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://cuhstaffportal.co.uk/testrequest/](https://cuhstaffportal.co.uk/testrequest/) at one of the dedicated University testing pods.

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

- **Self-isolate**, and remain in self-isolation for 10 days from the onset of COVID-19 symptoms. Do not return to College until the 10 day self-isolation has ended and you are symptom-free.
- **Let your line manager know**. *(Line Managers must then inform HR).*
- Let anyone you live with know that they must also self-isolate for 10 days. Anyone you have been in close contact with should isolate for 10 days starting from the last point of contact.
- **Arrange a COVID-19 test** by completing the online COVID-19 test request at [https://cuhstaffportal.co.uk/testrequest/](https://cuhstaffportal.co.uk/testrequest/) or [https://www.gov.uk/get-coronavirus-test](https://www.gov.uk/get-coronavirus-test)
- The University COVID-19 testing pods are:
  - Dyson Building, Department of Engineering, accessible from the Fen Causeway entrance by bike or on foot, wearing a mask. View map here.
  - Addenbrooke’s Hospital as part of Cambridge University Hospitals (CUH) - S2 Testing Pods, Open 8.30am to 5pm, Monday to Friday. These pods are only accessible by car, or bike while wearing a mask. View map here.
  - Swab tests are available College staff and symptomatic individuals who live in a household with College staff. This enhanced testing is subject to capacity.
- **Complete the University of Cambridge COVID-19 monitoring form:**
  - Register with your email address and a password, and then complete the questions
  - If you experience any problems email covid-helpdesk@admin.cam.ac.uk
  - 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) and not return to College before the period has ended.

- Let your line manager know. (*Line Managers must then immediately inform HR*).

- Let anyone you live with know that they must also self-isolate for 10 days. Anyone you have been in close contact with should isolate for 10 days starting from the last point of contact.

- 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](mailto: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

- Let the people you live with know they can also stop self-isolation

- Update your test results on the University's [COVID-19 monitoring form](#):
  
  o Enter the email address and password you used to register
  
  o Read any additional support and guidance materials sent to you by the COVID-19 helpdesk

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

If you wish to use LFT 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). Please note that these tests must not be used if you have COVID-19 symptoms, instead you must arrange a PCR test following the steps above.

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

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