

Subject: IMPORTANT - STAFF UPDATE ON REPORTING ABSENCE
Date: Friday, 20 March 2020 at 09:50:25 Greenwich Mean Time
From: Arlene Brathwaite
To: Mailing List - Everybody
Priority: High
Attachments: image001.png, image002.png

Dear Colleagues

We would like to remind staff to contact First Care on **0345 456 5780** to report your absence from work, for the following reasons:

- **you have symptoms of coronavirus**, however mild, stay at home and do not leave your house for 7 days. You do not need a test if you are staying at home; these are reserved for the vulnerable and healthcare workers. You must refrain from work in line with the PHE and NHS UK guidelines.
- **someone you live with has coronavirus symptoms**, you will need to stay at home for 14 days from the day the first person in the home started having symptoms.
- **you are feeling unwell with symptoms unrelated to coronavirus or need to report emergency special leave**, please contact First Care as usual.

Staff with an underlying health condition which may put them in a high risk category should contact Claire Collins, Director of People and Communications to discuss their personal situation.

Should you have any questions or concerns regarding the above requests, please do not hesitate to contact your local HR Department on hr@cwac.ac.uk or hr@cnwl.ac.uk

Your co-operation in these matters is greatly appreciated.

Many thanks

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