

Our ref: DR/CVC/LL

If you or any member of your household are experiencing symptoms of Coronavirus please follow the latest guidance for staying at home and self-isolating which is attached [here](#), and please do not attend the College.

It is very important that individuals with symptoms that may be due to coronavirus and their household members stay at home. Staying at home will help control the spread of the virus to friends, the wider community, and particularly the most vulnerable.

- If you live alone and you have symptoms of coronavirus illness (COVID-19), however mild, stay at home for 7 days from when your symptoms started.
- If you live with others and you or one of them have symptoms of coronavirus, then all household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill
- It is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.
- For anyone in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period. (See ending isolation section for more information)

For members of staff who need to self-isolate please follow the reporting of absence procedure and contact your manager or supervisor by phone to discuss the reason for your absence and what steps may be necessary.

For students who need to self-isolate please follow the normal rules on absence notification. Contact your Progress Coach/Personal Tutor to inform them of the reason for your absence from College and to keep them updated as to your situation or condition.