

Coronavirus-related absences guide – Staff

All staff should continue to telephone the school on 01084985110 before 7.30 am on the first day of absence. All information and correspondence if this is a Covid related absence should additionally be emailed to covidstaff@heathcote.waltham.sch.uk. This includes test result information etc. This is confidential information and will only be accessed by the HT, Deputies, Head's PA or HR Manager.

What to do if...	Action needed	Return to school when...
...I have coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school • Self-isolate • Get a test • Inform school immediately about test result 	... the test comes back negative and you have no symptoms
...I have coronavirus symptoms that develop in school	<ul style="list-style-type: none"> • If you are teaching, notify someone from the duty team who will provide immediate cover and make your way directly to 624 using an outside route to the back fire exit • Self-isolate • Get a test • Inform school immediately about test result 	... the test comes back negative
...I test positive for coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school • Self-isolate for 10 days or days from the onset of symptoms • Inform school immediately about test result 	...you feel better. You can return to school after 10 days even if they have a cough or loss of smell/taste. These symptoms can last for several weeks once the infection is gone.
...somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school • Self-isolate • Household member to get a test • Inform school immediately about test result • Self-isolate for 14 days or days from the onset of symptoms if you can't get a test 	...the household member test is negative and has nobody in the household has any symptoms
...somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school • Self-isolate for 14 days from the onset of symptoms 	...you have completed 14 days of self-isolation and has no symptoms

<p>...NHS test and trace have identified me as a 'close contact' of somebody with symptoms or confirmed coronavirus</p>	<ul style="list-style-type: none"> • Do not come to school • Contact school • Self-isolate for 14 days from the onset of symptoms 	<p>...you have completed 14 days of self-isolation and has no symptoms</p>
<p>...I travelled and have to self-isolate as part of a period of quarantine</p>	<ul style="list-style-type: none"> • Do not take unauthorised leave in term time and consider any foreign travel very carefully as you are unlikely to be paid for such absences • Consider quarantine requirements and FCO advice when booking travel • Provide information to school as per attendance policy <p><u>Returning from a destination where quarantine is needed:</u></p> <ul style="list-style-type: none"> • Do not come to school • Contact school • Self-isolate for 14 days 	<p>...the quarantine period of 14 days has been completed and you have no symptoms</p>
<p>...we have received medical advice that I must resume shielding.</p>	<ul style="list-style-type: none"> • Do not come to school • Contact school • Shield until you are informed that restrictions are lifted and shielding is paused again 	<p>...school inform you that restrictions have been lifted and you can return to school again.</p>