

# 1 If someone in your household has COVID symptoms or is referred by their GP to get a COVID test

- Phone your manager & stay at home.
- Complete **Application for Restricted Movement** form and email to [rebecca.downes@iadt.ie](mailto:rebecca.downes@iadt.ie)
- Employee remains fit for work then they can work from home if feasible. If not possible, other work outside of core duties may be assigned to you.

## Once the test result is received:

### Positive result

Employee will be instructed to go for a COVID Test as soon as possible.  
(please refer to “Employee sent for COVID test”).

### Negative result

Employee returns to work.

# 2

## Employee sent for a COVID-19 test

→ Employee gets tested for COVID-19 and received the following result:

### Positive result

1. Send test result to [rebecca.downes@iadt.ie](mailto:rebecca.downes@iadt.ie)
2. Follow HSE Guidance for self-isolating.
3. **Contact Tracing** will be carried out by HSE.
4. Employee must be 14 days post onset of symptoms and 5 days fever free before returning to work.
5. You may work from home if this is feasible before the 14 days is up.

**NOTE:** 14 days is from the onset of symptoms, or when asymptomatic from the day of the Covid-19 test. The 14 days is not from the date of receiving a positive COVID-19 test result.

### After 14 day isolation period

Email Fit to Return to Work Cert from your GP to [rebecca.downes@iadt.ie](mailto:rebecca.downes@iadt.ie) prior to returning to campus.

### Negative result

Send test result to [rebecca.downes@iadt.ie](mailto:rebecca.downes@iadt.ie)

### Still unwell?

#### Yes

Provisions of ordinary sick leave apply.  
Email medical certificate to [rebecca.downes@iadt.ie](mailto:rebecca.downes@iadt.ie)

#### No

Return to work.  
Follow HSE Guidelines regarding social distancing, hand and respiratory hygiene.

# 3

## Employee has symptoms of COVID-19

→ Is the Employee on Campus?

**Yes**

Can they leave campus in their own car?

**Yes**

- Phone Manager.
- Wear a face covering.
- Keep 2m distance from other people.
- Travel home.
- Phone GP and follow their guidance.

**No**

- Phone Manager.
- Wear a face covering.
- Keep 2m distance from other people.
- Go to Isolation Room or isolate in your own office where appropriate.
- Arrange transport home. Please do not travel by public transport.
- Phone GP and follow their guidance.

**No**

Advise them to:

1. Remain at home.
2. Phone manager.
3. Phone GP and follow their guidance.