

A Simple Temporary Worker **should not** attend a Simple Assignment if they contact us to advise:

1. they have coronavirus (COVID-19) symptoms or have tested positive for coronavirus
2. have been told to self-isolate (stay at home) by a government test and trace service, because they've been in close contact with someone who's tested positive
3. need to self-isolate because someone in their household has symptoms or has tested positive
4. need to self-isolate because they've returned to the UK after a holiday or business travel

INTERNAL

Simple Clients should be advised IMMEDIATELY of advices we have received and a remedial course of action discussed: replacement, await confirmation of test result, wait for isolation period to end etc...

If a Simple Temporary worker **is already at work** and any of the above (1-3) becomes apparent, the Simple Temporary worker should:

- tell their immediate line manager at their place of assignment immediately and go home
- avoid touching anything, and wash their hands regularly
- cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow
- use a separate bathroom from others, if possible
- avoid using public transport to travel home, if possible
- contact Simple Recruitment as soon as possible with advices

INTERNAL

Simple Clients should be advised IMMEDIATELY of advices we have received and a remedial course of action discussed: replacement, await confirmation of test result, wait for isolation period to end etc...

Simple Clients

If a Simple Temporary worker attends their assignment with coronavirus, the workplace does not necessarily have to close, but government guidance on cleaning should be followed.

Simple Supporting staff who need to self-isolate

If a Simple Temporary Worker needs to self-isolate, Simple will:

- send them home immediately, if they're at work
- support them staying at home while they self-isolate
- pay them any sick pay they're entitled to while self-isolating in accordance with government guidance and entitlements
- endeavor to support their wellbeing and mental health – see more about [supporting mental health during coronavirus](#)

Depending on someone's circumstances, they might have to self-isolate more than once during the coronavirus pandemic. Employers should support them in the same way each time.

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