

## Management Quick Guide

### Information:

The HR Support and Advice Unit are available to answer any HR COVID queries. We can assist with supporting long COVID absences, correct coding of COVID related absences.

HR Support and Advice Unit: Contact us at [hr.support@ggc.scot.nhs.uk](mailto:hr.support@ggc.scot.nhs.uk)

All COVID guidance and FAQ's are located on the NHSGGC website:

<https://www.nhsggc.org.uk/your-health/health-issues/covid-19-coronavirus/>

### Self-Isolation and Exemption Requirements

Staff who live in the same household as a person with symptoms should isolate straight away, this means being recorded as household self-isolation. If the household member then tests positive, the staff member will need to take a PCR test.

Staff are expected to return to work if they meet the required exemptions which are as follows:

- They are asymptomatic.
- They are double vaccinated (defined as at least 14 days post completion of course).
- They have a negative PCR test, where the sample is taken after exposure.

### Required Ongoing Mitigations

The required ongoing mitigations to allow staff members to return to work are (see checklist below):

- The staff member should perform a daily Lateral Flow test until day 10 following the day of the last exposure.
- The staff member should record their results of the daily lateral flow test on the portal - <http://www.covidtestingportal.scot/> and inform their manager.
- If the test is positive the staff member should isolate and seek a PCR test. Adherence and reporting of daily lateral flow tests should be supervised by the line manager of the staff member.
- Staff members must adhere to infection prevention and control appropriate to the setting in which they work.
- PPE should be worn in accordance with guidance.
- The staff member should not work with severely immunocompromised / high risk patients (e.g. within oncology settings). Redeployment to other clinical areas is permitted. The staff members agrees to minimise contacts out with the work situation until day 10 following the day of the last exposure.
- During a period of isolation exemption the staff member should not work with high clinical risk patients /service users. High clinical risk groups would include patients on chemotherapy, immune-suppressants such as pre/immediately post-transplant, those who have profound immune-deficiency and other high clinical risk patients who are not vaccinated. This list is not exhaustive and local line managers may determine other groups as fitting within the high clinical risk category. Staff can however be asked to return to work in roles to care for and support people who are not deemed at high clinical risk.

Staff will be expected to return to work if asked to do so and this policy will be applied when staff members are identified as a close contact of someone who is COVID-19 positive. The policy will apply whether a member of staff is identified as a passing close contact or a contact of someone within their immediate household.

Managers will discuss in more details with employees in relation to exemption and local monitoring, recording and guidance will be provided by HR Managers.

### **Symptom's/Close Contact:**

Any employee who is displaying symptoms must not attend work, inform management and book a test though the NHSGGC Staff Referral (where possible). Current testing for this service is done at West Glasgow ACH for anyone who drives and is fit enough to attend.

#### **Staff Testing**

If an employee is unable or unfit to travel to West Glasgow ACH for a test they should book a test as soon as possible via [NHS Inform](#) A home testing kit should only be requested where a staff member cannot reasonably travel to a testing site or is unfit to travel.

It is extremely important that anyone who has symptoms and is awaiting a test should not attend work until they have received a negative PCR result.

Staff may also be asked to provide evidence to confirm the outcome of COVID-19 test results or if they have been identified as a close contact by Test and Protect.

### **Childcare and COVID special leave:**

If your child is identified as a close contact, they should take a PCR test as soon as possible. Provided they return a negative PCR test result and remain asymptomatic they can end self-isolation. While the child is awaiting the results, you can be recorded as **SP - Coronavirus** if you are unable to access childcare.

It is important to note that NHS staff are 'key workers' and should make alternative arrangements for caring responsibilities, where possible.

If your child goes onto develop symptoms and tests positive but you are unable to find someone to care for your child. Please notify your manager. The code on SSTS should be updated to reflect this: **SP - Coronavirus**

Please note that if a staff member can still work in some capacity each week (i.e. requests to start/finish work earlier or work less shifts) then this doesn't need to be recorded in SSTS. Only full weeks of special leave need to be logged.

If the child has no symptoms and is just unwell then normal leave provisions would apply, e.g. requesting annual, carers or parental leave.

### **Annual Leave**

Staff absent with Long COVID who were unable to use up their annual leave entitlement within a given leave year because of this absence will be entitled to carry over the remaining balance of their statutory holiday entitlement into the following leave year. The entitlement is based on the statutory holiday entitlement of 28 days (pro-rata) as defined by the Working Time Directive minus any annual leave and/or public holidays taken before sick leave began.

#### **DL(2021)03**

### **Risk Assessment and Shielding:**

All shielder's should have returned to work from the 26<sup>th</sup> of April 2021 as we are no longer in Level 4. There are expectations whereby management concluding the COVID Age Medical Risk Assessment, Occupational Health and HR advice advises staff member remains at home. In this instance, if unable to work from home, their absence should continue to be recorded as SP-Coronavirus- Underlying Health Condition.

The Return to / Remaining in Work Pack for Managers should be used following the end of shielding restrictions. This pack includes the Enhanced Return to/Remaining in Work Form and links to the National Occupational Risk Assessment.

<https://www.nhsggc.org.uk/your-health/health-issues/covid-19-coronavirus/for-nhsggc-staff/general-staff-guidance-resources/>

## **Scottish Government – COVID Age Medical Risk Assessment Guidance.**

By using the COVID calculator it is intended as part of an occupational health assessment of fitness for work.

Guidance - <https://alama.org.uk/covid-19-medical-risk-assessment/>

Calculator- [https://alama.shinyapps.io/Covid\\_Age/](https://alama.shinyapps.io/Covid_Age/)

### **Useful Contact Numbers:**

#### **NHS Inform: Coronavirus (COVID-19): Your mental wellbeing.**

During the coronavirus (COVID-19) pandemic, it's important to have the right information. Getting news from unreliable sources can make staff feel more upset and anxious, which is unhelpful when it comes to mental wellbeing. Reliable sources, like the NHS and the Scottish Government, will help staff to stay calm and safe. If a member of your team is struggling with the psychological impact of COVID-19, please refer them to the following NHS Inform site with advice on creating a healthy routine and useful contact numbers if they require support and want to talk to someone. The NHS 24 Mental Health Hub is available 24 hours a day, 7 days a week, on 111. The Samaritans are also available 24 hours a day, 7 days a week, on 116 123.

<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/your-mental-wellbeing/coronavirus-covid-19-your-mental-wellbeing#stay-informed>

#### **Occupational Health Team: 0141 201 0594**

The NHS Greater Glasgow and Clyde Occupational Health Service provides specialist advice to support your health & wellbeing in the workplace.

We are a multi-disciplinary team made up of Specialist Occupational Health Nurses, Registered Nurses, Occupational Health Physicians, Physiotherapists and administration staff.

We proactively work to improve the health & wellbeing of the workforce with a key focus on Healthy Working Lives and supporting the wider NHS agenda of the improvement of health & wellbeing in the community.

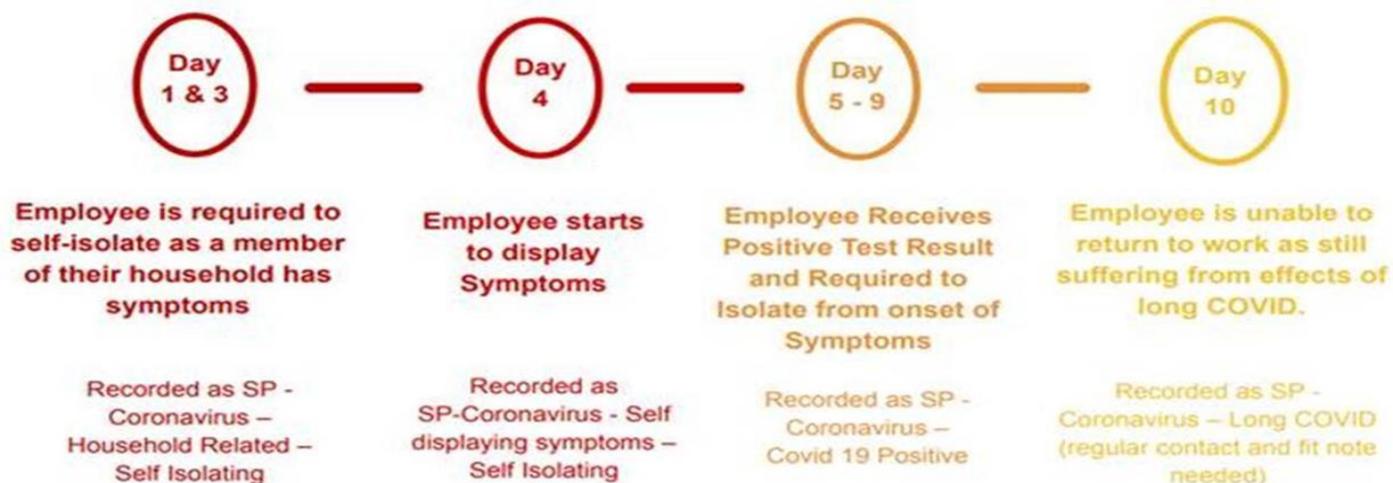
## SSTS Codes and Examples

**Monitoring Absence: Important to note:** Anyone who is self-isolating without symptoms and then goes on to develop symptoms and tests positive, management must update SSTS to reflect this. The same applies for other scenarios. SSTS must reflect the current absence reason and be updated accordingly.

<p><b>SP - Coronavirus</b></p>	<p>Caring responsibilities - dependants</p>	<ul style="list-style-type: none"> <li>• <i>A child's nursery/childminder or school has been temporarily closed due to a COVID outbreak. Or Test and Protect have identified child as a close contact.</i></li> </ul> <p><i>Employees should only temporarily be logged under this code to allow the Parent/guardian to make suitable arrangements for their child's care. If there is no other suitable alternative, the employee will be able to remain on this code. This code should only be used to record full days of absence due to caring responsibilities.</i></p>
<p><b>SP - Coronavirus – Covid 19 Positive</b></p>	<p>Employees tested positive for the virus</p>	<ul style="list-style-type: none"> <li>• <i>Employee has received confirmation that they have had a positive test result for COVID-19 and must self-isolate for the appropriate period of time i.e. starts displaying symptoms or tests positive, they MUST self-isolate for at least 10 days.</i></li> </ul> <p><i>On the occasion they are not fit to return after the appropriate period of time, they should be moved to code: <b>SP - Coronavirus – Long COVID</b></i></p>
<p><b>SP - Coronavirus – Long COVID</b></p>	<p>Employee still unfit for work following positive COVID Test</p>	<ul style="list-style-type: none"> <li>• <i>Employee tested positive and after the self-isolation period they would move onto Long COVID. Employee is then expected to seek medical advice.</i></li> <li>• <i>In the absence of a test, following GP fit note of an employee who is not fit for work would be placed on this code</i></li> </ul>
<p><b>SP - Coronavirus – Household Related – Self Isolating</b></p>	<p>Someone in the household of the employee is displaying symptoms OR Employee is required to isolate prior to an operation or medical procedure</p>	<ul style="list-style-type: none"> <li>• <i>Employee's partner has started to display symptoms of COVID-19.</i></li> </ul> <p><i>The employee must self-isolate with the household until the person displaying the symptoms is able to get a test to confirm. If the member of the household tests positive, the employee will remain off for the recommended period of time on this code.</i></p> <ul style="list-style-type: none"> <li>• <i>Employee is due to go into hospital for a hip replacement.</i></li> </ul> <p><i>The employee should self-isolate until the operation date and then be placed on sick leave for the remaining absence.</i></p> <p><i>If employee then goes onto test positive please update code to, <b>SP - Coronavirus – Covid 19-</b></i></p>

<p><b>SP - Coronavirus – Self displaying symptoms – Self Isolating</b></p>	<p>Employee is displaying symptoms and awaiting test</p> <p>Or</p> <p>Employee tested positive through routine lateral flow and awaiting PCR result.</p>	<p><b>Positive.</b></p> <ul style="list-style-type: none"> <li>Employee has developed a cough and high temperature and is currently waiting for their test which should be arranged ASAP. Employees should remain on this code until they receive confirmation of test result.</li> </ul> <p>Result is positive – update code as per above.</p> <p>If negative, employee is expected to return to work if well enough too. If not, they should seek medical support and guidance. Depending on advice, employee will be placed on sick leave and should follow absence reporting procedures.</p> <p>Employee tests positive via routine lateral flow tests and is currently awaiting results of the PCR. Employee should remain on this code until they receive confirmation of the test result.</p> <p>Result is positive – update code as per above.</p>
<p><b>SP - Coronavirus – Underlying Health Condition</b></p>	<p>Employee has an Underlying Health Condition putting them in the at risk category</p>	<ul style="list-style-type: none"> <li>Employee does not have capacity to work from home and has an underlying health condition which will put them within the at 'risk category'.</li> <li>Employee is pregnant and unable to work from home and is over 28 weeks or under 28 weeks but identified as highest risk.</li> </ul>
<p><b>SP Coronavirus – Test and Protect Isolation</b></p>	<p>Employee has been identified as close contact</p>	<ul style="list-style-type: none"> <li>Employee has been contacted by Test and Protect to advise that they need to self-isolate due to close contact with someone who has now tested positive for COVID-19.</li> </ul>
<p><b>SP – Quarantine</b></p>	<p>Employee has returned from abroad and quarantine has been re-imposed.</p>	<ul style="list-style-type: none"> <li>Employee is abroad with authorisation from manager. Quarantine rules have changed for the country they are visiting and they are required to self-isolate for 10 days upon their return home.</li> </ul> <p>Please keep updated with changes on the FAQ pages.</p>
<p><b>SP – Vaccination Reaction</b></p>	<p>Employee is experiencing an adverse reaction to the COVID 19 vaccine.</p>	<ul style="list-style-type: none"> <li>Employee experiences an adverse reaction following their vaccine and is unable to work in the 48 hour period following this.</li> </ul> <p>If the employee is not fit to return to work after 48 hours, the absence reason should be updated to sick leave.</p>

## SSTS Coding: Example Recording Process





**Employee Starts to Display Symptoms**

**Employee Receives Positive Test Result and Required to Isolate from onset of Symptoms**

**Employee Still Unfit for Work Following Isolation Period**

**Employee Returns To Work**

Recorded as SP-Coronavirus - Self Displaying Symptoms

Recorded as SP-Coronavirus - COVID 19 Positive

Recorded as SP-Coronavirus - Long Covid

Manager Ends absence on SSTS and Completes Return to Work Pack for employee - ensuring an enhanced return to work is mutually agreed

## Sickness Absence v COVID Special Leave Examples

<p>Employee 1 is absent on sick leave from January 2020 (prior to first lockdown/ introduction of shielding) due to ongoing medical condition and remains unfit for work until November 2020.</p>	<p><i>Absence is recorded as sick leave using the appropriate code on SSTS aligned to the reason for sickness absence.</i></p>
<p>Employee 2 is absent on sick leave from January 2020 (prior to first lockdown/ introduction of shielding) due to an ongoing medical condition.</p>	<p><i>Absence is recorded as sick leave using the appropriate code on SSTS aligned to the reason for sickness absence.</i></p>
<p>Employee 3 has an underlying medical condition, was at work and received a shielding letter in March 2020.</p>	<p><i>If the employee was unable to work in any capacity as a result of being high risk due to their underlying medical condition aligned to shielding, the absence is recorded as <b>SP - Coronavirus – Underlying Health Condition</b>. At the end of shielding arrangements in August 2020, a risk assessment and enhanced return to work documentation should have been discussed, agreed and implemented with the employee to allow them to safely return to work in some capacity.</i></p> <p><i>If the employee was assessed as a high risk and alternative arrangements could not be implemented to support the employee return to work in some capacity then employee should continue on <b>SP - Coronavirus – Underlying Health Condition</b> until it is safe for them to return to work in some capacity. In this scenario, the case should be discussed with HR.</i></p> <p><i>If the employee was supported back to work in some capacity then the absence end date should reflect this on SSTS.</i></p>
<p>Employee 4 has an underlying medical condition, was at work and received a shielding letter in March 2020. The employee continued to work from home during the shielding period.</p>	<p><i>There should not be any absence recorded.</i></p>
<p>Employee 5 has an underlying medical condition and was at work and received a shielding letter in March 2020. At the end of shielding the employee was unfit to return to work.</p>	<p><i>If the employee was unable to work in any capacity as a result of being high risk due to their underlying medical condition aligned to shielding, the absence is recorded as <b>SP - Coronavirus – Underlying Health Condition</b>. At the end of shielding arrangements in August 2020, a risk assessment and enhanced return to work documentation should have been discussed and agreed with the employee.</i></p> <p><i>If the employee was unfit to return to work then this should be recorded as sick leave using the appropriate code on SSTS aligned to the reason for sickness absence. Prior to the employees return to work following sick leave a risk assessment and enhanced return to work discussions should take place.</i></p>

<p>Employee 6 has an underlying medical condition, was absent from work due to sick leave from February 2020 (prior to first lockdown/ introduction of shielding) and received a shielding letter in March 2020. In July 2020, the employee's health improved and were no longer unfit for work.</p>	<p><i>Absence is recorded as sick leave using the appropriate code on SSTS aligned to the reason for sickness absence. At the time the employee indicates they are now fit for work in some capacity, a risk assessment and enhanced return to work should take place.</i></p> <p><i>If the employee was assessed as a high risk and alternative arrangements could not be implemented to support the employee return to work in some capacity then employee should be recorded as <b>SP - Coronavirus – Underlying Health Condition</b> until it is safe for them to return to work in some capacity. If the employee continues to be classed as high risk following the end of shielding arrangements the case should be discussed with HR.</i></p>
<p>Employee 7 is absent on sick leave and was due to receive surgery/ treatment. However, this was cancelled/ delayed as a result of COVID-19.</p>	<p><i>Absence is recorded as sick leave using the appropriate code on SSTS aligned to the reason for sickness absence. If the employee is on nil pay or approaching nil pay a request can be made for extension of half pay, using the appropriate process via HR.</i></p>