



Managing Coronavirus in the Workplace Policy

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1. Introduction

- 1.1 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.
- 1.2 This guidance is accurate and follows the Government advice published here: [Coronavirus: how to stay safe and help prevent the spread - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/coronavirus-how-to-stay-safe-and-help-prevent-the-spread) but is subject to change.
- 1.3 Employees will be informed of significant changes to this advice by their Head of School or the Executive Leadership Team.

2. Infection Control Measures

- 2.1 All employees must follow the guidelines published by the Government, 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.
- 2.2 Most legal restrictions to control COVID-19 have been lifted at step 4. This means that:
 - a) You do not need to stay 2 metres apart from people you do not live with. There are also no limits on the number of people you can meet.
 - b) **However, in order to minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with, and increase close contact gradually. This includes minimising the number, proximity and duration of social contacts.**
 - c) You should meet outdoors where possible and let fresh air into homes or other enclosed spaces.
 - d) The requirement to wear face coverings in law has been lifted. However, the Government expects and recommends that people wear face coverings in crowded areas such as public transport.
- 2.3 COVID-19 has not gone away, so it's important to remember the actions you can take to keep yourself and others safe. Everybody needs to continue to act carefully and remain cautious.

3. Attending Work

- 3.1 All staff, including those previously in the clinically extremely vulnerable or clinically vulnerable groups, are able to attend work.
- 3.2 All workplaces will continue to have a detailed COVID-19 risk assessment in place.
- 3.3 If staff have concerns about attending the workplace they must inform their Head of School or the Director of HR. In these cases, staff will be asked to complete an information form stating the full details of the basis of their concerns. A meeting will then be convened between the member of staff, Head of School or Department Lead (Central Staff), a member of the ELT and the HR Director for the individual case to be reviewed. Staff will be informed of the outcome of this review in writing following the meeting.
- 3.4 Central staff will continue to work from home on a temporary basis until October half term 2021 at the earliest. Staff should only attend work when necessary and with

prior permission from the Executive Leadership team.

4. Testing

- 4.1 There are currently two main types of tests available, lateral flow tests (LFT) and polymerase chain reaction (PCR). Any guidance for testing in this document or test results is the same for both types of test. Separate advice around testing for school staff and pupils has been published and must be followed at all times.

Central Staff

- 4.2 Central staff who wish to attend the workplace should take an LFT test, and return a negative result, on the day they attend work. Alternatively, staff should follow the twice weekly testing regime of taking an LFT on Mondays and Thursdays.
- 4.3 Central Staff can currently only visit 2 separate sites within a working week and an LFT must be taken before visiting each site. This guidance is provided in the CIT Covid Response document and will be updated regularly. Any changes will be communicated to central staff by the ELT. Staff for whom additional site visits are absolutely necessary to perform their role require the permission of the Director of Education before making additional visits.

5. If you develop symptoms

- 5.1 If you display any symptoms of Coronavirus:
- a) A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature);
 - b) A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);
 - c) A loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.
- 5.2 You must isolate immediately, book a PCR test and isolate whilst you await the results. You can book a test online here: <https://www.gov.uk/get-coronavirus-test>.
- 5.3 You must inform your head of school or line manager if you have developed symptoms and are isolating.

6. Periods of Self-Isolation

Staff who test positive

- 6.1 If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 10 full days.
- 6.2 If you get symptoms while you're self-isolating, the 10 days restarts from the day after your symptoms started.
- 6.3 You can stop self-isolating after the 10 days if either:
- a) You do not have any symptoms;
 - b) You just have a cough or changes to your sense of smell or taste – these can last for weeks after the infection has gone.

6.4 Keep self-isolating if you have any of these symptoms after the 10 days:

- a) A high temperature or feeling hot and shivery;
- b) A runny nose or sneezing;
- c) Feeling or being sick;
- d) Diarrhoea.

6.5 Only stop self-isolating when these symptoms have gone.

6.6 If you have diarrhoea or you are being sick, stay at home until 48 hours after they have stopped.

You live with somebody who has tested positive OR displays symptoms

6.7 If someone you live with tests positive or displays symptoms you must self-isolate unless:

- a) you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS
- b) you're under 18 years, 6 months old

6.8 Even if you do not have symptoms, you **must**:

- a) get a PCR test to check if you have COVID-19
- b) follow advice on how to avoid catching and spreading COVID-19
- c) consider limiting contact with people who are at higher risk from COVID-19

6.9 All staff who live with somebody who has tested positive OR displays symptoms **MUST** isolate. This isolation can end if the member of staff returns a negative PCR test result.

6.10 These staff **MUST** then also take an LFT every day for the remaining 10-day period and only continue to attend work if these return negative results.

6.11 If you are required to isolate your self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 10 full days.

6.12 You can stop self-isolating after the 10 days if you do not get any symptoms or if the person you live with who displays symptoms receives a negative test.

Identified as a close contact

6.13 Individuals may be identified as a close contact by the NHS Track and Test team of the NHS app.

6.14 You are no longer required to isolate if:

- a) you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS
- b) you're under 18 years, 6 months old

6.15 Even if you do not have symptoms, you must:

- a) get a PCR test on GOV.UK to check if you have COVID-19
- b) follow advice on how to avoid catching and spreading COVID-19
- c) consider limiting contact with people who are at higher risk from COVID-19

6.16 All staff identified as a close contact **MUST** isolate until they have returned a negative PCR test.

6.17 These staff **MUST** then also take an LFT every day for the remaining 10-day period and only continue to attend work if these return negative results.

6.18 As fully vaccinated people identified as close contacts are still at risk of being infected, people are advised to consider other precautions such as wearing a face covering in enclosed spaces, and limit contact with other people, especially with anyone who is clinically extremely vulnerable.

7. Sickness Procedure

7.1 You are required to produce a medical certificate for illnesses lasting more than seven calendar days. During your absence, the normal sickness absences policy will apply; however, absence due to positive Coronavirus test results or periods of self-isolation will not count towards any trigger points and you will receive pay in accordance with our contractual sick pay subject to meeting qualifying criteria.

8. Attendance at Work

8.1 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 Head of School or line manager even during school holidays or closure to keep up to date.

8.2 Whilst working from home staff should work their normal hours and be available for meetings. Personal appointments should not be made during working hours without following the normal process for requesting compassionate or unpaid leave. If you require some temporary support and flexibility with your home working arrangements, due to childcare for example, you should discuss this with your line manager.

8.3 Should you have any queries, please contact your Head Teacher or line manager in the first instance and they will advise you accordingly.

9. Working from Another Location

9.1 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.

9.2 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.

- 9.3 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.

10. Staff Well-Being

- 10.1 CIT is committed to protecting the health, safety and welfare of all employees. Preventing stress during these difficult times is a major factor in maintaining the wellbeing of all staff, which remains a key priority.
- 10.2 To assist you in maintaining your own wellbeing and that of your colleagues during the current climate:
- a) Be aware of the early signs of stress or mental health issues in yourself and your colleagues.
 - b) Support co-workers if they become stressed, which may include practical assistance or emotional reassurance.
 - c) Promote a positive, supportive atmosphere throughout the setting.
 - d) Be open to discussing stress.
 - e) Report honestly about your wellbeing and any incidents of stress that Covid-19 may cause you.
 - f) Where possible, ask for help when you feel stressed.
- 10.3 CIT is very much aware of the stress and anxiety that may be caused during the current climate and we are committed to focusing on supporting all employees at this difficult time.
- 10.4 If you are experiencing anxiety/stress-related issues, please contact your line manager who will be happy to support and signpost you to the appropriate person/resources.
- 10.5 The Trust also provides a 24-hour confidential helpline through Health Assured:
- Employee Assistance Programme – 0800 032 7097 or
visit www.healthassuredeap.com.
User name: Croner / Password: EAP.
The link also has valuable resources which may support you further.
- 10.6 Useful links for wellbeing:
- a) 5 steps to mental wellbeing - NHS (www.nhs.uk)
 - b) STOP Technique PDF (www.thewellnesssociety.org)

11. Working from Home

- 11.1 Employees who are required to work remotely from home should please make sure that you:
- a) Have the correct equipment to fulfil your job role/task;
 - b) Are contactable during your normal working hours;
 - c) Keep in regular contact with your line manager (at least once per week);

d) Build in short/regular breaks during the day.

12. Annual Leave

- 12.1 Employees who have not taken all of their statutory annual leave entitlement due to Covid- 19 may now be able to carry over up to 4 weeks' annual leave in the next 2 leave years.
- 12.2 Our Annual Leave Policy states "Employees (non-teaching) on a 52-week contract, and at the discretion of their line manager, may carry up to 5 days' annual leave forward (to be taken by December in the following academic year)".
- 12.3 If staff wish to carry over more than 5 days, they must be able to demonstrate that they were unable to take their annual leave entitlement due to Covid related work commitments.

13. Travel Arrangements

- 13.1 The Government has very clear advice explaining the precautions that should be taken following foreign travel. Countries have been placed on a Green, Red or Amber travel list depending on assessment by the foreign office.
- 13.2 Each list sets out different arrangements for returning travellers and the full details are available here:

<https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>
- 13.3 We appreciate that many staff will be looking forward to being able to travel abroad to visit friends and family or for some well-earned rest and relaxation. We are aware of the positive impact that travel can have on the well-being of our staff, but there are some considerations that must be made before staff make arrangements to travel.
- 13.4 Staff **MUST** carefully assess the impact of any required period of isolation following travel to ensure that their attendance at work is not affected.
- 13.5 If there are extenuating circumstances for the travel the individual should speak to their line manager in the first instance.
- 13.6 It is important to note that the travel lists are reviewed at regular intervals and a country may be moved from the amber to red list whilst an individual is on holiday. In these circumstances no action will be taken by the Trust and the absence will be recorded as paid compassionate leave. Staff should make arrangements to work during their period of quarantine where possible.
- 13.7 The Trust also reserves the right to investigate these situations under the Disciplinary policy.

14. Links

<https://www.gov.uk/coronavirus>
<https://www.nhs.uk/conditions/coronavirus-covid-19/>
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>