

# Process for Staff who Test Positive and/or are asked to Self-Isolate 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 test positive or are advised to self-isolate for COVID-19:

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

Scott Hollins \*\*\*\*\*  
Steph Dufty \*\*\*\*\*  
Monica Hollins \*\*\*\*\*  
Glen Taylor \*\*\*\*\*

- 2) Line managers must inform the Manager of WMEHS as soon as possible.

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.
- 3) Have the following information to give to your line manager if you have tested positive:
    - When you completed your last **negative** Lateral Flow Test?
    - When you completed your **positive** Lateral Flow Test?
    - Have you booked a PCR test and when is it?
    - Which school(s) does it affect?

Supported using public funding by

- Have you contacted the school(s)? This is the information you will need to give the school:
    - i. Which pupils have you been in contact with?
    - ii. Details of room(s) used?
    - iii. Details of any school staff you have been in contact with
    - iv. Accurate information of how you have been mitigating risk of passing on any possible infections such as distancing, ventilation, handwashing/sanitising, face coverings, etc.
    - v. Any other relevant information
  - Details of any WMEHS staff and/or Arts Centre staff you may have been in contact with
  - Any other relevant information
- 4) The Manager of WMEHS will inform the Arts Centre Manager of all staff testing positive or isolating who will then inform Walsall Council COVID executive team.
  - 5) If you have tested positive and/or are advised to self-isolate, consider point 7 below. Confirm to your line manager that 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 the WMEHS Manager should be informed.

*Guidance updated 28<sup>th</sup> June 2021*

Supported using public funding by