	POLICY ON SELF-ISOLATION DUE TO CORONAVIRUS	Ref:	029
		Issue Date:	November 2017
		Issue:	9

Introduction and Policy Statement

Minimising the risk of people attending the workplace with coronavirus is an important part of this Company's policy for keeping staff safe, as this reduces the risk of coronavirus transmission in the workplace. This policy sets out what staff should do in the event that they test positive for coronavirus or develop the main coronavirus symptoms ((i.e. a high temperature, a new continuous cough, or loss of, or change in, sense of taste or smell).

What to do if you have Coronavirus symptoms

If you develop any of the main coronavirus symptoms (i.e. a high temperature, a new continuous cough, or loss of, or change in, sense of taste or smell) while you are at work, please speak to HR as soon as possible.

If you become ill with coronavirus symptoms at home, please do not come into work.

What to do if you test positive for Coronavirus

Please advise HR as soon as possible if you test positive for coronavirus, even if your symptoms are mild. You will not be able to return to work until you test negative.

We will not inform anyone else about your condition unless it is necessary to do so. Our overriding obligation is to protect the health and safety of our staff, and we may therefore have to speak to your colleagues and other people with whom you've been in close contact in order to protect them. Any information we disclose will be limited to what is necessary for that protection and we will not disclose your identity without your permission in this circumstance.

Medical evidence requirements and keeping us updated regarding your absence

In line with the Company's sickness absence reporting procedure, if you develop coronavirus symptoms or test positive for coronavirus, you should notify HR by telephone before you are due to start work, or as soon as possible if that is not practical. In accordance with the Company's sickness absence reporting procedure, you should also continue to notify and keep in touch with your line manager while unable to attend work.

Upon return to work, you should:


- complete a self-certification form for sickness of seven calendar days or less; and
- provide medical evidence for sickness of more than seven calendar days, which can include an isolation note from NHS 111 online if you are staying at home because you have coronavirus symptoms or have tested positive for coronavirus (111.nhs.uk/isolation-note/).

Sick pay

We will pay you Statutory Sick Pay where you are too unwell to work, provided you meet the qualifying conditions this. You will need to comply with the usual rules around notification set out in the Company's sickness absence policy.

Disciplinary action

Disciplinary action may be taken against employees up to and including dismissal where there is an unacceptable failure to adhere to this policy.

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Data protection

The Company will process the personal data collected in connection with the operation of this policy in accordance with its data protection policy any internal privacy notices in force at the relevant time. Inappropriate access or disclosure of personal data will constitute a data breach and should be reported immediately to the Company's Data Protection Officer in accordance with the Company's data protection policy. Reported data breaches will be investigated and may lead to sanctions under the Company's disciplinary procedure.

Reviewed:- 14th October 2025

S.L.Pickles

Director

Serendipity Healthcare Ltd