


## What to do if a staff member presents with symptoms of COVID19

**Step 1:** Contact the Public Health Agency (PHA) Duty Room on the following number for advice:

**Telephone: 0300 555 0114 or 0300 555 0119**

**Step 2:** If PHA request staff member to be tested:

- Manager to complete staff referral form and e-mail to [Covid19.test@westerntrust.hscni.net](mailto:Covid19.test@westerntrust.hscni.net)
- **Completed referral form MUST be password protected.**
- Referral form template attached  Staff member household contact

**Step 3:** The WHSCT COVID 19 Testing Team will phone the staff member to arrange an appointment for testing.

**Step 4:** The team will contact the staff member with the result as soon as it is available. This is usually 24 hours after the test. Advice will be provided as necessary.

**Step 5:** The testing team will then e-mail the Manager with the result.

**Step 6:** Staff with a positive result should be managed in line with guidance on self-isolation and self-care

**Step 7:** Staff can access the WHSCT Psychological Support Helpline for ongoing support.

**Telephone:** 02871611281, choose option 3

**Email:** [COVIDPsychological.Support@westerntrust.hscni.net](mailto:COVIDPsychological.Support@westerntrust.hscni.net)

**Step 8:** Manager to contact PHA Duty Officer to confirm if result positive or negative and for advice on what further action needs to be taken.

**Step 9:** If PHA Duty Officer advises all staff require swabbing follow all staff swabbing pathway.