## **COVID-19 – Key Information for Staff**

## **[INSERT BUSINESS NAME HERE]**

**What are the symptoms?**

**Common symptoms** of COVID-19 are like those found with illnesses such as a cold or influenza. You may have one or more of the following:

* new or worsening cough, sneezing and runny nose
* fever, temporary loss of smell or altered sense of taste
* sore throat, shortness of breath

Less common symptoms of COVID-19 may include diarrhoea, headache, muscle aches, nausea, vomiting, malaise, chest pain, abdominal pain, joint pain or confusion/irritability. These almost always occur with one or more of the **common symptoms**. Symptoms tend to arise **around two to five days** after a person has been infected but **can take up to 14 days to show**. The virus can be passed onto others before they know they have it – from up to two days before symptoms develop.

### **Where to get help?**

If you think you have contracted COVID-19 – we urge you to please call **Healthline** on [0800 358 5453](tel:08003585453) (24 hours/7 days) or contact your doctor/health provider **– as soon as possible.** They will advise you the correct steps to take to ensure you stay safe and reduce the possibility of transmission.

**What happens if I contract COVID-19?**

We ask you to please notify XXX as soon as you receive a positive test result. From here we will follow public health official’s instructions for managing safety of other staff and clients.

**What happens if I become a Close Contact? i.e. household member is a positive case**

As you will be guided by public health from in terms of your isolation and testing requirements – we ask that you notify us as soon as your period of isolation has been determined – so that we are able to effectively plan around the period you will be away from work. In terms of client communications, we will follow guidelines as directed by public health.

**What happens if I become a Casual Contact?**

If you are identified as a casual contact, as per guidelines from the Ministry of Health, we ask that you follow the current recommended guidelines:

* self-monitor for symptoms for 10 days
* if you develop symptoms please get tested and stay at home until a negative test result is received