

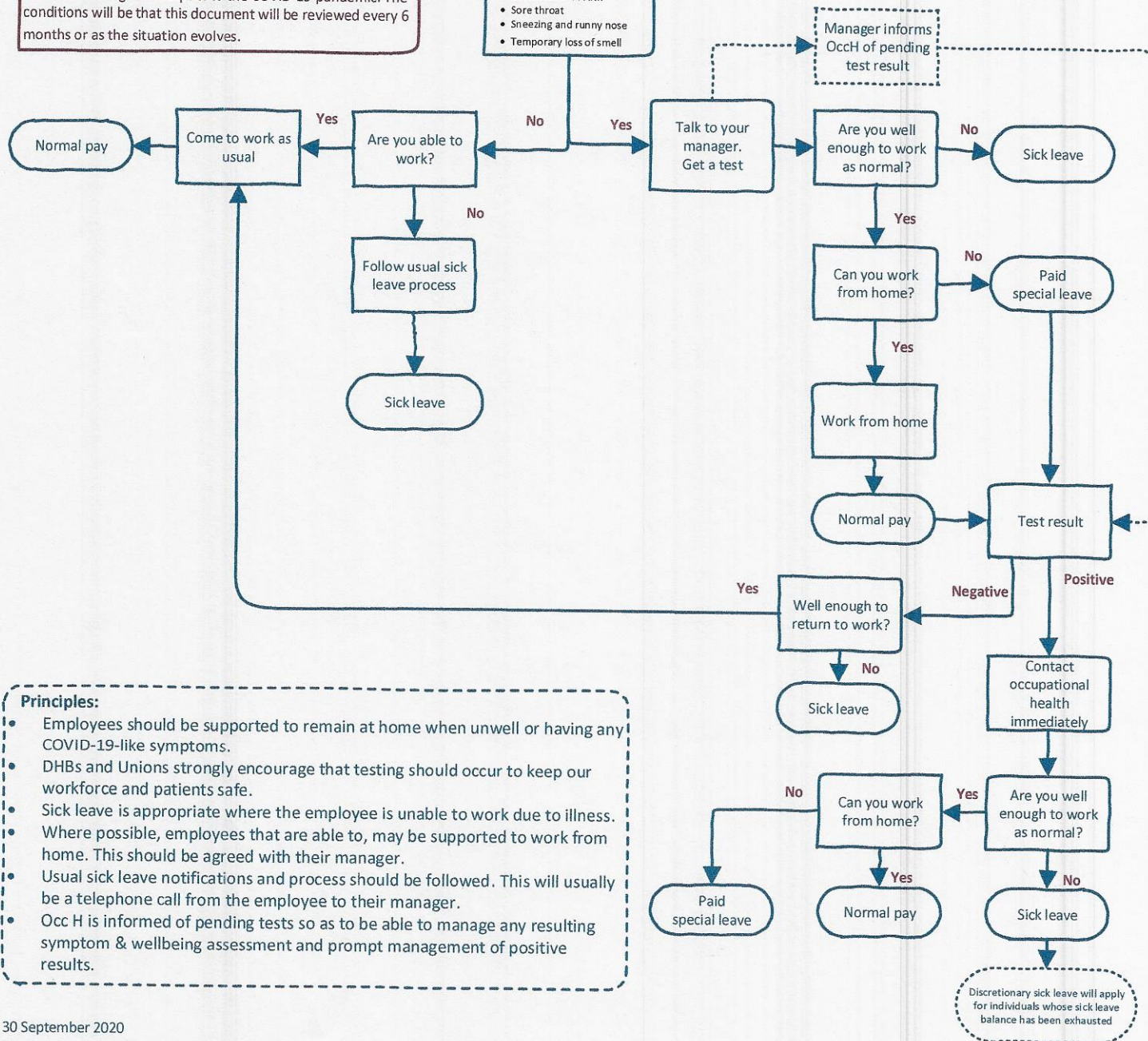
**COVID-19 employee Covid symptom screening and leave type**

**Flow chart**

This is in recognition of the unique circumstances that New Zealand is facing with respect to the COVID-19 pandemic. The conditions will be that this document will be reviewed every 6 months or as the situation evolves.

**Symptom Screening Tool:** Do you have any of the following symptoms?  
[list all covid symptoms]

- A new or worsening cough
- A fever of at least 38°C
- Shortness of breath
- Sore throat
- Sneezing and runny nose
- Temporary loss of smell



**Principles:**

- Employees should be supported to remain at home when unwell or having any COVID-19-like symptoms.
- DHBs and Unions strongly encourage that testing should occur to keep our workforce and patients safe.
- Sick leave is appropriate where the employee is unable to work due to illness.
- Where possible, employees that are able to, may be supported to work from home. This should be agreed with their manager.
- Usual sick leave notifications and process should be followed. This will usually be a telephone call from the employee to their manager.
- Occ H is informed of pending tests so as to be able to manage any resulting symptom & wellbeing assessment and prompt management of positive results.