



# I'm sick. What should I do?

Follow your usual sick leave process: Call your manager and let them know.  
Stay home if you're sick.

What's wrong?

Do you have any of these cold, flu or Covid-19 symptoms?

- New or worsening cough
- Sore throat
- Shortness of breath
- Sneezing and runny nose
- Temporary loss of sense of smell or altered sense of taste
- Fever (at least 38°C)
- Diarrhoea
- Headache
- Muscle pain or body aches
- Nausea and vomiting

No

Yes

Don't come in to work.  
Get a COVID test and wait for the test result.

Swab POSITIVE

Swab NEGATIVE

Follow your usual sick leave process: Inform your manager.

Stay home until you feel well (or your GP confirms you can return to work).

Self isolate.

Public Health will contact you: follow their advice.  
If they do not contact you, call Healthline 0800 611 116 or Public Health 09 623 4600.

Inform your line manager (during work hours )  
OR the Clinical Nurse Manager ( after hours)  
AND email [OccHealthNurses@adhb.govt.nz](mailto:OccHealthNurses@adhb.govt.nz)

Note: You will need Public Health clearance from self-isolation AND Occupational Health clearance to return to work.

Inform Manager of result.

You can return to work 24 hours after your fever, sore throat, nasal symptoms have improved unless you have been told by ARPHS to isolate for longer.

If you feel well but have a persistent cough and/or minimal nasal symptoms then you can wear a mask.

Remember your hand hygiene and cough etiquette.

**Occupational Health Contact Information:**

Monday to Friday, 8am – 4.30pm:

Email where possible: [OccHealthNurses@adhb.govt.nz](mailto:OccHealthNurses@adhb.govt.nz)

Ph: 021 242 3164

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NB. Find the latest versions of all approved, final documents on Hippo This document will be reviewed as necessary where case definition or community prevalence changes.