**REPORT SYMPTOMS AND GET A TEST**

**IF YOU ARE EXPERIENCING COVID-19 SYMPTOMS YOU MUST FOLLOW THESE STEPS:**

1. Self-isolate.
2. Inform your line manager.
3. Let the people you live with know they must self-isolate as well.
4. Take a test either through the University Testing Process or an NHS approved test.
5. Complete the University’s COVID-19 monitoring form.
6. Read the support and guidance materials sent to you by the COVID-19 helpdesk.

**IF YOU RECEIVE A POSITIVE TEST RESULT:**

1. Self-isolate for 10 days.
2. Tell your line manager and update your test results on the University’s COVID-19 monitoring form.
3. Let the people you live with know they must self-isolate for 14 days.
4. Provide contact details on the University’s COVID-19 monitoring form in order to initiate track and tracing.
5. Read the additional support and guidance materials sent to you by the COVID-19 helpdesk.

Complete the University’s Covid-19 Monitoring form at cam.ac.uk/staysafecambridgeuni/covidform

**IF YOU RECEIVE A NEGATIVE TEST RESULT:**

1. Stop self-isolation.
2. Let your line manager know that you are able to return to work.
3. Update your test results on the University’s COVID-19 monitoring form.
4. Let the people you live with know they can also stop self-isolation.

If you have any queries about this process please contact the COVID-19 Helpdesk by email covid-helpdesk@admin.cam.ac.uk

If you have concerns about your symptoms you should contact your College Nurse, your GP or NHS 111 (out of office hours) for advice.

#StaySafeCambridgeUni

cam.ac.uk/staysafecambridgeuni

If you have symptoms get a test by calling: 01223 216767