

# Actions to Take for Staff & Students

**Don't come to college if you have Covid-19 symptoms.**  
**Visit [nidirect.gov.uk/coronavirus](https://nidirect.gov.uk/coronavirus) to book a test online.**  
**Call 119 if you cannot book a test online.**

## YOU SHOULD BOOK A COVID-19 TEST IF YOU HAVE

### A High Temperature

This means you feel hot to touch on your chest or back (you do not need to measure your temperature).

### A New Continuous Cough

This means coughing a lot for more than an hour or 3 or more coughing episodes in 24 hours (if you normally have a cough it may be worse than usual).

### A Loss or Change to Your Sense of Smell or Taste

This means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.

## HERE IS WHAT TO DO IF

#### Scenario 1 You Test Positive For Covid-19

**What To Do**  
 → Do not come to College  
 → Inform College immediately of test result  
 → Self-isolate for 10 days or as advised by the PHA

**When Can I Return?**  
 You may be able to return to College after 10 days following the completion of a risk assessment.

#### Scenario 2 Somebody In Your Household Tests Positive for Covid-19

**What To Do**  
 → Do not come to College  
 → Inform College immediately of test result

**When Can I Return?**  
 You can return to College when you have completed 10 days of self-isolation without any symptoms.

#### Scenario 3 You Have Covid-19 Symptoms

**What To Do**  
 → Do not come to College  
 → Book at Covid-19 test  
 → Household self isolates  
 → Inform College immediately of test result

**When Can I Return?**  
 You can return to College if the test is negative providing you are well enough, have not had a fever for 48 hours and if you have not been advised to self-isolate by the PHA Contact Tracing Service

#### Scenario 4 Somebody In Your Household Has Covid-19 Symptons

**What To Do**  
 → Do not come to College  
 → The household member should book a Covid-19 test  
 → Household self isolates  
 → Inform College immediately of test result

**When Can I Return?**  
 You can return to College if the symptomatic householder member's test is negative and if they have not been advised to self-isolate by the PHA Contact Tracing Service.

#### Scenario 5 Contact Tracing Has Identified You As A Close Contact

**What To Do**  
 → Do not come to College  
 → Inform College immediately  
 → Self-isolate for at least 10 days as advised by the PHA Contact Tracing Service

**When Can I Return?**  
 You can return to College when you have completed 10 days of self-isolation without any symptoms.

#### Scenario 6 You Have Been In Contact With Someone Who Has Been Identified As a Close Contact

**What To Do**  
 → Attend College as normal  
 → If you do not have any Covid-19 symptoms you should carry on with normal activities.

#### Scenario 7 You Have Travelled Abroad and Have to Self-Isolate

**What To Do**  
 → Do not come to College  
 → Inform College immediately  
 → Self-isolate for 10 days in line with quarantine advice

**When Can I Return?**  
 You can return to College when you have completed 10 days of self-isolation without any symptoms.

If you have been identified as a close contact of a case of Covid-19 or have returned from travel abroad and are self-isolating you must self-isolate for 10 days regardless of a negative Covid-19 test result.

You must complete a 'Covid Return to Campus' form and forward to College before you are permitted to return

For more information on how the College processes your data please access the College wide Privacy notice at: [www.nrc.ac.uk/legal/data-protection/](https://www.nrc.ac.uk/legal/data-protection/)