

COVID-19 INCIDENT WORKFLOW (AT HOME OR THE WORKPLACE)

Do you have a sore throat, fever (37.3°C or more), shortness of breath, dry cough?

Have you or your immediate family travelled abroad to a risk area?

Have you been in contact with a confirmed or potential COVID-19 case?

If you answered YES to any of the above, please stay at home, contact your Line Manager and contact the hotline @ 0800 029 999. Self-quarantine & get tested.

If you are at work, self-isolate, contact your line manager or any other authorised person.

Once at home, stay at home. Self-isolate, avoid crowds, public places and public transportation. Check in with HR and your line manager regularly via email or phone. Follow the NICD (National Institute for Communicable Diseases) instructions.

Do not return to work until you are declared safe to do so by relevant health officials
Contact HR to discuss your leave options

Line Managers to assess the contamination span of the incident and send those affected home to self-quarantine for 14 days. Where symptoms start to show, those who were exposed should get tested.

Only return to work once you have completed the self-quarantine period and you no longer show any COVID-19 symptoms. This needs to be confirmed by your Employer.