

# COVID-19 Policies & Procedures

As an Agency Worker with **Paul Mitchell Associates**, we have a duty of care – together with your place of work – to ensure you are fully aware of your respective workplaces’ policies & procedures regarding COVID-19.

For your own safety, **Please Ensure You Have Read & Understood The Enclosed Information**, and that you are fully aware of your workplaces’ COVID-19 policies & procedures. Should you have any queries or concerns, please call us on **+44 (0)116 254 9404** or email [office@paulmitchellassoc.co.uk](mailto:office@paulmitchellassoc.co.uk)

## Coronavirus Advice

	Details / Information	Further Advice
<b>What are the symptoms of Coronavirus?</b>	<p>The most common symptoms include:</p> <ul style="list-style-type: none"> <li>• Fever.</li> <li>• New, continuous cough.</li> <li>• Loss of smell &amp; taste.</li> </ul>	<p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></p>
<b>What should you do if you have Coronavirus symptoms?</b>	<ul style="list-style-type: none"> <li>• Book a test &amp; stay at home until you receive the results.</li> <li>• People who live with – or are in your support bubble – should also isolate until you receive your results.</li> <li>• If they start to exhibit symptoms, they should also get tested.</li> </ul>	<p><a href="https://www.gove.uk/get-coronavirus-test">https://www.gove.uk/get-coronavirus-test</a></p>
<b>What must you do if you test positive?</b>	<ul style="list-style-type: none"> <li>• You <u>must</u> isolate at home for 10 days. If you don't, you could be fined £1,000.00.</li> <li>• People you live with – or who are in your support bubble – <u>must</u> isolate at home for 14 days, even if they have tested negative or did not have a test. If they also tested positive, they need to isolate at home for 10 days from the day they became ill or were tested.</li> <li>• By law, you <u>must</u> let your employers know that you have Coronavirus and <u>must</u> self-isolate. Your employers include the Employment Agency that hired you, as well as the owner of the business to which you have been assigned. If you live with children, you should also inform their school or childcare provider that they are isolating.</li> </ul>	<p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/</a></p>

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## Coronavirus Advice

### What happens if I am contacted by NHS Test & Trace?

Details / Information	Further Advice
<ul style="list-style-type: none"> <li>If you have tested positive, you may get a text, email or phone call from NHS Test &amp; Trace.</li> <li>They will ask you questions about where you have been &amp; who you have had contact with in the 7 days before you became ill.</li> <li>Information is used to stop the virus from spreading to other people.</li> </ul>	<p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youre-contacted-after-testing-positive-for-coronavirus/#:~:text=After%20you%20get%20a%20positive,have%20caught%20the%20virus">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youre-contacted-after-testing-positive-for-coronavirus/#:~:text=After%20you%20get%20a%20positive,have%20caught%20the%20virus</a></p>

### What must you do if told to self-isolate because you have had contact with a person who has Coronavirus?

<ul style="list-style-type: none"> <li>If you are told to self-isolate by NHS Test &amp; Trace, Public Health England or Leicester City Council, then you <u>must</u> stay at home for 14 days.</li> <li>If you become ill, book a test. Anyone you live with – or who is in your support bubble – <u>must</u> also isolate until you get your test results.</li> <li>If you are positive, you should continue to isolate for 10 days from the day you became ill or the date of your test. The people you live with and/or who are in your support bubble <u>must</u> continue to isolate for 14 days from when you became ill.</li> <li>If you are negative, you <u>must</u> continue to self-isolate for the remainder of the 14 days as you could still develop symptoms after being tested. The people you live with and/or who are in your support bubble can stop self-isolating.</li> </ul>	<p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</a></p> <p><a href="https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person">https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</a></p>
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### Where can I get financial support or help with shopping & collecting medicines whilst I am self-isolating?

<ul style="list-style-type: none"> <li>Money, physical &amp; emotional support is available online for those who are self-isolating.</li> <li>Adults who are employed or self-employed &amp; on a low income may be entitled to a £500.00 payment if they are told to self-isolate and cannot work from home. Leicester residents can apply to Leicester City Council online for this support.</li> </ul>	<p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/help-and-financial-support-while-youre-self-isolating/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/help-and-financial-support-while-youre-self-isolating/</a></p> <p><a href="https://leicester.gov.uk/your-council/coronavirus/coronavirus-support-for-residents/test-and-trace-support-payment/">https://leicester.gov.uk/your-council/coronavirus/coronavirus-support-for-residents/test-and-trace-support-payment/</a></p>
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## Coronavirus Advice

**What can I do to protect myself from catching Coronavirus?**

Details / Information	Further Advice
<ul style="list-style-type: none"> <li>• Social distance as much as possible – stay 2 meters away from anyone you do not live with or are not in your support bubble.</li> <li>• Wash your hands frequently throughout the day with soap &amp; water for at least 20 seconds each time.</li> <li>• Use hand sanitiser when it is not possible to wash hands.</li> <li>• Wear a face mask / covering in areas that you are required to. Wash hands before putting a mask on &amp; after removing it.</li> <li>• If you <u>must</u> work within 2 meters of anyone, avoid being face-to-face &amp; wear a face mask, if possible. Try to limit the time that you are in contact to less than 15 minutes &amp; work in a well-ventilated area.</li> <li>• When travelling to work, wear a face mask when using public transport.</li> </ul>	<p><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p>

