Guidance in case of Covid-19 symptoms

If you are tested positive for Covid-19 or are asked to take the test

1 ☎

Inform the Bank as soon as possible by calling the BIS switchboard

+41 (0)61 280 80 80

or ask someone to do so on your behalf.

2 ✉

Human Resources will contact you to provide information to allow contact tracing by the Swiss authorities.

3 ✉

Inform Human Resources of test results as soon as you have them.

4 🖥

Fill in an absence request in PeopleSoft:
- absence type **sickness (> 3 days)**
- for an initial period of **10 days**
- with **Covid-19** in the comments box.

If you feel well enough to work again within the 10-day period

1 ☎

Inform your line manager and work **from home** until the 10-day period is over.

2 🖥

Amend your absence request in PeopleSoft (change only the **end date**).

3 🖥

Fill in a remote work request in PeopleSoft for the remaining days with **Covid-19** in the comment box.

Once you are fully recovered

1 ☎

Inform your line manager that you are ready to return to the **office**.

BIS