

**Workforce Q & A's – COVID-19 – 7 July 2022**

**This will be up-dated as the COVID-19 situation changes  
and Government advice is updated  
Please do not print this document -  
refer to the most recent version on the intranet**

There will be a continuing need to maintain essential service requirements, potentially with an increased workload in a number of areas. Staff who remain clear of the virus and are not required under PHE guidelines to self-isolate should continue to attend their usual place of work.

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**Appendix 1 - Recording absence on Health Roster and ESR**

**1. Self-Isolation** - If you have symptoms, a close contact has symptoms or you/a household member are coming into hospital as a patient

**Staff may hear regular Government announcements on the news regarding changes to Covid-19 guidance for the general public, however it should be noted that there are higher levels of isolation/processes required for staff who work within healthcare premises. These FAQs will be updated only after we receive official government documentation relating to health care workers.**

### **1.1 What should I do if I develop symptoms of Covid-19?**

- Trust staff should always be leading by example and following Government guidelines .
- The Government have extended the list of Coronavirus symptoms and these can be found here: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>
- If you develop any coronavirus symptoms but feel well enough to work, please take a lateral flow test to ensure that this is negative before attending work. If you do not feel well enough for work, then you should report your sickness absence in the normal way.
- **You must self-isolate (in line with para 1.1.1) if you get a positive LFD test and this will be recorded as normal contractual sickness absence in line with section 7 and appendix 1.**
- If you become symptomatic while at work inform your line manager straight away and take a lateral flow test. If you are positive, then you must immediately inform your line manager and go home to isolate in line with para 1.1.1. If you are negative but do not feel well enough to continue working then you should inform your line manager and your sickness absence will be recorded accordingly.
- You must **NOT** return to work before you have made a good recovery and provided 2 negative LFD results if this is before day 10 of your illness and not before day 6. You should do this even if you have received one or more doses of COVID-19 vaccine. This is because it is still possible to get COVID-19 and spread it to others even if you are vaccinated.
- If you are at home self-isolating due to being Covid-19 positive, you should stay at home and not go out.

#### **1.1.1 How long should I isolate for if I have had a positive LFD test result?**

- If a staff member receives a positive LFD test result, they must complete a period of self-isolation. Isolation will be in line with normal contractual sickness absence see section 7.1. The isolation period includes the day the

symptoms started (or the day their test was taken if they do not have symptoms), also described as Day 0.

- Staff who test positive will be able to leave self-isolation and return to work from day 6. This is on the basis that they test negative on days 5 and 6 after the date of their initial positive test, 24 hours apart, and providing they are medically fit.
- This means that if a member of staff tests negative on the morning of day 6 and was negative 24 hours earlier, they can return to work on day 6.
- If they do not test negative on day 6 then they should continue to test daily. Isolation can only end following 2 consecutive negative LFD tests which should be taken at least 24 hours apart.
- However, to mitigate any potential increased risk of transmission, all staff are then required to continue to test daily to day 10 after their initial positive test and stop at day 10 unless they remain or test positive. **Please note a Risk Assessment must be completed for return before day 10 of isolation if the member of staff works with patients whose immune system means that they are at higher risk of serious illness despite vaccination ([Gov.uk advice](#)) and this should be reviewed by the Group Director of Nursing or their nominated professional.**
- The likelihood of a positive LFD test in the absence of a high temperature after 10 days is low. If the LFD test result however, is positive on the 10th day, and staff have no symptoms they can return to work **once a risk assessment has been completed and reviewed by the Group Director of Nursing or their nominated professional.** For those that are risk assessed and deemed not suitable to return until day 14, repeated Lateral flow tests should be completed.
- For those that remain positive on day 14 and haven't returned to work because the risk assessment identified that they should refrain from work, a further risk assessment should be carried out as above, and for **staff that work with patients who are especially vulnerable to COVID-19, consideration should be given to redeployment.**

**The link for Risk Assessments are here:**

[https://intranet.rbch.nhs.uk/uploads/covid-19/documents/clinical/RA\\_-\\_Returning\\_to\\_work\\_on\\_day\\_6\\_post\\_Positive\\_PCR\\_guidance\\_and\\_risk\\_assessment\\_V1.6\\_19\\_01\\_2022.docx](https://intranet.rbch.nhs.uk/uploads/covid-19/documents/clinical/RA_-_Returning_to_work_on_day_6_post_Positive_PCR_guidance_and_risk_assessment_V1.6_19_01_2022.docx)

### ***1.1.2 How do I record the Risk Assessment for returning to work from day 6?***

A log of the Individual risk assessment carried out needs to be recorded via ESR Manager Self Service this is available on the Intranet under Risk Assessment Toolkit – How to log a completed risk assessment on ESR – see

link here: (<https://intranet.rbch.nhs.uk/index.php/covid-19/hr>) The logging of this as soon as possible is very important as it gives the Trust real time information on staff unavailability. The completed form should be scanned and sent to [HR.filing@uhd.nhs.uk](mailto:HR.filing@uhd.nhs.uk) so it can be held in the individual's personal file. Any local copy should be held securely or disposed of in confidential waste once scanned and sent.

***1.1.3 If I feel well, can I come into work during a period of self-isolation following a positive test?***

Unless the criteria is met in 1.1.1 through a risk assessment process, you **MUST NOT** come into work if you should be self-isolating, in accordance with Government guidelines for healthcare workers.

***1.1.4 I have symptoms but my LFD is negative, what should I do?***

Staff who receive a negative LFD test result can return to work providing they are medically fit to do so. However, managers should consider the area in which the colleague is returning and ensure a risk-based approach to reduce contact with people who, in spite of vaccination, are at higher risk of serious illness from Covid-19.

***1.1.5 Through my twice weekly LFD testing, my result is showing as positive, what should I do?***

You should self-isolate in line with para 1.1.

***1.2 I am a CONTACT (including household members) of someone confirmed as COVID-19 positive, what should I do?***

As of 30 March 2022, Staff who are a contact of a positive household Covid-19 case, if asymptomatic, can return to work and continue twice weekly testing and be vigilant for any symptoms. Managers should consider the area in which the colleague is returning and ensure a risk-based approach to reduce contact with people who, in spite of vaccination, are at higher risk of serious illness from Covid-19. (**Note: a PCR Test is not required**)

If you are symptomatic follow guidance in para 1.1

***1.3 I have developed further symptoms after already having had Covid-19, what should I do?***

Any member of staff who previously tested positive for Covid-19 and develops symptoms again should follow para 1.1.

***1.4 I am coming into hospital for surgery and have been advised to self-isolate prior to my operation. Will I be paid?***

In the event the hospital has advised you to self-isolate it is important to follow this instruction and not to leave your home for the period of time specified by your medical team.

It may be possible to continue to work from home during this period of self-isolation, including completing mandatory training and on-line development. **If you are unable to work from home then this period of isolation will be recorded as normal sick leave.**

**1.5 *If a member of staff is self-isolating prior to coming into hospital for an operation how should this be recorded?***

You should record this absence in the usual way, under 'other leave' – infection precaution.

**1.6 *What are the arrangements for staff that have travelled to England from another Country?***

There is no need to complete a UK passenger locator form before you travel, take any COVID-19 tests or quarantine when you arrive in England.

[Travel to England from another country during coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/travel-to-england-from-another-country-during-coronavirus-covid-19)

**1.7 *Recording of LFD Tests***

Please continue to do twice weekly lateral flow tests regularly and upload your result to <https://www.gov.uk/report-covid19-result> – especially now as cases of Covid-19 in the community are significantly high.

## 2. Covid Testing

**2.1 *I do not have symptoms, but have received a positive LFD test. What should I do?***

If you do not have symptoms but have tested positive for COVID-19, stay at home and self-isolate in line with section 1.1.1 above.

**2.2 *How often should I be doing a lateral flow test?***

All Trust employees should be carrying out a lateral flow test twice a week, these are important, especially with the increase in community cases. There is a requirement with effect from 11<sup>th</sup> January for all staff to report the results of their twice weekly asymptomatic tests whether positive or negative at <https://www.gov.uk/report-covid19-result>

Further information can be found on the intranet at [Covid self-testing](#).

**2.3 *Obtaining new Covid lateral flow tests***

As we head into another rise in cases, it's important to continue testing yourself with lateral flow devices.

<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

When you need to order more devices, please tick the box for being a frontline worker even if you feel you don't work in this way - it's very likely your work will mean you are in contact with staff who are front line workers and patients making their way through the trust.

Therefore the trust recommends ticking this box to ensure you are able to continue testing and protecting all of us

**2.4 *What should I do if I tested positive for COVID-19 more than 90 days ago and a routine test for COVID-19 identifies the virus again (either through a LFD test)?***

It is possible the vaccine has not been 100% effective, or you have been exposed to a variant not fully covered by the vaccine, therefore you should follow the current advice and self-isolate in line with this guidance.

This remains the case even if fully vaccinated.

### **3. Covid-19 vaccine/Mandatory vaccinations for front line workers**

**3.1 *Is the Trust still providing Covid-19 vaccines?***

Vaccinations and boosters have been running within UHD since 16 April 2021. The majority of our staff have now received their first and second vaccines. If you require a vaccine this can be booked via the following link:

<https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/book-coronavirus-vaccination/>

Further information on the 4<sup>th</sup> vaccination will be issued in due course.

**3.2 *Mandatory Covid vaccinations for health care workers working on the front line – what are the Government regulations?***

In light of the latest scientific evidence, and having considered the views and equality impacts received as part of a public consultation, the Government confirmed that the vaccination as a condition of deployment policy would be revoked.

The revocation of VCOD regulations for health and social care workers, came into effect on 15 March 2022. This removed the requirements already in place in care homes, as well as those that were due to come into force in health and wider social care settings on 1 April 2022.

The Trust will continue to strongly encourage new and existing staff to be Covid vaccinated.

## 4. Social distancing & Face Coverings

### 4.1 *What are the rules around social distancing?*

The rules around social distancing have been relaxed and it is now no longer a requirement to keep at least 2 metres away from people you do not live with. However, the Trust encourages staff to be vigilant and wear masks for protection with Covid still present in the community.

It is good practice if meeting face-to-face with others to ensure the room is well ventilated.

Evidence suggests that the virus can exist for up to 72 hours on hard surfaces, therefore, frequent cleaning of work areas with anti-bacterial wipes is recommended, particularly those areas that are touched frequently, such as door handles, phones, keyboards and light switches. Clearing work spaces at the end of each day to allow thorough cleaning and removal of waste will help with reducing and/or eliminating spread of infections.

Staff should wash their hands frequently and use hand gel when soap and water isn't available. Where possible, use paper towels rather than hand dryers. Also avoid touching your face.

### 4.2 *Face Coverings*

After a brief period of relaxing the rules around mask wearing we have reviewed the current and predicted data around COVID-19 and in response to the increasing numbers of staff and patient illness we have taken the difficult decision to revert back to mask wearing in all areas.

**Staff and visitors are now required to wear masks in all of our buildings until further notice.**

If you are working in an office that is socially distanced and Covid-19 secure you may not need to wear a mask all of the time.

## 5. Maintaining service requirements

### 5.1 *If I am asked to work more hours can I opt out of Working Time Regulations?*

Yes. The reference period is averaged over 17 weeks with a maximum number of hours of 48 per week. You may also sign an opt-out form if required to work additional hours over an extended period.

## 6. Homeworking

### 6.1 What is the Government's advice on working from home in relation to Covid?

The Government's working from home policy has ceased. However, some home-working and hybrid working may be a suitable option for some roles and this should be discussed and agreed locally and in line with Trust policies.

## 7. Staff Absence

### 7.1 *How do I record Staff Absence?*

Please ensure that you update your staff absence records on a daily basis. If you are a member of staff reporting your absence, please do this via your line manager and not through the HR Covid-19 helpline. If your department is on Health Roster please record via the roster ONLY, this will pull through to ESR. ESR related reasons can be found on your absence screen (second from bottom option). If you need help with recording please email [Workforcehelp@uhd.nhs.uk](mailto:Workforcehelp@uhd.nhs.uk).

See appendix 1 for recording Covid-19 absence on Health Roster and ESR.

### 7.2 *I am on long term sickness absence currently, and have been absent since before 7<sup>th</sup> July 2022, due to Covid, what happens with my pay?*

National terms and conditions have changed. Staff who were in receipt of COVID-19 sick pay as a result of being unwell prior to 7 July, and continue to be unwell, will be transitioned back to their normal contractual sick pay entitlements on 1<sup>st</sup> September 2022, unless they have already returned to work. From this date, all staff, regardless of their reason for sickness absence, will be paid in line with their normal contractual sick pay arrangements.

### 7.3 *I have just tested positive for Covid and under this guidance I must refrain from work, how will I be paid?*

National terms and conditions changed on 7<sup>th</sup> July 2022. You will be paid in line with your contractual sick pay arrangements.

### 7.4 *I have been absent previously due to covid and I was paid the COVID-19 sick pay, will this be counted towards my future contractual sick pay entitlement?*



Any period of sickness paid as COVID-19 sick pay, regardless of length, will not count in the aggregation of previous absences for the purposes of calculating entitlement to contractual sick pay.

### **7.5 Is Covid-19 sickness/isolation included when managing staff attendance?**

Any periods of Covid related absence whilst on contractual sick pay and after 7<sup>th</sup> July 2022 will count towards sickness episodes and as part of the Trust's managing attendance processes.

### **7.6 Should I provide a fit note (sick note) for any Covid-19 sickness absence that lasts for longer than ten days?**

A fit note will only be required if you are still absent due to symptoms over 7 days following your second day negative lateral flow test.

## **8. PPE/Uniforms**

### **8.1 How do I get FIT tested?**

Information on FIT testing is available on the intranet at:

[https://intranet.rbch.nhs.uk/uploads/infection-control/documents/coronavirus/Fit\\_testing\\_4.pdf](https://intranet.rbch.nhs.uk/uploads/infection-control/documents/coronavirus/Fit_testing_4.pdf)

<https://intranet.poole.nhs.uk/index.php/infection-control/fit-testing-ffp3-masks>

### **8.2 What is the latest guidance about PPE and staff uniforms?**

Latest guidance can be found at:

<https://intranet.rbch.nhs.uk/index.php/infection-control/organisms#PPE-video>  
<https://intranet.poole.nhs.uk/index.php/infection-control/fit-testing-ffp3-masks>

As new evidence emerges PPE requirements are continually reviewed but at this time there are no changes to the PHE guidance.

PPE is just one of the tools available to minimise the spread of Covid-19 and other transmittable infections – click [here](#) for more detailed guidance on how Covid-19 is managed in hospitals, and links to the latest evidence and guidance.

### **8.3 Are masks or other face coverings advised for non-clinical areas?**

**Masks provided by the Trust should be worn in the workplace, in line with 4.2.**

**8.4 A member of staff has asked to wear their own PPE. Is this permitted?**

Only PPE supplied and approved by the Trust can be worn at work. The member of staff should be referred to the PPE guidelines on the intranet. If there are specific health reasons for this request please liaise with Occupational Health for further advice.

## **9. Pregnant employees/maternity leave**

**9.1 What is the advice if I am a healthcare worker and pregnant?**

**Advice for pregnant healthcare workers (as at Government advice 14<sup>th</sup> February 2022):**

**The following recommendations apply for women less than 26 weeks pregnant with no underlying health conditions that place them at a greater risk of severe illness from coronavirus (COVID-19):**

You must first have a workplace risk assessment with your manager or occupational health team and should only continue working if the risk assessment advises that it is safe to do so.

This means that your manager should remove or manage any potential risks. If this cannot be done, your manager should consider suitable alternative work or working arrangements (including working from home) or suspend you on your normal pay.

You will need to ensure you are able to adhere to any active national guidance on social distancing.

Some higher risk occupations such as those with greater public contact or in healthcare positions there may be a higher risk of exposure to the virus. In healthcare settings this may include working in specific higher risk areas or higher risk procedures as summarised in the Public Health England publication Guidance on Infection Prevention and Control.

You should be supported by your manager with appropriate risk mitigation in line with recommendations from your workplace risk assessment, e.g. appropriate PPE.

**The following recommendations apply for pregnant women who are 26 weeks pregnant and beyond or less than 26 weeks pregnant with underlying health conditions that place them at a greater risk of severe illness from coronavirus:**

If you are 26 weeks pregnant and beyond, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach.

This is because although you are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, you have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19.

Your manager should ensure you are able to adhere to any active national guidance on social distancing.

For many people, this may require working flexibly from home in a different capacity.

All managers should consider both how to redeploy affected staff and how to maximise the potential for homeworking, wherever possible. Advice can be sought from Human Resources.

Where adjustments to the work environment and role are not possible and alternative work cannot be found, you will be placed on medical suspension at full pay.

<https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/pregnancy-breastfeeding-fertility-and-coronavirus-covid-19-vaccination/>

## **9.2 What is the earliest date I can start my maternity leave?**

The earliest date you are able to commence maternity leave is at 29 weeks. Further information can be found in the maternity leave pack on the intranet or by contacting your HR Advisor.

## **10. Domestic/caring responsibilities**

### **10.1 My child has been sent home from school and told to self-isolate because another child from within their classroom has tested positive for coronavirus? Do I need to self-isolate as well?**

Please refer to section 1.2 above. If you develop symptoms you will need to follow the instructions in section 1.1.1 above.

If your child does not have symptoms/not confirmed as COVID-19 positive, but you are unable to work due to caring responsibilities, you should discuss how this can be supported with your line manager. If possible, you may be able to continue working from home or you may request a temporary change to your working hours/shift pattern. Alternatively, you may take annual leave, time owing, unpaid leave, carers leave or make time up at a later date.

### **10.2 What should I do if my child's school closes and I can't come into work?**

You may request dependant's leave (typically one day) to arrange alternative child care. If you require further time, this will be granted in accordance with

existing Trust policy. If you require further flexible working your manager can then consider a number of options, including working from home (where possible), or you could request to take annual leave, special leave, unpaid leave or time owing, by agreement with your manager.

TOPS nursery both on-site and in other locations has availability for children up to the age of 11, between the hours of 06:00 and 20:00, Monday to Friday. Parents who wish to find out more information should contact the nursery on 01202 300688 or 01202 551553 (select option 1, then 2) or contact [info.rbh@topsdawnurseries.co.uk](mailto:info.rbh@topsdawnurseries.co.uk)

Further information relating to childcare issues can be found at:

<https://www.nhsemployers.org/covid19/health-safety-and-wellbeing/supporting-staff-with-childcare-responsibilities/faqs>

### **10.3 *I am concerned about my elderly relative who I care for on a regular basis. What entitlement do I have to take leave?***

You may request dependant's leave (typically one day) to arrange alternative care. If you require further time, this will be granted in accordance with existing Trust policy. If you have been in contact with Covid-19 you should refrain from visiting vulnerable relatives or friends and arrange alternative care.

## **11. Travel to work arrangements**

### **11.1 *What happens if Public Transport arrangements break down?***

All reasonable efforts should be made to come in. It may be worth making plans for lift shares with members of your household / alternative forms of transport.\*

\*There may be a temporary requirement to adjust hours to accommodate this.

Please also consider cycling or walking to work, to avoid close contact with others on public transport.

### **11.2 *What are the parking fees for staff?***

The government's funding to enable free car parking for NHS staff during the pandemic has ceased and staff car park charges were reinstated on 1 May 2022. You can find out more information about the changes, and how to contact the team, in the updated Q&As [here](#).

Parking permit application: <https://www.rbchparkingpermit.co.uk/>  
<https://www.phftparkingpermit.co.uk/>

Any queries relating to parking should be made to:

Email: [travelteam@uhd.nhs.uk](mailto:travelteam@uhd.nhs.uk)

### **11.3 Should people wear face coverings on public transport?**

The Government rules on face coverings have now ceased. UHD advises continues to advocate the wearing of masks on public transport.

### **11.4 I need to travel in a car with my colleague to make a home visit. What are the current guidelines?**

If you need to do this, try to:

- share the transport with the same people each time and wear masks
- keep to small groups of up to 6 people at any one time
- open windows for ventilation
- travel side by side or behind other people, rather than facing them, where seating arrangements allow
- face away from each other
- consider seating arrangements to maximise distance between people in the vehicle
- clean your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch
- ask the driver and passengers to wear a face covering
- wash your hands for at least 20 seconds or sanitise your hand as soon as possible when finishing the journey.

## **12. Meetings and training courses**

### **12.1 Restarting Group Meetings**

The guidance around staff meetings, both on and off site, has been updated to reflect the latest advice from the Government.

Face to face training is taking place with some changes having been made:

- If you have a session booked and can no longer attend please can you withdraw via ESR or call Ext 4267 so we can reallocate the place.
- All staff attending mandatory face-to-face training in the Trust **can attend in uniform.**
- Staff on training are reminded to continue with good infection control procedures by wearing masks, wiping down surfaces and practicing good hand hygiene.
- For any questions around this please contact the IPC Team UHD [ipcteamuhd@uhd.nhs.uk](mailto:ipcteamuhd@uhd.nhs.uk)

All training can be booked via ESR as usual.

The BEAT team continue to consider different ways of helping staff access their mandatory training, any new changes will be communicated to you as soon as possible.

## 13. Annual leave/travel

### **13.1 *Can I book annual leave for a member of staff who hasn't used any leave yet?***

Yes, all employees are encouraged to take a proportionate amount of annual leave throughout the year to support their own wellbeing and the needs of the service. Where individuals choose not to book leave, this can be undertaken by their line manager.

### **13.2 *Will I get my annual leave if I need to self-isolate during my annual leave?***

If you are required to self-isolate due to covid this will be recorded as sickness absence. The Trust's managing attendance policy should be referred to in this case.

### **13.3 *If I decide to travel whilst restrictions are in place will I be paid during for my isolation period?***

Annual leave should only be booked once the total duration of your leave, including any known isolation period, has been approved by your line manager.

Where you have to self-isolate on your return (whether known at the time or travel of not), this will need to be taken as one, or a combination of, the following:

- paid annual leave (from your usual annual leave allowance)
- unpaid leave
- making up some or all of the isolation period leave through working additional hours/shifts over your normal contracted hours. Time must be made up within 18 months of your return to work
- taking previously accrued time off in lieu (TOIL)
- working from home, where this is possible and meets the needs of the service
- temporary reassignment, where possible, to appropriate work that can be carried out from home

All of the above should be agreed in advance with your line manager.

In extenuating circumstances, such as attending family funerals abroad or where cancelled holidays would incur financial loss, line managers are asked to contact their HR Business Partner for advice.

Anyone who has had to travel for the purpose of their job, and has to quarantine on their return, will be entitled to continue to receive normal full pay.

## 14. Support for staff

### 14.1 *How do I look after my mental wellbeing?*

You may find self-isolation or 'social distancing' affects your mood or makes you feel anxious or worried. This may also affect your ability to sleep. There are things you can do to help you stay mentally and physically active, such as:

- Look for ideas of exercises you can do at home on the [NHS website](#)
- Spend time doing things you enjoy – this might include reading, cooking, other indoor hobbies or listening to/watching favorite radio or TV programs
- Try to eat healthy, well-balanced meals, drink enough water, exercise regularly, and try to avoid smoking, alcohol and drugs
- Keep your windows open to let in fresh air, get some natural sunlight if you can, or get outside into the garden.
- You can also go for a walk outdoors if you stay more than 2 meters from others

Wellbeing advice, including:

- A healthy eating programme
- Personal training programme
- Stress management advice
- Downloadable health and fitness fact sheet.

is also available from Care First (Employee Assistance Programme) at [www.rbch-vitality.co.uk](http://www.rbch-vitality.co.uk) register using the organisation code: rbch

If you are feeling anxious or concerned Care First (Employee Assistance Programme) provide confidential, impartial advice and support 24 hours a day, 365 days a year on telephone number 0800 174 319.

### 14.2 *What support is available for NHS staff during the COVID-19 pandemic?*

Support is available on the Covid intranet site at:

For support from your Organisational Development team please do not hesitate to contact us at:

Email: [organisational.development@uhd.nhs.uk](mailto:organisational.development@uhd.nhs.uk),  
Royal Bournemouth Hospital and Christchurch Hospital extension: 4438  
Poole Hospital extension: 2820

You matter page on intranet - LINK

**Occupational Health:** Helpline to signpost to relevant support – please email: [Occupational.Health@uhd.nhs.uk](mailto:Occupational.Health@uhd.nhs.uk)

Weekdays: 01202 704217 or ext. 4217 weekdays

The UHD app has information under support for you

**Care first - Employee Assistance Programme Helpline:**  
Freephone 0800 174319 helpline 24/7

**NHS Wide Staff Support Helpline:**  
0300 131 7000 or Text FRONTLINE to 35258

Wellbeing advice is available for both sites at:  
<https://intranet.rbch.nhs.uk/index.php/covid-19/hr>

Information relating to Staff Discounts; Mental, Physical and Financial wellbeing; Domestic Violence and Carers is also available on the NHS Employers site:  
<https://www.nhsemployers.org/covid19/health-safety-and-wellbeing/support-available-for-nhs-staff>

#### **14.3 *What financial support will be available for my family/partner should I die in service as a result of contracting Covid-19 virus?***

The government has announced a scheme to provide benefits for eligible NHS and social care staff who perform vital frontline work during the Covid-19 pandemic. This scheme, known as life assurance benefits recognises the increased risks teams are currently facing. Further information can be obtained via the HR Department.

#### **14.4 *Is there any specific support for Filipino colleagues?***

A hotline has been developed for the Filipino community and is accessed via Hospice UK. To access this service call 0300 303 4434 (8am-8pm, 7 days a week) and ask to speak to the Filipino support service. They call back within 48 hours. (Hospice UK has been commissioned to provide this additional support following feedback and requests. It is not limited to bereavement counselling).

## **15. Risk Assessments**

### **15.1 *Who should receive a risk assessment?***

In addition to the specific Risk Assessments for early return from COVID-19 isolation (for yourself as a confirmed positive case or as a contact of a



confirmed COVID-19 case) **all staff should have a general COVID-19 risk assessment.** The 'Individual Employee Risk Assessment' is regularly updated in line with updated evidence and to reflect local prevalence of COVID-19 infection rates. This is published on the Covid-19 website on the intranet at:

<https://intranet.rbch.nhs.uk/index.php/covid-19/hr>

<https://intranet.poole.nhs.uk/index.php/human-resources/covid-19-staff>

Whilst this is available for all staff, it is a priority for the staff who have been identified as being at higher risk from the symptoms of COVID-19, these priority groups are:

- 1) Black Asian and Minority Ethnic (BAME) members of staff
- 2) Staff with underlying health conditions which make them 'extremely vulnerable'
- 3) Staff who are aged 70+
- 4) Staff who have informed their manager they are pregnant
- 5) A change in health status or a change in medication

## **15.2 How should the 'Individual Employee Risk Assessment' be recorded?**

A log of the Individual risk assessment carried out needs to be recorded via ESR Manager Self Service this is available on the Intranet under Risk Assessment Toolkit – How to log a completed risk assessment on ESR – see link here: (<https://intranet.rbch.nhs.uk/index.php/covid-19/hr>) The logging of this as soon as possible is very important as it gives the Trust real time information on staff unavailability. The completed form should be scanned and sent to [HR.filing@uhd.nhs.uk](mailto:HR.filing@uhd.nhs.uk) so it can be held in the individual's personal file. Any local copy should be held securely or disposed of in confidential waste once scanned and sent.

If you have any questions or would like to discuss this further please contact the Covid-19 helpline on ext. 4804, or contact your HR Business Partner.

## **15.3 Do I need to use the new risk assessment if one has been completed in the past?**

It is recommended you review risk assessments regularly to take into account any changes that are made as knowledge relating to the coronavirus increases and also if there are any changes to individual circumstances or the place of work.

## **15.4 What happens if I can't work in my usual area following risk assessment?**

Where individuals are at greater risk they will be supported to find **temporary alternative employment within the Trust wherever possible; while redeployed**

into a temporary role employees will continue to be paid at their usual rate of pay.

Where the risk assessment deems it is not safe for you to physically return to the workplace, it may be appropriate to consider reallocation of duties for a staff member in order to facilitate home working.

In instances where reason(s) for being unable to return to the workplace have been established and do not relate to ill health and working from home is not possible, managers and staff will need to consider the use of annual leave and unpaid leave.

## **16. Retire and return pensioners and special classes already returned to work**

- 16.1** The Government had temporarily suspended the rule that currently prevents some NHS staff who return to work after retirement from working more than 16 hours per week, along with rules on abatements and drawn-down of NHS pensions that apply to certain retirees who return to work. This temporary suspension is coming to an end **31<sup>st</sup> October 2022**.  
For more info [NHS Pensions website COVID 19](#)

## **17. Contact Details for Further Support**

HR Covid helpline: Tel: 0300 019 4804 or internally extension:4804

## Appendix 1

### Recording Covid19 absence on Health Roster and ESR

If your department is on the roster please only record via the roster, this will pull through to ESR.

ESR Related Reason can be found on your ESR absence screen (second from bottom option).

If you need any further advice or help locating the above reasons, please contact:  
[Workforcehelp@UHD.nhs.uk](mailto:Workforcehelp@UHD.nhs.uk)

Covid-19 full pay (including isolation) and shielding has ceased, therefore these categories have now been removed:

Absence Types	HealthRoster	ESR
- Positive test Covid-19	<u>Sickness due to Coronavirus:</u>  Sickness – Covid-19 - S27 Covid 19	<u>Sickness due to Coronavirus:</u>  Sickness - S27 Infectious diseases - S27998 Other infectious disease Related reason: Coronavirus (COVID-19)

<p>Pregnancy risk assessment related (see section 9 of these FAQs) (Not working from home)</p>	<p><u>Medical Suspension:</u> Other Leave – Medical Suspension COV - Paid</p>	<p><u>Medical Suspension:</u> Special Increasing Bal – Medical Suspension Related reason: Coronavirus (COVID-19)</p>
<p>- Working from home when testing positive for Covid-19</p>	<p><u>Home Working:</u> Working Day - HW - Home Working</p>	<p><u>Home Working:</u> Special Increasing Bal - Other Related reason: Coronavirus (COVID-19)</p>
<p>- Post Covid vaccine recovery sickness</p>	<p><u>Sickness</u> Sickness – C19 vacrec S98 C19 vaccine related recovery</p>	<p><u>Sickness</u> Sickness – S98 Other known causes – not elsewhere classified Related reason: Coronavirus (COVID-19)</p>