Memo/email

New COVID-19 rules

To: [insert name]

From: [insert details]

Date: [insert date]

Dear [insert name]

As you may be aware, new regulations were introduced on 28September 2020 in England by the UK government making it a legal obligation to self-isolate if an individual tests positive for COVID-19, is contacted by Test and Trace because they have been in contact with someone who has tested positive, or is living (or in a support bubble) with someone who has tested positive. Full details of the announcement can be found [here](https://www.gov.uk/government/news/new-legal-duty-to-self-isolate-comes-into-force-today).

In addition, there are new obligations on employers and employees. These are:

* An employer must not knowingly allow a self-isolating worker or a self-isolating agency worker to be present anywhere for work purposes, other than the place where they are required to self-isolate.
* An employee must inform their employer of their obligation to self-isolate when that arises.

In light of these new legal obligations:

* If you test positive for COVID-19, or are contacted by Test and Trace and told to self-isolate, you must notify us immediately. A failure to do so will be treated as a serious act of misconduct. It will also amount to an offence under the new regulations that could result in you being issued with a fine.
* When it becomes known to us that you have tested positive, or have been contacted by Test and Trace, you will not be allowed to enter the workplace. If it is possible for you to work from home, you will be asked to do so. If you cannot work from home, you will be treated as sick and will be entitled to [statutory sick pay OR contractual sick pay] for the self-isolation period.

I would like to thank you for your continued co-operation during this challenging time. If you have any questions at all, please contact [insert name].

[Sign off]