorized unpaid absence and you may be subject to disciplinary action.]

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What does a positive test result mean?

A positive result means you had coronavirus when the test was done.

If your test is positive, you must self-isolate immediately and notify the Company as soon as possible.

If you had a test because you had symptoms, keep self-isolating for at least 10 days from when your symptoms started.

If you had a test but have not had symptoms, self-isolate for 10 days from when you had the test.

Anyone you live with, and anyone in your support bubble, must self-isolate for 10 days from when you start self-isolating and should be aware of developing symptoms. Should they develop symptoms, the 10 day isolation period starts again for the household/support bubble.

You will be asked to provide NHS Test and Trace with details of people who you have had a contact with and it is a legal requirement in England to give NHS Test and Trace to the details of people in your household.

What does a negative test mean?

A negative result means the test did not find coronavirus.

You do not need to self-isolate if your test is negative, as long as:

- everyone you live with who has symptoms tests negative as well
- everyone in your support bubble who has symptoms tests negative as well
- you were not told to self-isolate for 10 days by NHS Test and Trace
- you feel well – if you feel unwell, stay at home until you are feeling better

If you have diarrhea or you are being sick, stay at home until 48 hours after this has stopped.

What does an unclear or inconclusive test result mean?

An unclear, void, borderline or inconclusive result means it's not possible to say if you had coronavirus when the test was done.

Get another coronavirus test as soon as possible if this happens.

If you had a test because you had symptoms, you must keep self-isolating and have another test within 8 days of your symptoms starting.

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If you are not able to have another test in time, you must self-isolate for at least 10 days from when your symptoms started. Anyone you live with, and anyone in your support bubble, must also self-isolate for 10 days.

If you had a test but have not had any symptoms, you do not need to self-isolate while you wait to get another test. People you live with, and anyone in your support bubble, do not need to self-isolate.

If I have tested negative can I return to work?

If following being symptomatic, you have a test, and the result is negative, and you are well, you may be able to return to work.

In order for this to happen, you must comply with our requirement to contact the Company in order to stand down cover (see Sickness Absence Reporting procedure) and must be well.

The Company reserves the right to request evidence of the negative test. A failure to provide evidence as requested will result in a delay in you being able to return and may lead to disciplinary action. We cannot stress how importance it is that you do not return to work if you are meant to be self-isolating.

If the member of my household or support bubble that was symptomatic has had a negative test, can I return to work?

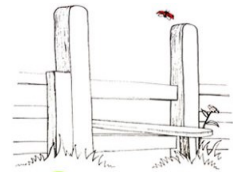
You and your household are able to end self-isolation early if they receive a negative test.

In order for this to happen you must comply with our requirement to contact the Company in order to stand down cover (see Sickness Absence Reporting procedure) and must be well.

The Company reserves the right to request evidence of the negative test. A failure to provide evidence as requested will result in a delay in you being able to return and may lead to disciplinary action. We cannot stress how importance it is that you do not return to work if you are meant to be self-isolating.

What happens if I develop symptoms again?

If you develop symptoms of COVID-19 for a second time you must self-isolate and get a test.



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Where do I go if I need further information about my symptoms?

Employees should contact NHS 111 online.

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