



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



CORONAVIRUS QUARANTINE PROTOCOL FOR STAFF - GUIDANCE FOR MANAGERS

This document will be reviewed and updated in line with the publication of any new Government/NHS guidance/School policy change

This document has been drafted to provide guidance to line managers with staff members who test positive with, fall ill with or who think they may have [symptoms of coronavirus](#).

IMPORTANT

1. Ensure your staff know that if they test positive, feel ill and/or think they have coronavirus symptoms they should call you before coming into work. It is easier and safer for them to self-isolate if they are at home than for them to return home if they fall ill or start to display symptoms at work. Tell them to contact NHS 111 at the earliest opportunity if they have not already done so. NHS advice should always be followed.
2. Please note that the response to an incidence of staff illness will need to be led on within the Department/Centre/Institute/Division, either by its Departmental or Divisional manager or a member of staff designated to do so by them.
3. Please ensure that all your staff are aware of this protocol and know who to escalate any notification of illness to, should they receive one.
4. Ensure your staff are aware of and abide by Government advice and School policy on self-isolation, social distancing, hand and surface hygiene and the wearing of face coverings.

Useful links:

[NHS CORONAVIRUS](#) (landing page)
[NHS CORONAVIRUS SYMPTOMS](#)
[NHS CORONAVIRUS TESTING AND TRACING](#)
[NHS: SELF ISOLATING](#)
[NHS 111 ONLINE](#)
[NHS WHAT YOUR TEST RESULTS MEANS](#)

[LSE CORONAVIRUS INFORMATION](#)
[LSE TRACING SYSTEM WHEN AVAILABLE](#)
[LSE EMPLOYEE ASSISTANCE](#)
[LSE STAFF WELLBEING](#)

What to do if a staff member falls ill?

1. If the staff member is on campus, they should be asked to go home/to their place of residence immediately using whatever form of transport is most practical and wear a mask, employ good hand hygiene and social distance at all times. They should also be told to contact the NHS at the earliest opportunity for advice, either on 111 or via [NHS 111 ONLINE](#).
2. If they are waiting for friends, family or other assistance they should be directed to the nearest temporary self isolation space available (currently the Student Salon, which can be accessed via Security, extension 666 on campus). The staff member should confirm their arrangements for returning home. The person self isolating should wear a face covering and practice good hand hygiene and social distancing at all times. Once they get home they should contact the NHS at the earliest opportunity for advice, either on 111 or via [NHS 111 ONLINE](#).
3. Once it has been launched, notify the LSE tracing system. This will function as a central point to monitor the number of COVID cases and self isolation cases in the School. In the meantime the School's [Business Continuity Manager](#) will collate incidences of Coronavirus and self isolation cases at LSE to report back to the Return to Campus Group.
4. Notify your Department/Centre/Institute/Divisional manager (if that is not you already) so they can either lead on the response themselves or nominate someone to do so. Whoever is leading should ensure the following is done:
 - a. If the School has COVID testing facilities available and the staff member is still on campus, make arrangements for them to have a test:
 - i. If they test positive they should go home immediately and inform NHS 111 so it can trace their close contacts. They should self isolate for at least 10 days. (See [NHS: SELF ISOLATING](#))
 - ii. If they test negative they should go home and contact the NHS on 111 or via [NHS 111 ONLINE](#) for further advice. (They may still be asked to continue to self isolate particularly if they live with others or feel unwell.) The School reserves the right to request an isolation note (See: [ISOLATION NOTE](#))
 - b. If the School does not have testing facilities, send the staff member home as above and advise them to call the NHS on 111 to order a test at the earliest opportunity. They may also do this online. (See: [NHS 111 ONLINE](#)) The self isolation periods in 4a above still apply.
 - c. Inform your HR partner. (If you cannot do so yourself, please also ask your HR partner to inform the [Business Continuity Manager](#) who will be maintaining a central reporting log until the LSE contact tracing system launches.)
 - d. Inform your remaining staff. They will not need to self isolate unless they are contacted by the NHS tracing team because they have been identified as a close contact (see notes below), or they experience symptoms themselves (see [NHS: SELF ISOLATING](#)). Consider how you will manage any anxiety amongst your staff, especially if they are vulnerable themselves or live with vulnerable people.
 - e. **Inform Estates**, via the [Estates helpdesk](#) as soon as possible. They will arrange cleaning of surfaces and areas the isolating person has been using. Please also inform them if you have used a temporary self isolation space.
 - f. Where possible, ensure that areas where the self isolating person has spent a lot of time, e.g. their desk and chair or office, are left empty and unused for 72 hours or until Estates can arrange cleaning.
 - g. Where appropriate and possible keep in touch with the person self isolating to ensure that they are not completely cut off. It will be a very stressful time for them and they may struggle during or after isolation (or illness) and may need extra support. HR also have a wellbeing webpage that outlines a number of resources available to staff. (See [LSE EMPLOYEE ASSISTANCE](#) and [LSE STAFF WELLBEING](#).)
 - h. Under no circumstances give out information on the ill person to non appropriate and non LSE people. That is the PHE's and NHS' job. If you are unsure, ask your HR partner what you can and can't say

and to whom.

5. If your staff member has tested positive they are classed as being on sick leave (regardless of how well they feel). You should follow normal sickness absence procedures and where appropriate ensure the absence is recorded on myview. The School reserves the right to ask to see the results of the test.
6. If your staff member has tested negative, feels well, has no symptoms, does not live with others and has been advised they can do so by NHS 111, they may return to work. If they have been advised to continue to self isolate (see notes below) and are well enough to work from home whilst self isolating, they should do so. They do not need to report this as a sick absence in this instance. If they are unsure they should seek advice from NHS 111. The School reserves the right to ask to see the results of their test. (See: [NHS WHAT YOUR TEST RESULTS MEANS.](#))
7. If they can't work from home either because they don't feel well, or do not have the facilities to do so, then the absence should be treated as sick leave and you should follow normal sickness absence procedures. The School also reserves the right to request an isolation note from the staff member (See: [ISOLATION NOTE](#)).
8. Once staff on sick leave return to the office, in line with the School's sickness absence processes, you will need to undertake a return to work interview with them. Be aware that they may need other support or adjustments to facilitate that return, whether they are working online or on campus.
9. Having COVID can be traumatic both for the staff member and those working with them; consider the wellbeing of your staff and whether individual counselling or team sessions might be an appropriate approach to suggest.

NB: *If the staff member is in a household or support bubble where someone has fallen sick or is displaying coronavirus symptoms that staff member should self isolate immediately for 14 days until the person in their household or bubble has had a test.*

- *If person the staff member lives with / in their bubble tests positive then the staff member should remain in isolation. If the staff member begins to display symptoms themselves they should get a test by contacting NHS 111.*
- *If the staff member's own test is positive they should isolate for at least 10 days. If the staff member's test is negative they should still complete the 14 day self isolation period because they live with / are in a bubble with others. [NHS WHAT YOUR TEST RESULTS MEANS](#) . If the staff member is unsure they should check with NHS 111.*
- *If the person the staff member lives with (or is in their support bubble) tests negative then the staff member can leave self isolation, **provided** they themselves feel well and have no symptoms. The staff member should continue to be diligent about observing requirements around social distancing, face coverings and hygiene.*

If a staff member is identified as a close contact of someone who has tested positive they will be required to self isolate for 14 days. If the staff member then starts to display symptoms themselves they will be required to get a test (they should contact NHS 111).

***What is meant by 'close contact'? (According to PHE guidelines as at 30 June 2020)**

1. Anyone who has been within 2 metres of you for more than 15 mins without *face coverings
2. Anyone who has been within 1 metre of you with or without *face coverings.
3. Anyone who has been in direct contact with you
4. Members of your household or support bubble

Examples of close contact include:

- close face to face contact (under 1 metre) for any length of time – including talking to them or coughing on them (also direct contact)
- being within 1 to 2 metres of each other for more than 15 minutes – including travelling in a small vehicle
- someone who has been spending lots of time in your home, such as cleaning it.

Version	Version Date	Approval Date Return to Campus Group	Sign off Date: Head of Return to Campus Group	Comments
V1	20/08/20	20/08/20	24/08/20	Updated with minor amendments on 02/09/2020