

Manager's briefing on HR processes and procedures

Staff will have questions about arrangements regarding contact or diagnosis of Coronavirus, holiday plans and pay.

This briefing provides you with the information you need to answer their questions and reassure them.

However, if a question arises which you are unable to answer please contact HR at Support Office.

Whilst we are in the Containment and Delay phase we must do everything we can to prevent Coronavirus spreading.

Staff are:

- ? Expected to report for duty as normal
- ? Not currently advised or required to wear masks
- ? Required to use PPE as normal
- ? Required to consume all food within the staff dining areas provided
- ? Required to report to you immediately if they have returned from recent travel to an affected area (this can be verified by visiting this site:
<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>)
- ? Required to report to you immediately if they have come into recent contact with someone diagnosed as having COVID-19
- ? Required to report to you immediately if they have been diagnosed with COVID-19

Management Actions

If a member of your staff advises that they

- ? have been to any of the affected areas
- ? have been in contact with someone who has Coronavirus
- ? suspects they may have Coronavirus

please take the member of staff through the questions on the following link to gain instruction on the appropriate action:

<https://111.nhs.uk/covid-19>

Report the outcome to HR and log as an incident under a new category "coronavirus".

Print 2 copies of the advice: 1 for the staff member and 1 for our records.
Ensure you write the staff member's name and the date on the report.



If the advice is to self-isolate please hand the member of staff a copy of the guidance for self-isolating contained in the pack

Sick Pay

Following the advice from 111, if a member of your staff is self-isolating this will be treated as sick leave. During this time the government has ruled that statutory sick pay will be paid for the first 3 days. From day 4 normal contractual arrangements for sick pay will commence in line with each individual's entitlement, providing staff are compliant with the guidance for self-isolating.

Holiday

If a member of your staff already has a holiday booked within one of the affected areas, they should be advised to keep open communication with their travel company to assess the guidelines set out by them.

If any member of staff is 'thinking' about holidaying in any of the affected areas, urge them to consider this very carefully given the current situation and guidelines laid out by the Foreign and Commonwealth Office (<https://www.gov.uk/foreign-travel-advice>)