



Coronavirus Company Policy

Metro Production Group (London)

Developed By: Maddy Atkinson

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Review Period: Every six weeks or a dynamic change following a significant change in government policy

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1. General Statement of Intent

1.2 Commitment of Duty Holder

1.1 General Declaration of Intent

Staying COVID-19 secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

- We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- We have cleaning, handwashing and hygiene procedures in line with guidance
- We have taken all reasonable steps to help people work remotely
- We have taken all reasonable steps to maintain a 2 meter distance in the workplace
- Where people cannot be 2 meter apart, we have done everything practical to manage transmission risk

Signed:

(Duty Holder London
& Duty Holder Edinburgh)

Mary Meikle
O. Askin

Dated:

10.09.2020
10.09.2020

Who to contact: **Jamie Tilleray**, London & **Heather Meikle**, Edinburgh (Senior Support)

(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

1.3 Benchmarking – Legislation & Best Practice

The following standards are referred to in this document (list not exhaustive):

- [HSE Guidance Document: Working safely during the coronavirus outbreak – a short guide](#)
- [Government Coronavirus \(COVID- 19\) Website](#)
- [Government Guidance: Working safely during coronavirus \(COVID-19\)](#)
- [HSE Guidance: Talking with your workers about preventing coronavirus](#)
- [WHO Clean Care is Safer Care - Hand Cleaning Guidance](#)
- [Risk assessment: A brief guide to controlling risks in the workplace \(INDG163\(rev4\)\)](#)
- [IOSH Coronavirus Risk Assessment Guidance](#)
- [NHS test and trace](#)
- [PHE Flowchart for return to work symptomatic](#)
- [PHE Flowchart for return to work asymptomatic](#)
- The Health & Safety at Work, etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020

2. Organisation and Responsibilities

2.1 Duty Holder - Mary Metcalfe – Managing Director London, Oscar Askin- Managing Director Edinburgh (MD)

The MD's have overall responsibility for Coronavirus (COVID- 19) safety for MPG, and will:

- Act as the Duty holder.
- Ensure suitable financial provision is made for Coronavirus (COVID- 19) safety obligations
- Provide appropriate information and instruction to our people.
- Ensure work is planned to take into account Coronavirus (COVID- 19) safety issues
- Ensure that our people at all levels receive appropriate training.
- Monitor and assess risk to Coronavirus (COVID- 19) safety.
- Understand the Coronavirus Company Policy for (COVID- 19) safety and ensure it is readily available for all our people.

- Set a personal example by adhering to all safety regulations set out within this policy
- Actively promote at all levels the Company's commitment to effective Coronavirus (COVID- 19) safety management.
- Delegate daily Coronavirus (COVID- 19) safety responsibilities, where required to assist in the implementation of this policy, ensuring suitable allocation of resources to carry out the delegated duty.
- Appoint competent persons (including external consultants if required) to assist the Coronavirus (COVID 19) safety in the Company's undertaking as required. Maddy Atkinson, HR Manager (London), Jamie Tilleray, Director (London) & Heather Meikle, Project Administration Manager (Edinburgh), have been appointed as competent persons to undertake day-to-day checks and re stock as required
- Ensure a '[Staying COVID-19 Secure in 2020](#)' Poster is displayed in a prominent position.

2.2 Senior Support – Jamie Tilleray, London & Heather Meikle, Edinburgh (SS)

The SS's will undertake daily responsibility for:

- Monitoring the implementation of the Coronavirus (COVID- 19) safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out throughout the premises.
- Ensuring there is a robust and effective Coronavirus (COVID- 19) hygiene strategy implemented throughout all operational activities.
- Ensuring there is a robust and effective social distancing strategy implemented throughout all operational activities.
- Reviewing Coronavirus (COVID- 19) safety legislation and Government Guidance to implement any new requirements pertaining to the company's undertaking.
- Liaising with managers, our people, sub-contractors and specialists as and when appropriate.
- Collating any Coronavirus (COVID- 19) issues , reportable under the *Reporting of Injuries, Disease And Dangerous Occurrences Regulations 2013* (RIDDOR). HR Manager will undertake responsibility for reporting any Covid-19 issues to the RIDDOR.
- Carrying out Coronavirus (COVID- 19) specific risk assessments as determined by relevant legislation.

2.3 Employees and Freelancers (“Person and People”)

It shall be the duty of every person while at work:

- to take reasonable care for the Coronavirus (COVID- 19) safety of themselves and of other persons who may

be affected by their acts or omissions at work; and

- to take reasonable care to operate and comply with any of the relevant statutory provisions under which MPG are obligated to operate.

In order for every person to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's Coronavirus (COVID- 19) safety policy and carrying out their work safely and in accordance with its requirements.
- Complying with any temperature checking requirements (if introduced when entering MPG premises are on site that MPG is working from
- Ensuring all hygiene procedure and social distancing requirements are adhered to.
- Reporting any Coronavirus (COVID- 19) issues relating to work equipment immediately to their line managers.
- Reporting to the management any incidents, which have led or might lead to an outbreak of Coronavirus (COVID- 19).
- Reporting any accidents or near misses, relating to Coronavirus (COVID- 19), however minor to the managers.
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

3. Arrangements

3.1 Communication

In order to meet the legal requirements of *the Safety Representatives and Safety Committees Regulations 1977* and the *Health and Safety (Consultation with Employees) Regulations 1996*, the company will communicate and consult with all its people on the following issues:

- The content of this policy;
- explain the changes made to deal with Coronavirus (COVID- 19);
- to get their thoughts and ideas about how to change the workplace to keep people safe and to ensure those changes are workable; and
- continue to operate our business safely during the outbreak.

This communication and consultation will take place directly with our people via regular communications, emails memos posted on the notice board.

3.2 Induction

All new joiners (including temporary people) will be given a full Coronavirus (COVID- 19) safety induction on their first day of work or their return to work after a period of absence, records of induction are held in the personnel file.

This induction will be carried out where possible by the **HR Manager** or by a delegated person who has received full instruction on the induction process.

3.3 Training

All of our people will be given training appropriate to their responsibilities in accordance with the *Management of Health and Safety at Work Regulations 1999*. Training will be provided for the following situations:

- Induction training for new joiners and returning colleagues (Coronavirus (COVID- 19) awareness, company procedures etc).
- The introduction or modification of new/existing procedures in respect to Coronavirus (COVID- 19)A change in a person's position/work activity or responsibility.

Training will be provided to cover Coronavirus (COVID- 19) issues, e.g. effective hand washing, social distancing, correct wearing of PPE, storage and replacement of PPE, break times, designated work areas.

Selected training provided by the Company will be formally recorded either electronically or hard copy.

A programme of refresher training will be undertaken where required to keep our people up to date with legislation, industry best practice and Government Guidance

3.4 Visitors

Planned visitors including but not limited to freelancers, clients and contractors will be required to complete the Health Declaration prior to visiting MPG premises.

All visitors are subject to a thorough Coronavirus (Covid-19) safety brief on arrival including;

- Coronavirus (COVID- 19) Policy requirements
- Coronavirus (COVID- 19) hygiene strategies
- Social distancing strategies
- Reporting of near miss incidents relating to Coronavirus (COVID- 19)
- Location of toilets, welfare facilities and the location of hand sanitiser stations that can be used
- Designated work areas and any restriction

3.5 Remote Working

All of our people who can work effectively from home are encouraged to work remotely until further notice. Equally people who have been identified as vulnerable will be encouraged to work from home. You will be contacted regularly to ensure you are supported by management and do not feel isolated and will receive regular updates. Any employee who specifically prefers to work from the office for part of the week for health and wellness reasons should speak to HR Manager.

3.6 Clinically Extremely Vulnerable Workers

Expert doctors in United Kingdom have identified specific medical conditions that place individuals at greatest risk of severe illness from COVID-19. Clinically extremely vulnerable people may include the following people. (Disease severity, history or treatment levels will also affect who is in this group.)

1. Solid organ transplant recipients.
2. People with specific cancers.
3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
4. People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell)
5. People on immunosuppression therapies sufficient to significantly increase risk of infection.
6. Women who are pregnant with significant heart disease, congenital or acquired.

Measures are in place to identify employees who are considered Clinically Extremely Vulnerable.

3.7 Social distancing

We must maintain social distancing, a distance of 2 meters between individuals, in the workplace wherever possible.

Where the social distancing guidelines cannot be followed in full in relation to a particular activity, managers must consider whether that activity needs to continue for the business to operate, and, if so, managers must take all the mitigating actions possible to reduce the risk of transmission.

We will consider the following mitigating actions:

- Further increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.

- Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).

Social distancing applies to all parts of the Company, not just the place where people spend most of their time, but also entrances and exits, corridors, toilets and kitchens.

For further information please read the following online documents:

[HSE Guidance Working Safely During Coronavirus Outbreak](#)

[HSE Guidance 'Working Safely During Coronavirus COVID-19 In Offices and Contact Centers](#)

3.8 Travelling to and From Locations

Please, avoid using public transport during busy periods and/or on busy routes when possible. We encourage walking, cycling, or driving as a more suitable, alternative method.

When using public transport [up-to-date] government guidelines should be followed at all times, these will be communicated through the organization periodically; current guidelines include wearing a face covering and routinely cleaning your hands with sanitizer.

Public Health England recommends keeping a 2 meter distance from other people, where possible. Where this is not possible keep the time you spend near others as short as possible and avoid physical contact.

Please follow the WPP policies on international travel. During the current time, your **MD** must authorize all international travel. Before booking any travel arrangements, it is essential that the [Government Guidance on Foreign Travel](#) advice is reviewed. The traveler will need to factor in any quarantine periods that are required for both the destination country and then again for returning to the United Kingdom, as this may significantly extend any journey.

For further information please read the following online documents:

[Coronavirus \(COVID-19\): safer travel guidance for passengers Safer travel guidance for passenger’s information sheet](#)
[Government Guidance on Foreign Travel](#)

3.9 Handwashing

There are general principles you should follow as a minimum to help prevent the spread of Coronavirus (Covid-19)

- Washing your hands frequently with soap and water for at least 20 seconds or use a hand sanitizer. This is to be done (as a minimum) after you blow your nose, sneeze or cough, and before you eat or handle food;
- Avoiding touching eyes, nose, and mouth with unwashed hands; and
- Covering any coughs or sneezes with your elbow or their sleeve or a tissue, then throwing the tissue in a bin.

For further information view the online videos: [NHS The Best Way To Wash Your Hands](#)

3.9 Mental Health & Wellbeing

The Company is fully supportive in the promotion of positive mental health and wellbeing. Details of the support available to all our people can be found on InsideWPP's [Employee Assistance Programme \(EAP\) page](#) or the Help@hand app – ask HR Manager for the details.

Further information is available in the Public Health England Guidance Document: '[how to look after your mental health and wellbeing during coronavirus \(COVID-19\)](#)'. The [Every Mind Matters page](#) on anxiety and NHS [mental wellbeing audio guides](#) provide further information on how to manage anxiety. If an individual is still struggling after several weeks and it's affecting their daily life, they will be encouraged to contact [NHS 111 online](#), or call NHS 111.

3.10 Control of Contractors

Prior to working at [Metro Production Group](#) contractors are asked, in addition to their standard requirements under the Health & Safety Policy, to provide details of their Coronavirus (COVID- 19) policy and arrangements, to ensure they have a safety approach to working at the Company's premises. Contractors attending MPG premises will comply with company policy alongside all company visitors (Section 3.4) Contractors will complete the health declaration before entering the MPG Premises

3.11 Risk Assessments

The **SS** will ensure that formal, suitable and sufficient risk assessments are carried out, including a Coronavirus (COVID- 19) risk assessment and recorded.

The **HR Manager** ensures employees are provided with appropriate instruction and training on the Coronavirus (COVID- 19) risk assessments and their implementation in the workplace.

3.12 Method Statements

Formal method statements (safe working procedures) will be prepared in writing where the risk is particularly high and will include any issues relating to a risk of Coronavirus (COVID- 19).The method statements will provide specific information on the task to be undertaken including workplace set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely and to reduce the risk of a Coronavirus (COVID- 19) outbreak.

Contractors carrying out work within the premises will be required to provide method statements for all works being completed that now cover Coronavirus (COVID- 19), where this is a factor.

3.13 Work Equipment

All work equipment should be cleaned with sanitizer before and after use, especially where this equipment is shared. The operatives should ensure sufficient sanitizer is used so to ensure any Coronavirus (COVID-19) will be cleaned, but not to cause any damage to the equipment.

If there are any concerns in relation to the safe use or cleaning of equipment, these will be raised with the **SS**.

3.14 Personal Protective Equipment (PPE) to Protect Against Covid-19

Face masks and gloves will be available to you as and when necessary for work activities. This PPE will be compatible with other “general Event “PPE requirements.

Face coverings are mandatory when away from your seated position including but not limited to travelling through corridors, reception areas or the kitchen. Additionally face coverings are mandatory in designated areas, these spaces have been clearly identified and signage is in use.

3.15 Temperature checks

Displaying a high temperature is one of the main symptoms of a COVID-19 infection but equally someone who is infected may show no symptoms at all. Temperature checking is a positive way to provide reassurance that the workplace is safe. As capacity increases and/or at certain times MPG London may choose to introduce temperature checks, if this is introduced at MPG London all employee’s and visitors must comply with this requirement.

All employee’s and visitors to the MPG Edinburgh offices must comply with taking their temperature, using the touch free thermometer, once they have entered the building.

Any concerns with undergoing a temperature check will be raised with the line manager.

3.16 Immediate Action Following Notification of Potential Coronavirus (COVID-19) Case

Staff or visitors may not realize they have a case of Coronavirus (COVID-19). If however they become aware of a close relative, who they have been in recent contact with, or they feel they are starting to feel they have any of the signs or symptoms, e.g. they have a high temperature, persistent cough, etc., they must follow the [stay at home guidance](#), if outside working hours. The member of staff **must** then inform their Line Manager, in accordance with standard sickness absence processes. The line manager must then immediately inform the **HR Manager**.

If you develop symptoms, you **must** arrange to be tested for SARS-CoV-2 (COVID-19’s medical name), at the earliest

opportunity. Testing is most sensitive within **3 days** of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the [COVID-19: getting tested guidance](#).

If symptoms do not get better after **7 days**, or the condition gets worse, use the [NHS 111 online](#) coronavirus service or call NHS 111. For a **medical emergency**, call **999**. Please inform your Line Manager that your condition has not improved. The line manager will then update the **HR Manager**.

Staff who have previously tested positive (either by polymerase chain reaction (PCR) or antibody test) will still self-isolate and be tested again if they become symptomatic.

If a member of staff, during working hours, is informed that have been in direct contact with someone who has a confirmed case of Coronavirus (COVID-19) then they **must** immediately inform their Line Manager. The line manager **must** then immediately inform the **HR Manager**. The member of staff **must** then go straight home, ideally avoiding public transport.

If a member of staff starts to feel unwell, during working hours with the symptoms of Coronavirus (COVID- 19), then they **must** immediately inform their Line Manager. The line manager **must** then immediately inform the **HR Manager**. The member of staff will be placed into an isolation room while they await their transport.

The **HR Manager** will ensure transport is arranged for the member of staff, this could be a person from the same household or a taxi. A taxi can only be considered if the transportation of member of staff, who feels unwell or suspects they have Coronavirus (COVID-19), has previously been agreed with the taxi company. If a member of the same household does come to collect them, it is vitally important they **wait in their vehicle**, as they may also have the virus, but may not be aware of this.

Staff must not wait to get cases of coronavirus (COVID-19) confirmed. It is critical to take immediate action to minimize the risk of the spread of coronavirus (COVID-19) the workplace and the community.

The **HR Manager** will arrange for the deep cleaning with normal household disinfectant of areas the individual has been in contact with, in accordance with [Public Health standards for cleaning non-health workplace](#). Cleaners must have all necessary PPE, this includes face mask, disposable gloves and apron, as a minimum.

Along with disposable cloths and mop heads.

The **HR Manager** will inform staff that all action is being taken to protect them and listen to any staff concerns and address them promptly. If any staff have been in close proximity to the individual, then these staff may need to be sent home for self- isolating for 14 days.

The **HR Manager** will then facilitate deep cleaning to take place.

In additional, all areas that the individual may have touched – workstation and common areas, will also need to be initially isolated and then deep cleaned. This will include desk, phone, chair, pedestal as well as kitchen, toilets, door handles, , bins and anything else that may have been touched. Areas **must** be washed with soapy water first with a disposable cloth and then disinfectant used.

Deep cleaning will also include the steam cleaning of upholstered furniture, this includes desk chair, kitchen and break out area seats and chairs in conference rooms that have been used by the individual in previous 72 hours.

All IT equipment that the individual has used, in the last 72 hours, **must** also be cleaned with the appropriate cleaning supplies.

All contaminated waste, e.g. cloths and PPE **must** be double bagged and put in a safe place away from normal communal waste areas for 72 hours. The latter disposed of.

The **SS** will also conduct a review of the current risk controls to ensure they remain effective.

3.17 NHS Test and Trace

The [NHS test and trace service](#) has been established to minimize community transmission of COVID-19. It is designed to:

- ensure that anyone who develops symptoms of COVID-19 can quickly be tested to find out if they have the virus.
- help trace close recent contacts of anyone who tests positive for COVID-19 and, if necessary, notify them that they will self-isolate at home to help stop the spread of the virus.

Therefore, if staff have had close recent contact with someone who has COVID-19, staff **must** self-isolate if the NHS test and trace service advises you to do so. The member of staff **must** inform their Line Manager that they have had close recent contact with someone who has COVID-19, staff and been instructed to self-isolate. The line manager must then inform the **HR Manager**.

3.18 RIDDOR Reporting

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) reporting Requirements for Coronavirus (COVID - 19)

The **HR Manager** must make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

- An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- A worker has been diagnosed as having Coronavirus (COVID- 19) and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- A worker dies as a result of occupational exposure to coronavirus

3.19 Requesting to return to work after you are symptomatic (showing symptoms) when tested (Appendix 1)

If you test negative for SARS-CoV-2 you can return to work when you are medically fit to do so, following agreement from your line manager.

If you are Symptomatic (showing symptoms) or test positive for SARS-CoV-2 or have an inconclusive test result, and if symptomatic but you have not had a test: the line manager must inform the **HR Manager** that you have requested to return to work. The **HR Manager** will ensure that;

- Return to work is no earlier than 10 days from symptom onset, provided clinical improvement has occurred and they have not been feverish without medication for **48 hours** and they are medically fit to return
- if a cough or a loss of or a change in normal sense of smell (anosmia) or taste is the only persistent symptom after 10 days (and they have not been feverish for **48 hours** without medication), they can return to work if they are medically fit to return (these symptoms are known to persist for several weeks in some cases).

However they **must** only return once they have the agreement of their line manager.

3.20 Requesting to return to work after you were asymptomatic (not showing symptoms) when tested

(Appendix 2)

If you are without symptoms you may also be tested where there is a clinical need to do so, in line with NHS UK.

If you test negative for SARS-CoV-2 and were asymptomatic at the time of the test you **must** inform your line manager before returning to work. If you were tested as part of a contact tracing investigation, then you will follow instructions from the local Health Protection Team. You must inform your line manager of the local Health Protection Team's instructions. The line manager must inform the **HR Manager**, that a member of staff has requested to return to work. The **HR Manager** will then seek advice from their Occupational Health service to confirm that it is agreeable for the member of staff to return.

Staff who test positive for SARS-CoV-2 and who were asymptomatic at the time of the test must self-isolate for **10 days** from the date of the test. If they remain well, they can return to work on day 11, as long as they have agreement from their line manager.

If, during the **10 days** isolation, they develop symptoms, they must self-isolate for a further **10 days** from the day of symptom onset. The member of staff **must** inform their Line Manager that they have now developed symptoms.

The line manager **must** then update the **HR Manager** shall ensure that;

- The member of staff can request to return to work no earlier than 10 days from symptom onset, provided clinical improvement has occurred and they have not been feverish without medication for 48 hours and they are medically fit to return
- Or
- If a cough or a loss of or a change in normal sense of smell (anosmia) or taste is the only persistent symptom after **10 days** (and they have been afebrile for **48 hours** without medication), they can request to return to work if they are medically fit to return (these symptoms are known to persist for several weeks in some cases)

4. Monitoring

4.1 Regular Inspections

Monitoring of Coronavirus (COVID- 19) safety within the workplace allows us to quantify how well we are managing our health and safety.

The use of regular checklists, weekly stock checks alongside Periodic inspections of the workplace carried out by the **Managing Director** ensure that the workplace is being managed and maintained in line with our commitment within this policy

4.2 Meetings

You are encouraged to report any workplace issues relating to Coronavirus (COVID- 19) safety.

Health and safety meetings between the **MD, SS** and the **HR Manager** will take place on a regular basis to discuss the findings of any monitoring and workplace inspection reports, where required, minutes of the meeting will be taken made available to all staff .

5. Summary

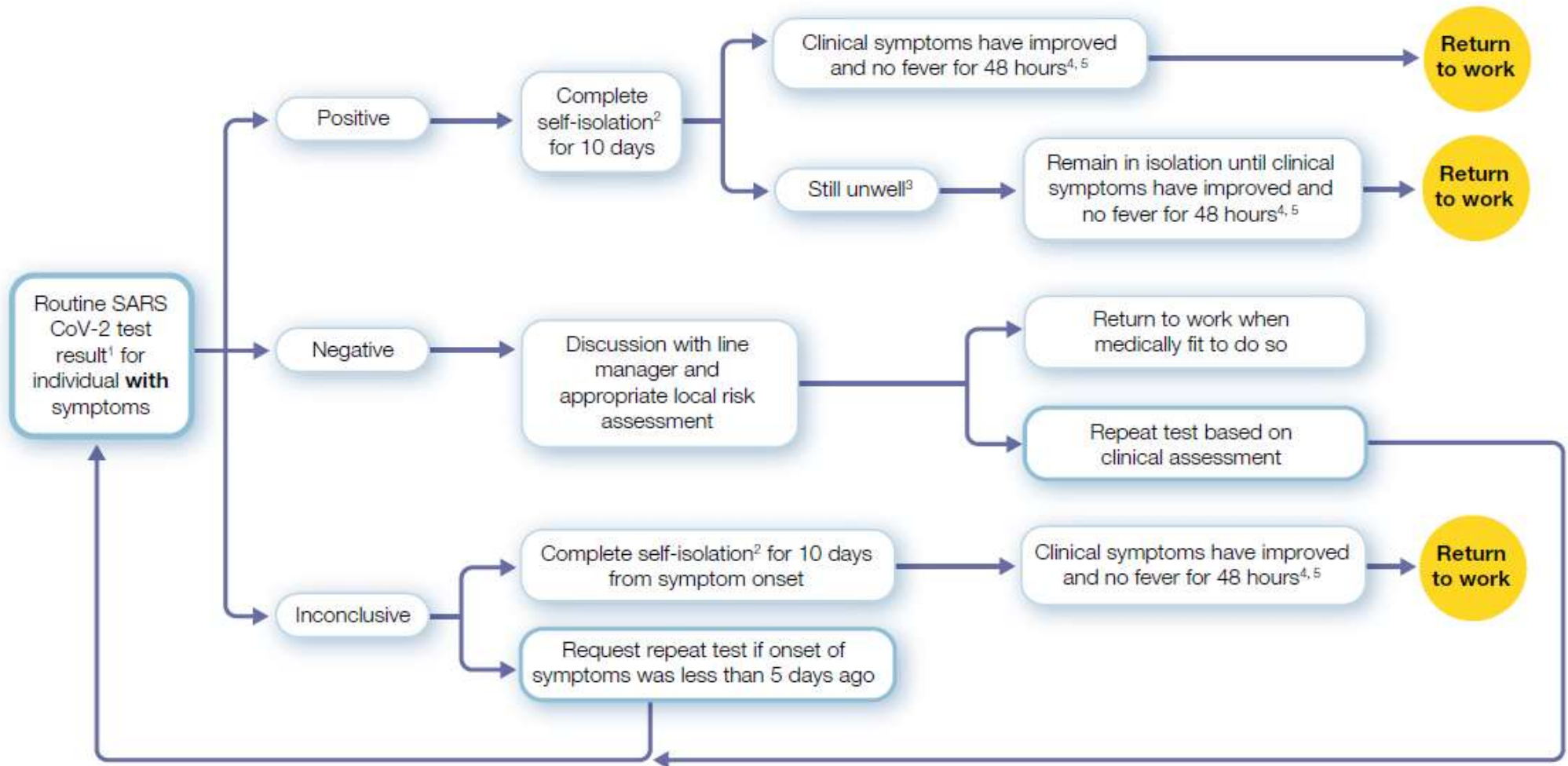
It is **Metro Production Group's** Policy to consult all our people on Coronavirus (COVID- 19) safety matters.

Any member of staff disregarding the Coronavirus (COVID- 19) safety policy, procedures or requirements, or found to be encouraging others to do so, will be dealt with under **Metro Production Group's** disciplinary procedures.

It is everyone's responsibility to ensure our workplace is a safe place to work.

Appendix 1

Symptomatic worker: flowchart describing return to work following a SARS-CoV-2 test



1 If the testing was done because the individual was identified as a contact via the test and trace system refer to [Test and trace guidance](#)

2 Refer to [Stay at Home Guidance](#)

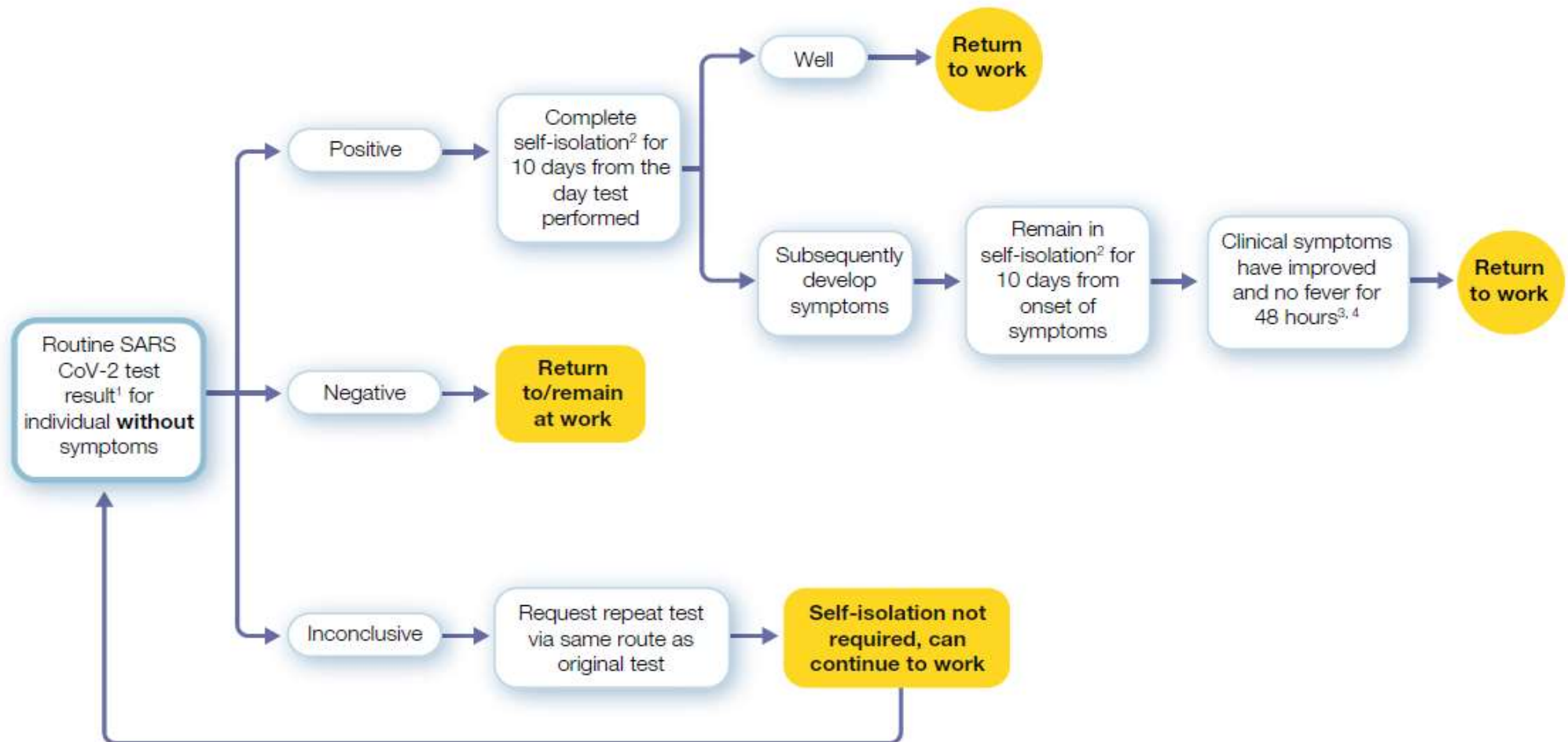
3 Consider contacting the [NHS online coronavirus service](#), or in a medical emergency dial 999

4 Without medication

5 If a cough or a loss of or change in normal sense of smell (anosmia) or taste is the only persistent symptom, workers can return to work if they are medically fit to return as these symptoms are known to persist for several weeks in some cases

Appendix 2

Asymptomatic worker: flowchart describing return to work following a SARS-CoV-2 test



1 This flow chart is not relevant to workers identified as a contact via the test and trace system (refer to [Test and trace guidance](#))

2 Refer to [Stay at Home Guidance](#)

3 Without medication

4 If a cough or a loss of or change in normal sense of smell (anosmia) or taste is the only persistent symptom, workers can return to work if they are medically fit to return as these symptoms are known to persist for several weeks in some cases