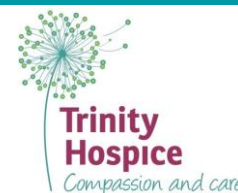


Coronavirus (COVID-19)

Staff FAQs

Updated 31st March 2020



Please find below a list of frequently asked questions for Trinity Hospice Staff

Q What are the symptoms of Covid-19?

A Symptoms are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

Q Who is at higher risk?

A You may be at high risk from coronavirus if you:

- over 70 years of age
- had your spleen removed
- have had an organ transplant
- are having certain types of cancer treatment
- have blood or bone marrow cancer, such as leukaemia
- have a severe lung condition, such as cystic fibrosis or severe asthma
- have a condition that makes you much more likely to get infections
- are taking medicine that weakens your immune system
- are pregnant and have a serious heart condition

If any of the above are relevant to you please talk to your line manager as soon as possible.

Q Am I more vulnerable to contacting Coronavirus because I work in a healthcare environment?

A No, there is no evidence to indicate you are not at a higher risk. We are all able to protect ourselves by following the principles of social distancing, infection preventions and adhering to all good hand hygiene practices. Where needed appropriate personal protective equipment (PPE) should be used.

Q What should I do if I start to develop symptoms?

A Contact your line manager by telephone as soon as possible. If they are unavailable please contact your department director.

Q What is the definition of self-isolation?

A If you are self-isolating, you must:

- not leave your home for any reason, other than to exercise once a day – but stay at least 2 metres (3 steps) away from other people
- not go out to buy food or collect medicine – order them by phone or online, or ask someone else to drop them off at your home
- not have visitors, such as friends and family, in your home

You can use your garden, if you have one.

Q Will I get paid if I need to self-isolate

A Yes, you will be paid in accordance with Trinity's sick pay scheme.

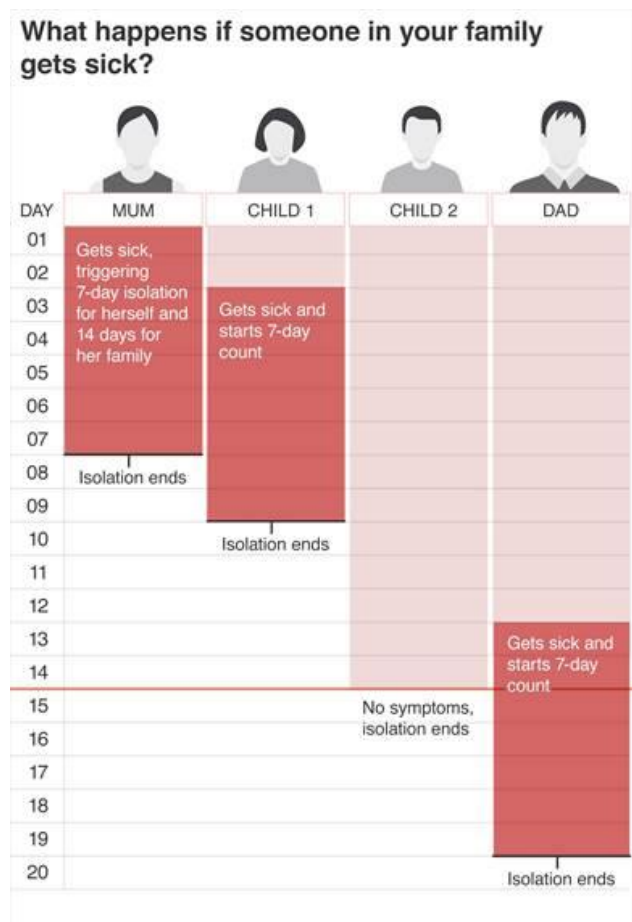
Q Do I need to self-isolate for 7 or 14 days?

A If you have symptoms you should self-isolate for 7 days. After this period you may still experience symptoms, but if well enough you can return to work as you have passed the infectious period.

If you live with someone displaying symptoms you need to self-isolate for 14 days as you may become symptomatic within this period.

If you need to self-isolate in either circumstance you must notify your line manager as soon as possible by telephone and not visit Trinity.

Please familiarise yourself with the current guidelines for self-isolating due to having symptoms or living with someone who does. Should you have any queries or concerns please discuss these with your line manager.



Q Do I need a sick note?

A Yes, If you are unable to work for more than 7 days due to Covid-19 you are expected to obtain an isolation note through a new online service. This service has been set up to provide employees with evidence for their employer that they have been advised to self-isolate, due to having symptoms or living with someone who does. This note can be obtained by visiting <https://111.nhs.uk/isolation-note>

Q What if I have symptoms longer than 7 days?

A After 7 days:

- if you do not have a high temperature, you do not need to self-isolate
- if you still have a high temperature, keep self-isolating until your temperature returns to normal

You do not need to self-isolate if you just have a cough after 7 days. A cough can last for several weeks after the infection has gone.

Q What should I do if I am pregnant?

A The Royal College of Obstetricians and Gynaecologists has recently issued updated advice for pregnant women working in healthcare.

- Women of any gestation should be offered the choice of whether to work in direct patient-facing roles during the coronavirus pandemic.
- Women who are less than 28 weeks pregnant should practise social distancing but can choose to continue working in a patient-facing role, provided the necessary precautions are taken.
- Women who are more than 28 weeks pregnant, or have underlying health conditions, should avoid direct patient contact and it is recommended that they stay at home.

Trinity will make a decision in conjunction with individuals, based on the best interests of the health and wellbeing of the employee. On this basis all options listed in the guidance will be considered, including working from home or 'shielding'.

Q I have an underlying medical condition and feel I may be more vulnerable to Coronavirus, what should I do?

A People who are in the highest risk category will have received a letter from NHS England, informing them of the need to self-isolate, otherwise known as shielding. If you have received one of these letters it should be shared with your Line Manager as soon as possible and you should self-isolate. Where possible you will be asked to work from home whilst shielding.

If you have not received a letter, but regard yourself as vulnerable, you should discuss this with your Line Manager and complete a risk assessment form.

If required information please contact your line manager.

Alternately David Warburton, HR Manager, on david.warburton1@nhs.net or Julie Crooks, HR Assistant, on julie.crooks@nhs.net