

Process for Staff who Self-Isolate or Test Positive for Coronavirus

Please read this guidance in full and again at the time it may be needed by yourself

All staff should make sure immediately and routinely check that:

- 1) Your contact details are up to date on the Portal
- 2) Your timetable is accurate on the Portal
- 3) Ensure you are following the school(s)' risk assessment and guidelines at all times.
We strongly advise the use of a face covering, keeping your distance, ensuring good ventilation and regular handwashing and/or hand sanitising.

Should you be required to take a COVID-19 test:

- 1) Contact your line manager immediately. This applies to non-term time and weekends as well as the working week.

Scott Hollins	07538 488853	shollins@walmused.org.uk
Steph Dufty	07395 807036	sdufty@walmused.org.uk
Monica Hollins	07903 527633	mihollins@walmused.org.uk
Glen Taylor	07818 045596	gtaylor@walmused.org.uk

- 2) Line managers must inform Scott as soon as possible.

Should you test positive or are advised to self-isolate for COVID-19:

- 1) Contact your line manager immediately.

You should follow the process as detailed below in the following order:

1. Phone your line manager (DO NOT EMAIL)
 2. If no response, contact your manager by text
 3. If no reply, phone another manager
 4. If no answer, text another manager
 5. If still no contact is made then email your line manager copying in the management team:
Scott Hollins, Steph Dufty, Monica Hollins, Glen Taylor.
- 2) Have the following information to give to your line manager if you have tested positive:
 - When and where were you tested?
 - Which school(s) does it affect?

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- The number of pupils in school(s) you have been in contact with
 - Details of any school staff you have been in contact with
 - Details of any of WMEHS staff and/or Arts Centre staff you may have been in contact with
 - Accurate information of how you have been mitigating risk of passing on any possible infections such as distancing, ventilation, handwashing/sanitising, face coverings, etc...
 - Any other relevant information
- 3) Scott will inform Arts Centre Manager, Neil Johnson, of all staff testing positive or isolating who will then inform Walsall Council COVID executive team.
- 4) In the case of a positive test, your line manager then needs to inform Scott and Public Health immediately by emailing the Health Protection Team.
- 5) If you have tested positive or are advised to self-isolate, contact the school(s) affected and consider point 7 below. Confirm to your line manager you have done this.
- 6) Follow the latest clinical advice as detailed at:
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- 7) Providing the school(s) with work:

Consider these scenarios:

- *If you are isolating because someone in your family bubble is positive – work from home and be paid as normal. Ensure your line manager knows how and what you are working on. Keep a record of communications with schools and work provided.*
- *If you have tested positive but you are well enough to work – work from home and be paid as normal. Ensure your line manager knows how and what you are working on. Keep a record of communications with schools and work provided.*
- *If you have tested positive and you are not well enough to work from home - normal sickness leave process applies. Inform your line manager.*

Additional Information:

- Further updates will follow should the guidance change, locally or nationally.
- All staff should make themselves aware of the latest updates.
- Any scenarios that aren't covered by these guidelines will need to be discussed and actioned immediately with your line manager and Scott should be informed.

Guidance updated 9th November 2020

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