## **COVID-19** employee Covid symptom screening **Symptom Screening** Tool: Do you have any of and leave type the following symptoms? Flow chart [list all covid symptoms] • A new or worsening cough This is in recognition of the unique circumstances that New A fever of at least 38°C Zealand is facing with respect to the COVID-19 pandemic. The · Shortness of breath Sorethroat conditions will be that this document will be reviewed every 6 • Sneezing and runny nose months or as the situation evolves. • Temporary loss of smell No Yes Talk to your Are you well Are you able to Come to work as manager. enough to work Sick leave Normal pay usual work? Get a test as normal? No Yes Follow usual sick Can you work Paid leave process from home? special leave Yes Sick leave Work from home Normal pay Test result Positive Yes Negative Well enough to return to work? Contact No occupational health Sick leave immediately **Principles:** Employees should be supported to remain at home when unwell or having any ! Are you well Can you work COVID-19-like symptoms. enough to work from home? DHBs and Unions strongly encourage that testing should occur to keep our as normal? workforce and patients safe. Sick leave is appropriate where the employee is unable to work due to illness. Yes No Where possible, employees that are able to, may be supported to work from Paid Normal pay Sick leave home. This should be agreed with their manager. special leave Usual sick leave notifications and process should be followed. This will usually be a telephone call from the employee to their manager. Discretionary sick leave will apply for individuals whose sick leave balance has been exhausted 23 February 2021