

I hope that this latest briefing finds you and your family well.

The purpose of this briefing is to provide you with information on [Test & Protect](#). Test & Protect is Scotland's approach to implementing the 'test, trace, isolate, support strategy'. It is a public health measure designed to break chains of transmission of COVID-19 in the community by:

- identifying people who have COVID-19
- tracing those who have been in close contact with an infected person for a long enough period of time to be at risk of infection (this includes everyone who has been less than 2 metres away from a confirmed case for 15 minutes or more)
- supporting the close contacts to self-isolate.

If you test positive for COVID-19 and/or are traced as a close contact, you will be contacted by an NHS Contact Tracer who will introduce themselves and the purpose of their call. You will be addressed by your name and asked for details of who you live with, where you have been and who you have been near. You will not be asked for any personal information such as bank details or medical records.

If you are told to self-isolate by an NHS Contact Tracer, you must stay at home. The [Scottish Government](#) state that self-isolation means that you must stay at home. You should not go to work, public areas or use public transport. You should not go out to buy food or other essentials. You should physically distance yourself from other unexposed people in your household.

### **What do I do if I become unwell at work?**

If you are at work and become unwell with COVID-19 symptoms (a new continuous cough; a high temperature or fever; loss of, or change in, sense of smell or taste), you must **immediately and safely** stop working, inform your line manager and return directly home to self-isolate. If possible, you should avoid touching anything such as a signing in/out book, you should wear a face covering on your journey home and avoid public transport.

Your line manager will immediately arrange for your work location to be cleaned as appropriate.

When you arrive home, you must visit [www.nhsinform.scot](http://www.nhsinform.scot) or, if you do not have access to the Internet, you must call 0800 028 2816 to arrange to get tested.

If you are a **key worker**, you, and anyone in your household with COVID-19 symptoms, can access testing through Tayside Contracts and will be given priority. Please contact your line manager in the first instance. Your Unit Head will collate information in preparation for sending to the NHS.

If you test positive, you must self-isolate for 7 days from the day your symptoms began and members of your household should self-isolate for 14 days. An NHS Contact Tracer will contact you to obtain information on who you have been in close contact with. The NHS Contact Tracer will then contact the individuals you have been in close contact with and tell them that they must self-isolate for 14 days. They will not divulge your name.

You must contact your line manager and advise them that you have tested positive.

You can self-certify for the first 7 days of sickness absence but after that you will be required to submit a medical certificate 'fit note' to cover your sickness absence. You will be recorded as sick and will be paid your normal contractual pay.

After the isolation period, you can return to work providing you are well enough and have not had a high temperature for 48 hours (without taking any medicines to treat a high temperature). A cough and/or loss of, or change in, sense of smell or taste may persist for several weeks in some people, even though the coronavirus infection has cleared. You do not need to continue to self-isolate for more than 7 days after your symptoms started if you have a persistent cough and/or change in smell or taste with no other symptoms.

You should contact your line manager when you are fit to resume working.

If you test negative, everyone in your household can end isolation. You must inform your line manager and return to work when well enough.

### **What do I do if I am contacted by an NHS Contact Tracer and told to self-isolate?**

If you are contacted by an NHS Contact Tracer and told to self-isolate, you must immediately self-isolate for 14 days from the last day you had contact. You will be told what day this was by the NHS Contact Tracer.

If you are contacted while you are at work, you must **immediately and safely** stop work, inform your line manager and return home to self-isolate from all your jobs.

You must visit [www.111.nhs.uk/isolation-note](http://www.111.nhs.uk/isolation-note) to obtain an isolation note and submit it to [payroll@tayside-contracts.co.uk](mailto:payroll@tayside-contracts.co.uk)

If you are well and able to, you should work from home. If you can work from home, you do not need an isolation note.

If you become unwell with COVID-19 symptoms within the 14 days, you must visit [www.nhsinform.scot](http://www.nhsinform.scot) or, if you do not have access to the Internet, you must call 0800 028 2816 to arrange to get tested.

If you test positive, you must stay at home for 7 days from the day your symptoms began, even if it takes you over the 14 day isolation period. Members of your household should self-isolate for 14 days.

An NHS Contact Tracer will contact you to obtain information on who you have been in close contact with. The NHS Contact Tracer will then contact the individuals you have been in close contact with and tell them that they must self-isolate for 14 days. They will not divulge your name.

You must also inform your line manager and advise them that you have tested positive.

You will be recorded as sick from the day your symptoms began and be paid your normal pay. You can self-certify for the first 7 days of sickness absence but after that you will be required to submit a medical certificate 'fit note' to cover your sickness absence.

After the isolation period, you can return to work providing you are well enough and have not had a high temperature for 48 hours (without taking any medicines to treat a high temperature). A cough and/or loss of, or change in, sense of smell or taste may persist for several weeks in some people, even though the coronavirus infection has cleared. You do not need to continue to self-isolate for more than 7 days after your symptoms started if you have a persistent cough and/or change in smell or taste with no other symptoms.

You should contact your line manager when you are fit to resume working.

If you test negative, you must continue to self-isolate for the 14 days as originally directed by the NHS Contact Tracer, as you could still be incubating the virus.

The rest of your household do not need to continue isolation unless you develop new symptoms and are tested again. If you are tested again, members of your household should isolate whilst awaiting the test result.

**What do I do if I am contacted by an NHS Contact Tracer but have previously tested positive and recovered from COVID-19?**

You must follow the instruction of the NHS Contact Tracer which means that you are likely to be required to self-isolate despite the fact that you previously tested positive for COVID-19 and recovered.

**What do I do if a member of my household has been told to self-isolate, has symptoms but has not received their test result yet?**

You must self-isolate until the outcome of their test is known. You must inform your line manager and visit [www.111.nhs.uk/isolation-note](http://www.111.nhs.uk/isolation-note) to obtain an isolation note and submit it to [payroll@tayside-contracts.co.uk](mailto:payroll@tayside-contracts.co.uk)

If the result of the test is positive, you must continue to self-isolate for 14 days as directed by NHS Scotland.

If the result is negative, you can return to work.

**What do I do if a member of my household has been told to self-isolate but has no symptoms?**

You are not required to self-isolate unless you develop symptoms or a member of your household develops symptoms and subsequently tests positive.

**What do I do if a work colleague I have been working with has been told to self-isolate, has symptoms but has not received their test result yet?**

You are not required to self-isolate unless you develop symptoms, therefore you should continue to attend work unless you are contacted by an NHS Contact Tracer.

## **What do I do if a work colleague I have been working with has been told to self-isolate but has no symptoms?**

You are not required to self-isolate unless you develop symptoms.

## **What if I have inadvertent contact with a work colleague?**

If you have inadvertent contact with a work colleague in the workplace i.e. any contact that is less than 2 metres away, it is important that you declare this information if you are contacted by an NHS Contact Tracer.

## **What will I be paid if I must self-isolate?**

You will be paid your normal contractual pay if the reason for your absence is self-isolation COVID-19. This will be recorded as 'paid leave' and will not count towards your sickness absence record.

However, if you develop COVID-19 symptoms at any stage and/or test positive, you must inform your line manager. You can self-certify for the first 7 days of absence but after that you will be required to submit a medical certificate 'fit note' to cover your sickness absence. You will be paid your normal pay.

## **What do I do if I do not have access to the Internet to obtain an isolation note?**

You can ask someone that you trust to obtain an isolation note for you and post it to Tayside Contracts.

## **Where do I find additional support during self-isolation?**

If you would like to find out where you can obtain additional support during a period of self-isolation, please visit Ready Scotland [www.readyscotland.org/coronavirus/where-to-find-additional-support](http://www.readyscotland.org/coronavirus/where-to-find-additional-support)

Should you have any questions about any of the topics covered in this briefing or are seeking support please do not hesitate to contact your Line Manager. Please continue to refer to Tayside Contracts' website [www.tayside-contracts.co.uk](http://www.tayside-contracts.co.uk) on a regular basis to check for further updates.

If you have not already done so and wish to provide your email address to us in order to benefit from electronic access to communications such as these, please forward your email address to [Communications@tayside-contracts.co.uk](mailto:Communications@tayside-contracts.co.uk). We will not forward your email address onto any third parties or use it for any other purpose other than to communicate with you.

**Iain C Waddell, Managing Director, 10 June 2020**