# **Information for staff and Fellows**

You need to request a test for COVID-19 if you have one or more of the following symptoms only:

* **High temperature**: feeling feverish, or measured temperature higher than 37.8C.
* **New cough:** meaning a new intermittent or persistent cough, or worsening of your usual cough if you have one.
* **Loss or change in your sense of taste or smell**, particularly in the absence of nasal congestion.

If you develop **any of the symptoms** above you **must**:

* Isolate immediately
* Let your line manager know. Line Managers must then immediately inform HR.
* Let the people you live with know they must self-isolate for 14 days as well.
* Arrange a COVID-19 test:
  + Via the [portal](https://cuhstaffportal.co.uk/testrequest/)
  + Please note that tests are not available for household contacts
  + Take a COVID-19 test at one of The University testing pods:
    - Dyson Building, Department of Engineering, accessible from the Fen Causeway entrance by bike or on foot, wearing a mask. View [map](https://www.cam.ac.uk/sites/www.cam.ac.uk/files/documents/university_pod_-_engineering.pdf) 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](https://www.cam.ac.uk/sites/www.cam.ac.uk/files/documents/university_pod_-_cuh.pdf) here.
* Complete a University of Cambridge [COVID-19 monitoring form](https://www.cam.ac.uk/covidform):
  + You will be asked to register with your email address and a password, and then required to complete the questions and submit the details
  + If you experience any problems email [covid-helpdesk@admin.cam.ac.uk](mailto:covid-helpdesk@admin.cam.ac.uk)
  + Read any additional support and guidance materials sent to you by the COVID-19 helpdesk.
  + Remain in isolation for 14 days, unless your COVID-19 test result is negative in which case you can return to work straight away

You must not return to College until your period of self-isolation has ended and you are symptom-free.

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

* Self-isolate for (a further) 10 days and not return to College before the period has ended.
* Let your line manager know. Line Managers must then immediately inform HR.
* Let the people you live with know they must self-isolate for 14 days as well
* Update your test results on the University’s [COVID-19 monitoring form](https://www.cam.ac.uk/covidform):

* + Enter the email address and password you used to register
  + 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)
  + Read any additional support and guidance materials sent to you by the COVID-19 helpdesk

If your COVID-19 test result is **negative** you should:

* Stop self-isolation
* Let your line manager know that you are able to 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](https://www.cam.ac.uk/covidform):

* + 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

For more information, please see the [StaySafeCambridgeUni website testing page](https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/get-tested#symptomatic)