**Protocol for staff / family member with upper respiratory tract symptoms:-**

If a staff member has any COVID symptoms:-

* COVID symptoms:-
  + New / persistent cough
  + High temperature >37.8
  + Loss / change in taste / smell
* Advise NOT to attend work and to arrange a COVID test
* Staff member can return to work:-
  + COVID result negative – immediately if feeling well enough
  + COVID result positive – after 10 days if feeling well enough

If a staff member has any respiratory tract symptoms (Runny Nose, Sore Throat without a fever, Mild Cold, tickly cough) without COVID symptoms:-

* COVID symptoms:-
  + New / persistent cough
  + High temperature >37.8
  + Loss / change in taste / smell
* Would you normally have attended work?
  + No – stay at home until better
* Would you normally have attended work?
  + Yes – can attend work
    - **To work in a room on their own if possible,** continue, as per current instruction, to wear face mask in all communal areas at all times.

If a family member has any COVID symptoms:-

* COVID symptoms:-
  + New / persistent cough
  + High temperature >37.8
  + Loss / change in taste / smell
* Advise NOT to attend work and to arrange a COVID test for family member
* Staff member can return to work:-
  + COVID result negative – immediately if no symptoms themselves
  + COVID result positive – after 14 days if no symptoms themselves

If a family member has any respiratory tract symptoms without COVID symptoms:-

* COVID symptoms:-
  + New / persistent cough
  + High temperature >37.8
  + Loss / change in taste / smell
* Staff member can attend work as long as no symptoms themselves

Would you have stayed off before COVID due to your symptoms?

No

Yes

Do you have any of the following symptoms:-

1. A new continuous cough?

This means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

1. A fever?

A high temperature >37.8

1. A complete loss or change of smell or taste?

This means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal

Stay off work until you are feeling well enough to return to work

Speak to your specialist team about testing criteria if you haven’t already seen or spoken to them or had a letter in the post telling you when to worry

Yes

No

Do you have an underlying chronic medical condition such as immunocomprimised?

No

Yes

If you are otherwise well with:-

1. A runny nose
2. Sore throat without a fever
3. Mild cold
4. Tickly cough (which does not meet the definition of continuous cough as detailed above.)

You are able to attend work.

1. Stay off work
2. Speak to your line manager or 119 or go to the [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus) website and arrange for a self-test to be done
3. You and your household members must self-isolate until you have the result of your test