



Self-Isolation Procedure

If you've come into College and start to feel unwell with symptoms that could be Coronavirus – such as a high temperature, continual coughing or a sudden loss of taste or smell - you should:

1. Collect your belongings and go home as quickly as possible. Use the most direct route, staying as far from other people as you can. Try not to touch anything.
2. As soon as you're out of the building and away from other people use your mobile to contact your manager/course tutor and tell them that you think you may have the Coronavirus. In some cases you may need to wait for transport to leave the College, the College will direct you to the nearest isolation room to await transport. Do not use Public Transport to return home.
3. Your manager/course tutor will want to know who you've spoken to and which areas of the workplace you've been into. They will need all surfaces in all these areas and anything you may have touched to be cleaned and disinfected. This will include high contact areas, such as toilets.
4. The current advice for people who think they may have Coronavirus is that you should NOT go to your doctors or to a hospital. You should go online and request a test <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/> and provide information on people you may have been in contact with. The current advice is to stay at home and self-isolate for 7 days pending the results of the test.
5. You'll need to keep self-isolating if you have any other symptoms (such as a high temperature, runny nose, feeling sick or diarrhoea). You shouldn't stop self-isolating until these symptoms have gone.
6. You'll need to keep your manager/course tutor updated on how you are and what you've been advised to do.
7. If you develop the symptoms before coming to College then you must self-isolate at home, inform your manager/course tutor as soon as possible and request a test as per point 4 above. DO NOT come into College until you have received information that you can.
8. If you live with someone who develops the symptoms then you must self-isolate for 14 days, request that the person follows point 4 above and requests a test. DO NOT come into the College until you have received information that you can.

Don't forget that symptoms such as a high temperature or coughing could be for something other than Coronavirus, but it's best to be on the safe side.

Review Date: - - / - - / - - - -