



**St Nicholas**  
Hospice Care

A Registered Charity No. 287773

## **CORONAVIRUS COLLEAGUE GUIDANCE (Updated: 20/03/2020)**

The Hospice appreciates that the current Coronavirus (COVID-19) situation is creating some questions in terms of our people and our response. Below is some important and helpful information for all employees.

### **If I'm required to self-isolate will my pay be affected?**

If you are required to self-isolate in line with current public health advice or have been advised to do so by a medical professional, you should discuss your situation with your line manager.

If you are required to self isolate but are able to work from home you will be paid as normal.

If you are required to self isolate but are unable to work from home, you will receive occupational sick pay in accordance with your terms and conditions.

### **If I have coronavirus will my pay be affected?**

If you are unable to work due to your symptoms, you will receive occupational sick pay in accordance with your terms and conditions.

### **What should I do if I or someone in my household has flu like symptoms?**

- If you live alone and you have symptoms of coronavirus illness, however mild, stay at home for **7 days** from when your symptoms started.
- If you live with others and you or one of them have symptoms of coronavirus, then all household members must stay at home and not leave the house for **14 days**. The 14-day period starts from the day when the first person in the house became ill.

Further government advice about isolation can be seen [here](#)

### **I'm in one of the high risk groups (over 70, pregnant or have an underlying health condition), what should I do?**

In the first instance, please email [hr@stnh.org.uk](mailto:hr@stnh.org.uk) requesting to speak to Emma Page (HR Manager) who will contact you to discuss your individual situation.

The current government advice is that an employee in a high risk group should be particularly mindful of social distancing measures. This group includes:

- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (ie anyone instructed to get a flu jab as an adult each year on medical grounds):
  - chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
  - chronic heart disease, such as heart failure
  - chronic kidney disease
  - chronic liver disease, such as hepatitis
  - chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy
  - diabetes
  - problems with your spleen – for example, sickle cell disease or if you have had your spleen removed
  - a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy
  - being seriously overweight (a body mass index (BMI) of 40 or above)
- those who are pregnant

Wherever possible we would advise you to work from home. Where this is not possible it is likely that you will be required to stay at home for the recommended 12 weeks. Please be aware that to help us ascertain how appropriate it is for you to remain at work, we may ask you to speak to your GP to gain medical advice.

### **Sickness Recording / Certification**

For the purposes of internal monitoring, employees should be aware that should they contract the virus it will be recorded on their Compass record.

We will be flexible in terms of requiring employees to provide a doctors certificate either due to self isolating or contracting coronavirus.

All absences (whether coronavirus related or not) should be reported as per our usual absence reporting [procedures](#) i.e. notify your line manager at the earliest opportunity. As per the absence [policy](#), all employees will be required to have a return to work interview with their line manager.

In the current circumstances this is increasingly important to minimise the possibility of transmission of the virus and to ensure all employees are fit to return to work.

Your line manager may conduct a return to work interview with you via telephone prior to your return to your work location.

### **What happens if I need to take time off work to look after a 'dependant'?**

We will support our employees wherever possible to work flexibly.

Employees are also entitled to 5 days paid carers leave (pro rata if part time) to help someone who depends on them in an unexpected event or emergency. For example:

- If you have children you need to look after or arrange childcare for because their school has closed.
- To help your child or another dependant if they are sick or need to go into isolation or hospital.

### **Am I a key worker?**

The government has defined a key worker as someone whose role is critical to the Covid19 response or who works within a critical sector i.e. health and social care (including support and specialist staff).

This definition will include all clinical hospice staff, alongside catering, domestics and some specialist management roles.

Children with at least one parent or carer who are identified as key workers by the government can send their children to school if required.

Full information for parents and carers can be seen [here](#)

### **What happens if I do not want to come to work because of coronavirus?**

Please discuss any concerns you have with your line manager and HR Advisor who will try to resolve them. Wherever possible flexible working will be encouraged.

If you still have concerns then other options can be explored, including taking annual leave, voluntary unpaid leave or a temporary reduction in working hours.

### **Working from home**

To reduce footfall through the Hospice, and therefore reduce the chances of virus transmission, some employees will be asked to work remotely. We are in the process of implementing IT arrangements to ensure we have the resources in place to facilitate this.

Important steps you can take now:

Teams are encouraged to use Workplace Facebook for online meetings and regular team contact. This can be accessed anywhere online, so long as you have a Wi-Fi connection and a laptop or smart phone.

- An invite was sent to your stnh.org.uk email address. You can contact [marketing@stnh.org.uk](mailto:marketing@stnh.org.uk) if you require support getting started.

All staff communication and update messages will be via noticeboard, email and potentially text messaging.

- Please ensure your contact details are up to date on Compass.

It is recommended that on leaving work, you do so in a manner that prepares you for a situation whereby you do not return the following day and are required to work remotely.

Staff should ensure their data protection training is up to date to ensure a best practice approach and data awareness when working remotely. To access the e-learning click on this link: <http://www.e-lfh.org.uk>

### **Personal Contact Details**

It is important to check that your personal contact numbers and emergency contact details are up to date on Compass

### **Will we cancel training sessions?**

We have cancelled all internal training sessions up to the end of May. Updates will be given by the weekly L&D bulletin and courses will be rearranged at the earliest opportunity.

### **Employee Support**

Please remember that, if you have worries or concerns about the present situation you have access to a 24 hour telephone counselling service via Westfield Health.

If you have any questions or concerns about the above please speak to your line manager or the HR team via [hr@stnh.org.uk](mailto:hr@stnh.org.uk)