

## Covid-19 FAQs for Employees

1. What is Covid-19?.....	1
2. What should I do if I think I have symptoms of Covid-19?.....	1
3. How long should I self-isolate?.....	2
4. If someone I live with has to self-isolate, do I have to self-isolate too?.....	2
5. What should I do if I am contacted by the NHS Test and Trace team and advised that I have been in contact with someone who has Covid-19?.....	2
6. What happens if someone becomes unwell during work or attends work with symptoms of Covid-19?.....	2
7. What should I do if I am at moderate risk from Coronavirus (clinically vulnerable)?.....	2
8. What should I do if I am pregnant?.....	3
9. What should I do if I am at high risk from Coronavirus (clinically extremely vulnerable) or if I have been told I need shielding?.....	3
10. If I am required to self-isolate, would I be able to use annual leave or floating days to cover my absence?.....	3
11. What is the difference between Occupational Sick Pay and Statutory Sick Pay?.....	3
12. I have less than 1 year of continuous service. How much sick pay will I receive?.....	3
13. What happens if I am unable to attend work as I don't have childcare or if my child's school has closed?.....	4
14. When will the University of Plymouth be reopening and when will the students return?.....	4
15. What measures will be put in place when staff are in the workplace?.....	4

### 1. What is Covid-19?

Covid-19 is a new illness that can affect your lungs and airways. It's caused by a virus called coronavirus.

### 2. What should I do if I think I have symptoms of Covid-19?

Staff who develop symptoms of Covid-19 must isolate in accordance with NHS guidance.

Symptoms of Covid-19 include:

- high temperature
- new, continuous cough
- loss or change to your sense of smell or taste

### **3. How long should I self-isolate?**

Staff must follow NHS advice and stay at home if you have any of the above symptoms for a period of:

- 10 days if you live on your own
- 10 days if you live with other people but are the first person to develop symptoms
- 14 days if you live with other people and are not the first person to develop symptoms

Staff should report to the absence line on their first day of absence by calling 01752 434353 before 08.30am. Staff should leave a voicemail message including their name, line manager's name, and explain how long they are self-isolating for.

### **4. If someone I live with has to self-isolate, do I have to self-isolate too?**

Staff should follow the advice and guidance from the Government and the NHS. If more than one person in your household has symptoms you should self-isolate for 14 days from the day the first person started having symptoms.

If you were the first person to develop symptoms of Covid-19, you only need to self-isolate for 10 days.

### **5. What should I do if I am contacted by the NHS Test and Trace team and advised that I have been in contact with someone who has Covid-19?**

Staff should stay at home and self-isolate if they have been advised via the NHS Test and Trace system that they have been in contact with someone who has tested positive for Covid-19. In this instance, the staff member should follow the advice from the NHS Test and Trace team and self-isolate for 14 days. Staff may be required to provide evidence of this.

Further information on what to do if you have been contacted by the NHS Test and Trace team can be found on the [NHS website](#).

### **6. What happens if someone becomes unwell during work or attends work with symptoms of Covid-19?**

Please refer to our Guide to Working safely at PDSE during Covid-19 for further information if someone becomes unwell during work. This can be found on the [PDSE website](#).

### **7. What should I do if I am at moderate risk from Coronavirus (clinically vulnerable)?**

Staff who are in a moderate risk group as defined by the NHS should inform their line manager as soon as possible. This should be detailed within the staff members individual risk assessment. Reasonable adjustments will be considered and should be discussed with the line manager in

order to find an appropriate solution. Further advice should be sought from Occupational Health if required. Staff who are required to attend work should still do so.

People who are at moderate risk (clinically vulnerable) may include people who are over 70 years of age, people who are pregnant, or people who have a health condition that defines them as clinically vulnerable according to NHS guidelines.

#### **8. What should I do if I am pregnant?**

Staff should inform their line manager if they are pregnant. A risk assessment will be completed with the line manager. Social distancing must be followed at all times and reasonable adjustments will also be considered.

#### **9. What should I do if I am at high risk from Coronavirus (clinically extremely vulnerable) or if I have been told I need shielding?**

Clinically extremely vulnerable staff may have previously been advised by the NHS that they should be shielding. However, the NHS is no longer advising that shielding is required. Staff who were previously shielding will be supported to return to the workplace and reasonable adjustments will be considered where necessary.

#### **10. If I am required to self-isolate, would I be able to use annual leave or floating days to cover my absence?**

Staff who are self-isolating will be paid their usual sick pay entitlements in accordance with their contract.

#### **11. What is the difference between Occupational Sick Pay and Statutory Sick Pay?**

Statutory Sick Pay (SSP) is paid to all staff who are off sick or self-isolating due to Covid-19 as long as they meet the eligibility criteria. The rate for SSP is set by the government and is currently £95.85 per week.

Staff who have over 1 year of continuous service will be eligible for Occupational Sick Pay. The duration of this pay will depend on the length of continuous service. To find out more about your sick pay entitlements, please check your contract.

#### **12. I have less than 1 year of continuous service. How much sick pay will I receive?**

Staff who have less than 1 year of continuous service are eligible for SSP. The rate for SSP is set by the government and is currently £95.85 per week.

**13. What happens if I am unable to attend work as I don't have childcare or if my child's school has closed?**

Staff are entitled to take Carer's leave to look after their children if their child's school is closed and they are unable to make alternative childcare arrangements. Carer's leave is unpaid for staff on PDSE Ts & Cs.

If you are unable to attend work for this reason, you should ring the staff absence line to report your absence. Staff who are unpaid for Carer's Leave may be able to use floating days or annual leave subject to agreement from their line manager.

Staff who have difficulties with childcare should speak with their line manager to discuss their options. Staff may be able to take unpaid Parental Leave or make a request for flexible working in line with the Flexible Working Policy.

**14. When will the University of Plymouth be reopening and when will the students return?**

The University of Plymouth has ceased face-to-face teaching and student clinics are not currently in operation. We expect that the University of Plymouth will reopen in September 2020.

**15. What measures will be put in place when staff are in the workplace?**

We have devised a Guide to Working safely at PDSE during Covid-19 that outlines the full details of the measures we have implemented to protect the safety of our staff. A risk assessment has also been completed for all sites.

All documents relating to Covid-19 are available on the [PDSE website](#).