

## CORONAVIRUS - SUMMARY OF ACTION TO BE TAKEN BY EMPLOYEES / MANAGERS

Any support required, please contact Occupational Health on 07894 326948 or 07714 397521

	CRITERIA	ACTION	OUTCOME
A	Employee displays symptoms or has a positive lateral flow test - <b>new continuous cough and/or high temperature and/or loss of, or change in, normal sense of taste or smell (anosmia)</b>	Employee should self isolate for 7 days.  For staff self-isolating, you need to follow <a href="https://gov.wales/self-isolation">https://gov.wales/self-isolation</a>	Isolate from when the symptoms start, with pay and advise manager of progress. Speak to your manager about ways to work from home if well enough to do so.
B	Employee not displaying symptoms but living with or close contact of a person displaying symptoms / diagnosed.	Please follow the guidance in the attached link: <a href="https://gov.wales/self-isolation">https://gov.wales/self-isolation</a>	Follow the guidance for close contact and if necessary isolate with pay and advise manager of progress. Speak to your manager about ways to work from home.
C	Employees who are <b>Extremely Vulnerable (have previously received a letter from Welsh Government to shield)</b> and are at <b>very high risk of severe illness</b> from coronavirus because of an underlying health condition - extremely	You can go to work, if you cannot work from home, as long as the business is Covid-secure (has taken reasonable measures to minimise risk to employees);	You should speak to your line manager/headteacher about the measures for minimising your risk when you return to work including social distancing, hand washing, use of face masks and lateral flow testing. A well-being action plan (former personal risk assessment) may be carried out in some circumstances for further advice please contact the health and safety team.  Extremely vulnerable = 1. Solid organ transplant recipients 2. People with specific cancers:

	vulnerable (without meeting the criteria in A and B)		<ul style="list-style-type: none"> <li>○ People with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer</li> <li>○ People with cancers of the blood or bone marrow such as leukemia, lymphoma or myeloma who are at any stage of treatment</li> <li>○ People having immunotherapy or other continuing antibody treatments for cancer</li> <li>○ People having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors</li> <li>○ People who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs</li> </ul> <ol style="list-style-type: none"> <li>3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe Chronic Obstructive Pulmonary Disease (COPD)</li> <li>4. People with severe single organ disease (e.g. Liver, Cardio, Renal, Neurological).</li> <li>5. People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as Severe Combined Immunodeficiency (SCID), homozygous sickle cell).</li> <li>6. People on immunosuppression therapies sufficient to significantly increase risk of infection.</li> <li>7. Adults with Down's syndrome.</li> <li>8. Pregnant women with significant heart disease, congenital or acquired.</li> </ol>
D	Employees that are at Increased Risk (without meeting the criteria in A and B)	<p>See full guidance: <a href="https://gov.wales/people-increased-risk-coronavirus">https://gov.wales/people-increased-risk-coronavirus</a></p> <p>If you fall into this group, you can be in work with the appropriate Covid-19 risk assessment in place – see above in Category C.</p>	<p>Work from home or if in work social distance yourself through stringent measures / wearing appropriate PPE.</p> <p>Increased risk =</p> <ol style="list-style-type: none"> <li>1. aged 70 or older (regardless of medical conditions)</li> <li>2. under 70 with an underlying health condition listed below (i.e. anyone instructed to get a flu jab as an adult each year on medical grounds):</li> </ol>

		See <a href="#">Guidance on Social Distancing</a> .	<ul style="list-style-type: none"> <li>• chronic (long-term) respiratory diseases, such as <a href="#">asthma</a>, <a href="#">chronic obstructive pulmonary disease (COPD)</a>, <a href="#">emphysema</a> or <a href="#">bronchitis</a></li> <li>• chronic heart disease, such as <a href="#">heart failure</a></li> <li>• <a href="#">chronic kidney disease</a></li> <li>• chronic liver disease, such as <a href="#">hepatitis</a></li> <li>• chronic neurological conditions, such as <a href="#">Parkinson's disease</a>, <a href="#">motor neuron disease</a>, <a href="#">multiple sclerosis (MS)</a>, a learning disability or cerebral palsy</li> <li>• <a href="#">diabetes</a></li> <li>• problems with your spleen – for example, <a href="#">sickle cell anaemia</a> or if you have had your spleen removed</li> <li>• a weakened immune system as the result of conditions such as <a href="#">HIV and AIDS</a>, or medicines such as <a href="#">steroid tablets</a> or <a href="#">chemotherapy</a></li> <li>• being seriously overweight (a body mass index (BMI) of 40 or above)</li> </ul> <p>3. those who are pregnant</p>
E	If employee chooses to self-isolate, without meeting the criteria in A and B	Manager to make contact with employee and encourage a return to work if unable to work from home. Otherwise employee to work from home where appropriate.	Employee either takes annual leave or unpaid leave if unwilling to return to work.

**NB** All incidents of self-isolation (whether you have symptoms or not) will be reported to HR by your line manager for reporting purposes.