



Covid-19 Policy

from 8th April 2022

What to do if you feel unwell

If you're experiencing one of the 9 official Covid symptoms, it is recommended that you take a lateral flow or PCR test. These are no longer free, but there is a stock of tests at the school, so please request one and we will try to provide it. You can also buy a test from a pharmacy.

Official symptoms of coronavirus (COVID-19) in adults can include:

- a high temperature or shivering (chills) - a high temperature means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to your sense of smell or taste
- shortness of breath
- feeling tired or exhausted
- an aching body
- a headache
- a sore throat
- a blocked or runny nose
- loss of appetite
- diarrhea
- feeling sick or being sick

What to do if you test positive

If you feel unwell and/or have a high temperature, we kindly ask you to stay at home until you feel better.

Students

Please email us as soon as possible to let us know that you have tested positive - Speak Up London will freeze your course for up to 5 working days.



After that, you must return to class or continue self-isolating if you feel unwell, but you will risk losing some of your classes. We advise that when you return to school you continue wearing a mask until day 10 from the start of your symptoms.

Staff

Please email/message your Manager as soon as possible to let us know that you have tested positive. If you're feeling unwell and/or have a high temperature, we will ask you to stay at home until you start feeling better.

You may use your holiday allowance during that time but please note that this will only be granted after we have seen evidence of a positive lateral flow test.

You may return to work as soon as you feel better and you no longer have a high temperature. However, it is advised that when you return to school you continue wearing a mask until day 10 from the start of your symptoms.

What to do if you test negative or do not take a test but have a high temperature and feel unwell?

We kindly ask you to stay at home until you start feeling better.

Students, Speak Up London will not freeze your course if you do not provide evidence of a positive lateral flow test.

Staff members may be entitled to Statutory Sick Pay from day 4 of your illness.

It is at the discretion of your manager, whether you will be allowed to use your holiday allowance during your time off or not.

If you have any questions, please email info@speakuplondon.com