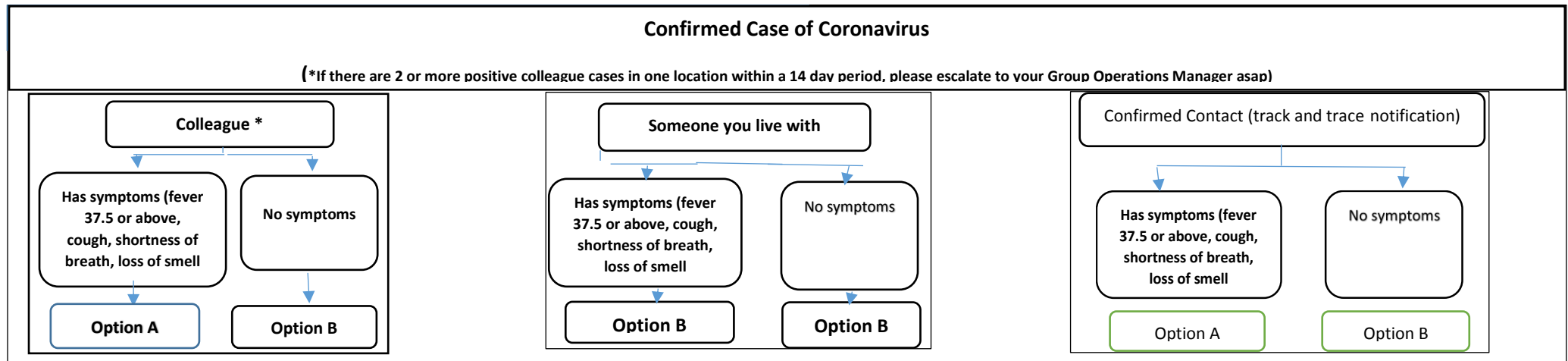


Coronavirus (Covid-19) - Advice for our colleagues

With the current worldwide coronavirus, Covid-19 outbreak there are a number of measures in place we can take to reduce the spread of this virus. Maintaining good personal hygiene at all times and washing your hands regularly with soap and water, or alcohol based hand-rubs will reduce the risk.

As this virus is impacting more countries, we will continue to monitor the Government's Public Health England advice and update our guidance accordingly. At this current time, there are no travel corridors open and if you return from abroad, you will be required to quarantine for 10 days (may be reduced to 5 days on receipt of a negative test result). The following information will help you make the right decision regarding your health if you, a colleague or somebody you live with has come into contact with someone who is confirmed as having Coronavirus or are showing symptoms of Coronavirus.

Please refer to the [Public Health website](#) or [Store Intranet/ HO Intranet](#) for further supporting guidance and FAQ's.

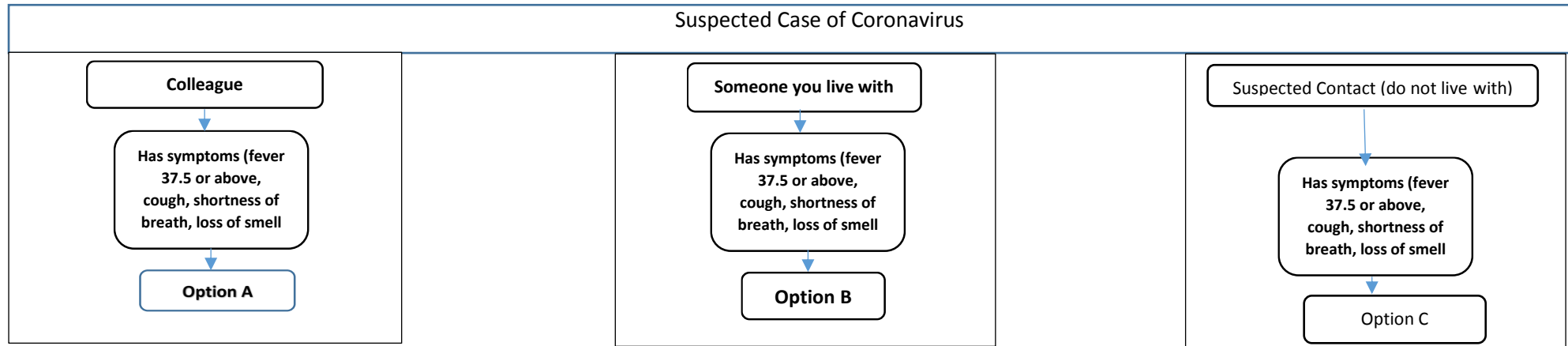


Option A

- Self-quarantine for 10 days from the date you first showed symptoms
- Inform your line Manager, self-certify and follow the sickness absence policy
- Arrange a test
- Contact NHS 111 if symptoms worsen or symptoms have not improved after initial 7 days
- Your line manager will complete internal reporting process
- After 10 days, if you feel better and no longer have a high temperature, you can return to your normal routine (you may still have a cough or loss of taste/ smell)

Option B

- Self-quarantine for 14 days from the date of confirmation (10 days minimum following a positive test result)
- Inform your line Manager
- Your line manager will complete internal reporting process
- Monitor for symptoms and if symptoms develop, arrange for a test and move to option A (this may mean self-isolation exceeds 14 days in total)
- Where possible, work from home
- If no symptoms occur after 14 days, you can return to normal work
- If unwell but not showing coronavirus (Covid-19) symptoms, follow sickness absence policy



Option A

- Self-quarantine for 10 days from the date you first showed symptoms
- Inform your line Manager, self-certify and follow the sickness absence policy
- Arrange a test
- Contact NHS 111 if symptoms worsen or symptoms have not improved after initial 7 days
- Your line manager will complete internal reporting process
- After 10 days, if you feel better and no longer have a high temperature, you can return to your normal routine (you may still have a cough or loss of taste/ smell)

Option B

- Self-quarantine for 14 days from the date of confirmation (10 days minimum following a positive test result)
- Inform your line Manager
- Your line manager will complete internal reporting process
- Monitor for symptoms and if symptoms develop, arrange for a test and move to option A (this may mean self-isolation exceeds 14 days in total)
- Where possible, work from home
- If no symptoms occur after 14 days, you can return to normal work
- If unwell but not showing coronavirus (Covid-19) symptoms, follow sickness absence policy
- Self-isolation is not required if someone in your household is isolating due to exposure to a confirmed case unless they test positive or are displaying symptoms themselves

Option C

- You do not need to self-isolate unless contacted by the track and trace team
- Monitor for symptoms
- You do not need to book a test unless you start to display symptoms when you should revert to Option A

For further information on when you should self-isolate and what actions you should follow, please use this links to the government guidance;

[COVID-19: guidance for households with possible coronavirus infection](#)

[Guidance for contacts of people with possible or confirmed coronavirus \(COVID-19\) infection who do not live with the person](#)