Information for College staff

You should arrange a COVID-19 test if you have one or more of these symptoms:

1. **High temperature**: feeling feverish, or measured temperature higher than 37.8°C
2. **New cough**: meaning a new intermittent or persistent cough, or worsening of your usual cough if you have one
3. Loss of / change in **sense of taste or smell**, particularly if there’s no nasal congestion
4. Headache
5. Sore throat
6. Runny nose
7. Muscle aches
8. New hoarseness
9. New shortness of breath
10. New wheeze

If you develop any of the symptoms 4-10 above you do not need to self-isolate, but can request a test by completing the online COVID-19 test request at https://cuhsstaffportal.co.uk/testrequest/.

If you develop any of the symptoms 1-3 above you must immediately:

- Stay at home and self-isolate
- Let your line manager know (*Line Managers must then inform HR*) and send an isolation note to hr@murrayedwards.cam.ac.uk which can be obtained from https://111.nhs.uk/isolation-note/
- Arrange a COVID-19 test by completing the online COVID-19 test request at https://cuhsstaffportal.co.uk/testrequest/ or https://www.gov.uk/get-coronavirus-test
- Complete the University of Cambridge **COVID-19 monitoring form**:  
  o Register with your email address and a password, and then complete the questions  
  o If you experience any problems email covid-helpdesk@admin.cam.ac.uk  
  o Read any additional support and guidance sent to you by the COVID-19 helpdesk.

If your COVID-19 test result is **positive** you must:

- Self-isolate for 10 days (starting from the day your symptoms started, or the day of the test if you had no symptoms). You may be able to finish isolation after 5 days, please check government guidance for full instructions.
- Let your line manager know. (*Line Managers must then immediately inform HR*).
- Update your test results on the University's **COVID-19 monitoring form**:  
  o Enter the email address and password you used to register  
  o This will enable track and tracing to be initiated. If you experience any problems email covid-helpdesk@admin.cam.ac.uk  
  o Read any additional support and guidance sent to you by the COVID-19 helpdesk.
If your COVID-19 test result is **negative** you should:

- Check the [government’s guidance](#) to ensure you are safe to stop self-isolation
- Let your line manager know that you are able to resume work / return to work
- Update your test results on the University's [COVID-19 monitoring form](#):
  - Enter the email address and password you used to register
  - Read any additional support and guidance materials sent to you by the COVID-19 helpdesk

**Lateral Flow home-testing** devices (LFD)

If you wish to use LFD tests at home, you can order them for free online at [https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests)

If you have any questions or concerns in the meantime, please get in touch with [Frances Lees](#) (Head of HR).

For more information, please see the [StaySafeCambridgeUni website testing page](#)