

Covid-19 Protocol for Staff: What to do if you experience symptoms

If you experience any of the primary symptoms of Covid-19 (a high temperature; a new, continuous cough; a loss of, or change to, your sense of smell or taste):

- stay at home or go home and start to self-isolate immediately
- notify the Porters' Lodge (01865-(2)71700, lodge@stcatz.ox.ac.uk) or the Personnel Advisor (kate.walters@stcatz.ox.ac.uk), and request a copy of the University's [Guidance on Self-Isolation and Testing](#) and [What Do We Mean by a 'Recent Close Contact'?](#) if you don't have one
- tell your line manager (for support staff) or the Senior Tutor (marc.mulholland@history.ox.ac.uk) and your department (for academic staff) about your absence; there is no need to disclose the reason for it
- follow NHS (<https://www.gov.uk/coronavirus>) and University (<https://www.ox.ac.uk/coronavirus>) advice by booking a Covid-19 test.

Booking a Covid-19 test through the EAS

If you are well enough to walk or cycle:

- access the online university Early Alert Service (EAS): <https://www.ox.ac.uk/coronavirus/health/covid-testing>
- the EAS will assess if you need a test and book one if you do
- tell the Personnel Advisor you have booked a test.

Booking a Covid-19 test through the NHS

If you are too unwell to walk or cycle:

- contact the NHS Test and Trace Service: <https://www.gov.uk/get-coronavirus-test>
- if the NHS confirms you need a test, book a visit to a test site if you can get to one safely, without using public transport or a taxi, or order a home test kit
- tell the Personnel Advisor you have booked a test.

After booking a test, you and your household should continue to self-isolate until you receive the result. In the meantime:

- make a list of anyone you may have come into [close contact](#) with in the 48 hours prior to experiencing symptoms, including anyone from College; they may need to be contacted for contact tracing
- send your list of close College contacts to the Personnel Advisor
- consider informing the people on your close contacts list about your symptoms and test
- tell the Personnel Advisor if you need any further support or advice.

If your test result is positive:

- you will be notified by the NHS or EAS and offered advice and support
- tell the Personnel Advisor about your test result
- continue to self-isolate for 10 days from when your symptoms first appeared, or until you feel better and have passed 48 hours without any fever, vomiting or diarrhoea, whichever is longer
- your household must continue self-isolating for 14 days from when your symptoms first appeared
- contact tracing will be initiated by Public Health England (PHE) and/or College, as appropriate.

If your test result is negative:

- you will be notified by the NHS or EAS and offered advice and support
- tell the Personnel Advisor about your test result
- you can stop self-isolating and return to normal activities provided any fever, vomiting or diarrhoea have stopped
- your household can stop self-isolating and return to normal activities provided no-one else is experiencing any of the primary symptoms of Covid-19.

For further information, support and advice:

- See the University's [Guidance on Self-Isolation and Testing](#) and [What Do We Mean by a 'Recent Close Contact'?](#) for detailed information about when to self-isolate and for how long, social distancing and close contacts (if you do not have a copy, please request one from the Porters' Lodge)
- Consult the University's online Covid-19 [information and resources for staff](#)
- Contact the Porters' Lodge or the Personnel Advisor.