# **Information for staff and Fellows**

If you have COVID-19 symptoms OR a positive COVID-19 test result:

* Self-isolate for 10 days or until recovered
* Arrange for a COVID-19 test if you haven’t had a test yet
* Notify your Head of Department / Manager
* Complete a College **case reporting form** and email it to HR
* Consider alerting people you have had close contact with in the last 48 hours that you have symptoms of COVID-19. (They should take precautions but do not need to self-isolate unless they develop symptoms themselves).

If someone in your household has COVID-19 symptoms OR a positive COVID-19 test result:

* Self-isolate for 14 days – or longer if you develop symptoms within that period
* Notify your Head of Department / Manager
* Complete a College **case reporting form** and email it to HR

For further information, please see [‘Stay at home: guidance for households with possible or confirmed COVID-19 infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#symptoms) (updated 20 September 2020).