



Managing Coronavirus in the Workplace Policy

Updated September 2020

INTRODUCTION

CIT is committed to ensuring the health & safety of all employees. To this end, this policy sets out steps that CIT is taking in order to tackle the coronavirus outbreak, alongside expectations that are placed upon employees.

INFECTION CONTROL MEASURES

All employees must follow the guidelines promoted by Public Health England, the NHS and the World Health Organisation (see links below) on infection control, both whilst at work and in their daily lives. This includes:

- washing hands with soap and water for a minimum of 20 seconds which is proven to kill the virus and should therefore be the priority;
- when coughing and sneezing, covering mouth and nose with flexed elbow or tissue, throwing this tissue away immediately and washing their hands;
- avoiding close contact with anyone who has a fever and cough.
- WASH HANDS – COVER FACE – MAKE SPACE.

IF YOU DEVELOP SYMPTOMS

If you begin to display symptoms of the virus, you **must follow Government guidance** to find out what to do next. This may involve internet and phone services. You must also notify the headteacher or your line manager immediately.

Due to our educational setting, the Trust requires you to take a test as soon as you develop symptoms. If you need to travel to a test centre for this purpose, the Trust will reimburse your mileage, however, you must obtain authorisation from your line manager prior to travelling.

Should a member of staff displaying symptoms refuse to take a test, and state they will self-isolate for 14 days instead, they may be subject to disciplinary proceedings.

PERIODS OF SELF-ISOLATION

We ask that all employees keep up to date on Government guidance <https://www.gov.uk/coronavirus> on who should self-isolate. In the event that this applies to you, you must not attend work during the isolation period. You must inform your headteacher or line manager immediately that you are under guidance to self-isolate. You must keep in contact with the school or line manager to give an update on progress during your absence. Where feasible, we may consider whether you can



work from home during this period. You will be on authorised absence and receive full pay during this time off. This will include holiday periods or school closure.

EMPLOYEES WHO CONTRACT THE VIRUS

If you contract the virus, you should take and follow medical advice <https://www.nhs.uk/conditions/coronavirus-covid-19/> on the length of your sickness absence. You are required to produce a medical certificate for illnesses lasting more than seven calendar days, however, we appreciate that you are not likely to be in a position to obtain a medical certificate in usual timescales, therefore, you should provide it as soon as is reasonably practicable (link below). During your absence, the normal sickness absence policy will apply (Coronavirus will not count towards any trigger points) and you will receive pay in accordance with our contractual sick pay subject to meeting qualifying criteria.

SENDING EMPLOYEES HOME/REQUIRING EMPLOYEES NOT TO ATTEND WORK

If we are concerned that you may have been exposed to the virus, even though you are not displaying symptoms, we may take the decision to send you home/require you not to attend work. This may occur if, for example, you inform us that you have been in close contact with someone else who has, or may have, the virus. This is treated as a period of suspension for medical reasons. It is not considered a disciplinary sanction; the period of suspension will be in recognition of the possibility that your continued presence in the workplace poses a risk of spreading the virus. You will receive full pay during this time off. If, during this period of suspension, you develop symptoms, you should follow Government guidance on what to do next and follow our normal sickness absence reporting procedures. You will then be treated as being on a period of sickness absence.

ATTENDANCE AT WORK

Unless you have followed our usual reporting procedures in relation to sickness absence, are in self-isolation following Government guidance, or not attending work under our specific instruction i.e. working from home or working on a rota system, you are expected to attend work as normal. It is your responsibility to keep in regular contact with your headteacher or line manager even during school holidays or closure to keep up to date. Should you have any queries, please contact your headteacher or line manager in the first instance and they will advise you accordingly.

POTENTIAL TEMPORARY SCHOOL CLOSURE (if instructed under Government guidance)

If Government instructs schools to close, the Trust will adhere to their guidance and further details will be communicated in this event.



WORKING FROM ANOTHER LOCATION

It may be necessary for CIT to require you to work from an alternative work location if, for example, instructions from a third party mean that entry into our current workplace is not permitted. Your flexibility in this regard will be expected, however, all instructions of this nature will be reasonable.

CIT will consider, as part of its general approach to maintaining normal business operations, whether employees are to work from home and will take into consideration Government guidance on this issue. Obviously, this will not be possible in every case due to the nature of individual roles. However, we will assess the viability of this option, taking into consideration any equipment needed, at the relevant time and, as a result, you may be required to work from home for a temporary period. Employees should not assume that they will be permitted to work from home and advance authorisation will be needed in every case. Work will be set and managed by your line manager and there is a clear expectation that any work, training or tasks set must be completed.

CHILDCARE ISSUES

If staff experience childcare issues and are unable to attend work, the Trust reserves the right to enforce unpaid leave. There may, however, be exceptional circumstances and you are encouraged to speak to your Headteacher (schools) or the Director of People & Performance (central team).

HOLIDAYS

Holidays abroad booked after the 11 June 2020 Government announcement in respect to quarantining when returning from holidays abroad, may still require a 14 day quarantine period upon return, dependent upon Government guidance at the time. This 14 day quarantine period may be regarded as absence without pay if it impacts on the schools (term time) or the central function (throughout the year).

Staff are encouraged to negotiate a refund or postpone their holidays where a possible quarantine period may be in force at the time of their return from a holiday abroad.

EMPLOYEE ASSISTANCE PROGRAMME

We would like to remind all CIT employees that, if they have any worries or concerns about any aspect of the current situation, they have access to a confidential 24-hour telephone counselling service on: **0800 032 7097** or visit www.healthassuredeap.com

User name and password required.



Useful Links:

<https://www.gov.uk/coronavirus>

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

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.gov.uk/government/news/online-isolation-notes-launched-providing-proof-of-coronavirus-absence-from-work>