

RETURN TO WORK RULES FOR STAFF

- * If you become unwell at work with coronavirus symptoms, go home immediately and self-isolate for 7 days or 14 days if you live in a household. Book a test via the [NHS.uk/coronavirus](https://www.nhs.uk/coronavirus) website or call 119. If you test positive for COVID-19 you will be asked to share your contacts via NHS Test and Trace. If you test negative for COVID-19, your household stops isolating immediately and you stop isolating if you feel well.
- * You are required to complete the Self-Isolation Declaration & Contact Tracing Form accessible from the college website.
- * On no account should you attend work if you have coronavirus symptoms. Report your absence to HR using the SelfService@lincolncollege.ac.uk email address. If you are taken ill during the course of the working day, inform your line manager immediately so they can initiate the cleaning regime and alert your close contacts.
- * You should not come into work if you are self-isolating, have coronavirus symptoms or feel unwell.
- * If you have been in close contact with someone who tests positive for COVID-19 you may be alerted by NHS Test and Trace. If you are contacted, you will be asked to isolate for 14 days after close contact.
- * Do not attend for work in the workplace if you are considered extremely vulnerable or high-risk.
- * Do not share cars to travel to and from the workplace.
- * Try to avoid the use of public transport. If you do use it, conform with all requirements e.g. wear face coverings, social distance where possible.
- * Maintain safety procedures at all times.
- * Follow hygiene practices at all times (including washing hands on arrival, regularly throughout the day and when leaving).
- * Avoid non-essential contact with others.
- * Keep a safe distance of at least 2 metres (about 3 steps) from others wherever possible.
- * Avoid physical contact e.g. hugs, handshakes.
- * Cancel non-essential meetings.
- * Hold essential meetings in well ventilated rooms with appropriate social distancing in place.
- * Replace face-to-face meetings with video conferencing, phone conferencing.
- * Hold meetings outdoors.
- * Do not congregate at entrances, exits or doorways.

If you observe anyone not adhering to the guidance, please intervene at a safe distance and remind them that they need to be compliant to protect themselves and others.