

Currently we are following the government's **Plan B of the COVID-19 Response: Autumn and Winter Plan**. Locally, we are using this guidance and are taking a proportionate response to reduce the risk of COVID-19 spreading in our workplaces and keep our workforce safe and well.

Therefore, from 13 December 2021 our position in relation to **Going to Work** is:

- You should attend your place of work in order to continue delivering face-to-face teaching.
- Your school may consider whether it is possible for staff undertaking certain roles to work from home if they can, while minimising disruption to face-to-face education and continuing to meet the needs of children, pupils and students.
- If you need to continue going into work, you should take lateral flow tests regularly to manage your own risk and risk to others.

[COVID-19 restrictions: What you can and cannot do \(www.gov.uk\)](https://www.gov.uk)

1. **Where can I find information and advice about COVID-19?**

North Lincolnshire Council has a COVID-19 webpage www.northlincs.gov.uk/coronavirus that incorporates information, advice and guidance for individuals, businesses, schools and health and social care settings. Links to government guidance in relation to work are provided throughout this document.

2. **What are the symptoms of COVID-19 that I should be aware of?**

Symptoms of COVID-19 include:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

The latest information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>.

3. **What is meant by a contact of someone with COVID-19?**

A contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact any time from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before the date their positive test was taken), and up to 10 days after, as this is when they can pass the infection on to others. A contact can be:

- anyone who lives in the same household as another person who has COVID19 symptoms or has tested positive for COVID-19
- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:
 - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
 - been within one metre for one minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)

A person may also be a close contact if they have travelled in the same vehicle or plane as a person who has tested positive for COVID-19.

An interaction through a Perspex (or equivalent) screen with someone who has tested positive for COVID-19 is not usually considered to be a contact, as long as there has been no other contact such as those in the list above.

4. When should I self-isolate or quarantine?

When to self-isolate	Length of time you need to self-isolate	Test required?	Ending self-isolation
<p>1. If you have COVID-19 symptoms or have received a positive COVID-19 test result</p>	<p>If you develop symptoms of COVID-19, stay at home and self-isolate immediately. If you have a positive test result but do not have symptoms, stay at home and self-isolate as soon as you receive the results.</p> <p>Your isolation period starts immediately from when symptoms started, or, if you do not have any symptoms, from when your test was taken. Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days.</p>	<p>Yes</p> <p>If you have symptoms of COVID-19, arrange to have a PCR test if you have not already had one. Stay at home while you are waiting for a home test kit, a test site appointment or a test result.</p> <p>If you have had a positive result from an LFD test, you should self-isolate immediately.</p> <p>You should also arrange to have a follow-up PCR test as soon as possible.</p>	<p>You can return to your normal routine and stop self-isolating after 10 full days if your symptoms have gone, or if the only symptoms you have are a cough or anosmia, which can last for several weeks. If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.</p> <p>If you are isolating because of a positive test result but did not have any symptoms, and you develop COVID-19 symptoms within your isolation period, start a new 10 day isolation period by counting 10 full days from the day following your symptom onset.</p> <p>If your PCR test result is negative but you still have symptoms, you may have another virus such as a cold or flu. You should stay at home until you feel well. You can stop isolating as long as you are well and you have not been advised to self-isolate by NHS Test and Trace.</p>
<p>2. If you live in the same household as someone who has tested positive for COVID-19 or are notified by the NHS Test and Trace service that you have been in close contact with a person who has tested positive</p>	<p>If you are fully vaccinated: You are not legally required to self-isolate but you are strongly advised to take an LFD test every day for 7 days or until 10 days since your last contact with the person who tested positive for COVID-19 if this is earlier.</p> <p>If you are not fully vaccinated: You are legally required to stay at home and self-isolate. Your isolation period includes the day you</p>	<p><u>If you are fully vaccinated</u>, you are strongly advised to take an LFD test every day for 7 days or until 10 days since your last contact with the person who tested positive for COVID-19 if this is earlier.</p> <p>If you do not have symptoms of COVID-19 yourself, you do not need a PCR test unless you develop COVID-19 symptoms, a daily LFD test result is</p>	<p>If you are fully vaccinated: If you take an LFD test and the result is positive, you should immediately self-isolate to prevent you from passing the infection on to other people. You should arrange to have a PCR test. If this PCR test result is positive, you must self-isolate for 10 full days starting from the date the PCR test was taken. If this PCR test result is negative, you can stop self-isolating but you should continue to take your daily LFD tests.</p> <p>If you are not fully vaccinated: If you do not get any symptoms of COVID-19 while self-isolating you can stop self-isolating after the 10 days.</p> <p>If you develop symptoms and test negative during your period of self-isolation, you should keep self-isolating for the rest of the 10 days – you could still</p>

When to self-isolate	Length of time you need to self-isolate	Test required?	Ending self-isolation
<p>2. If you live in the same household as someone who has tested positive for COVID-19 or are notified by the NHS Test and Trace service that you have been in close contact with a person who has tested positive (cont.)</p>	<p>were last in contact with the person and the next 10 full days.</p>	<p>positive, or if you are asked to do so by NHS Test and Trace.</p>	<p>get symptoms after being tested. Anyone you live with can stop self-isolating if they do not have symptoms.</p> <p>If you develop symptoms and test positive, the 10 days restarts from the day after your symptoms started – this will mean you're self-isolating for longer than 10 days overall. Anyone you live with must self-isolate for 10 days, counting from the day after your symptoms started.</p>
<p>Exemptions to close contact self-isolation:</p> <p>If you have been in contact with someone who has tested positive for COVID-19, you are not legally required to self-isolate if:</p> <ul style="list-style-type: none"> • you are fully vaccinated • you are below the age of 18 years 6 months • you have taken part in or are currently part of an approved COVID-19 vaccine trial • you are not able to get vaccinated for medical reasons <p>Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.</p> <p>If you have been identified as a contact of someone with COVID-19, but are not legally required to self-isolate, you are strongly advised to:</p> <ul style="list-style-type: none"> • take an LFD test every day for 7 days, or until 10 days since your last contact with the person who tested positive for COVID-19 if this is earlier • take this daily test before you leave the household for the first time that day <p>If you have been informed by NHS Test and Trace that you are a contact of someone who has tested positive for COVID-19 but they have not been able to tell you the date you had contact with this person, you should take an LFD test every day for 7 days.</p> <p>If your daily LFD test result is negative, it is likely that you were not infectious at the time the test was taken. To further reduce the chance of passing COVID-19 on to others, you are strongly advised to:</p> <ul style="list-style-type: none"> • limit close contact with people outside your household, especially in crowded, enclosed or poorly ventilated spaces • work from home if you are able to • wear a face covering in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people • limit contact with anyone who is at higher risk of severe illness if infected with COVID- 19 • follow the guidance on how to stay safe and help prevent the spread <p>You should follow this advice until 10 full days after your most recent contact with the person who has tested positive for COVID-19.</p>			

When to self-isolate	Length of time you need to self-isolate	Test required?	Ending self-isolation
	<p>If you are a health or social care worker who has been identified as a close contact and are exempt from self-isolation, there is additional guidance available that you should follow to reduce the risk of spread of COVID-19 in these settings. Your manager will also be able to tell you more about this.</p>		
<p>3. If you, or a member of your household, have been instructed to self-isolate prior to a planned hospital admission</p>	<p>If you are having surgery or a procedure you and the people you live with may need to self-isolate before you go into hospital. Your hospital will contact you with more information about what you need to do.</p>	<p>You may need a test to check if you have coronavirus before you go into hospital.</p>	<p>You and the other members of your household may end self-isolation once the person going into hospital has been admitted.</p>
<p>4. (a) If you have arrived in England from international travel and you have been in a red list country or territory in the 10 days before you arrive.</p>	<p>You must quarantine for 10 full days in a managed quarantine hotel – the day of arrival in England counts as day 0. You must do this even if you are fully vaccinated.</p>	<p>Before you travel to England: You must take a COVID-19 test in the 2 days before you travel to England.</p> <p>When you arrive in England: You must take a PCR test on or before day 2 and on or after day 8 of quarantining.</p>	<p>If you have quarantined for 10 full days (the day of arrival in England counts as day 0) and received a negative result to both your day 2 and day 8 tests, and you are well, you may leave the place where you're quarantining.</p> <p>If you test positive for either the day 2 or day 8 test, you must quarantine for a further 10 days from the day after you took the test. Your household will need to quarantine with you immediately and continue for 10 days, with the day of the test counting as day 0.</p>
<p>4. (b) If you have arrived in England from international travel to the rest of the world</p>	<p>If you are fully vaccinated*: Self-isolate at home when you arrive in England until you receive your day 2 PCR test result. If your PCR test result is positive, you must self-isolate at home for 10 full days (the day of your test is day 0).</p> <p>If you are not fully vaccinated: Self-isolate at home for 10 full days (the day you arrive is day 0).</p>	<p>If you are fully vaccinated*: Before you travel to England: You must take a COVID-19 test in the 2 days before you travel to England</p> <p>When you arrive in England: You must take a PCR test on or before the end of day 2 after you arrive in England (the day you arrive is day 0)</p> <p>If you are not fully vaccinated:</p>	<p>Fully vaccinated*:</p> <ul style="list-style-type: none"> • If your day 2 PCR test result is positive (or unclear), you must self-isolate for 10 full days. The day of the test is day 0. • If your PCR test result is negative, you can end your quarantine. <p>Not fully vaccinated:</p> <ul style="list-style-type: none"> • If your day 2 test is positive (or unclear), you must self-isolate for 10 full days. The day you took the test is day 0. You do not need to take the day 8 test if your day 2 test is positive. • If your day 2 test is negative, you must continue to quarantine. You must take your day 8 test on or after day 8.

When to self-isolate	Length of time you need to self-isolate	Test required?	Ending self-isolation
		<p>Before you travel to England: You must take a COVID-19 test in the 2 days before you travel to England</p> <p>When you arrive in England: You will have to quarantine on arrival and take PCR tests on day 2 and day 8.</p>	<ul style="list-style-type: none"> • If your day 8 test is positive (or unclear), you must self-isolate for 10 full days. The day you took the day 8 test is day 0. • If your day 8 test is negative, you can stop quarantine on whichever is later: <ul style="list-style-type: none"> - day 10 – day 0 is the day you arrived in England - when you receive the day 8 test result <p>If you have arrived from the rest of the world and have been required to quarantine, you may be able to end quarantine early if you pay for a private COVID-19 test through the ‘Test to Release’ scheme.</p>

* To qualify under the fully vaccinated rules for travel to England, you must have proof of full vaccination with a full course of an approved vaccine. You must have had your final dose of the vaccine at least 14 days before you arrive in England. The day you had your final dose does not count as one of the 14 days. Proof of vaccination must have been issued by either:

- the UK vaccination programme
- the United Nations vaccine programme for staff and volunteers
- an overseas vaccination programme with an approved proof of vaccination for travel to the UK

Further information is available here: [Approved COVID-19 vaccines and countries with approved COVID-19 proof of vaccination - GOV.UK \(www.gov.uk\)](#)

The rules for fully vaccinated people will also apply if you are:

- under 18
- taking part in an approved COVID-19 vaccine trial in the UK or the USA (US residents only for USA trials), or a phase 2 or 3 vaccine trial that is regulated by the EMA or SRA
- unable to have a COVID-19 vaccination for a medical reason which has been approved by a clinician under the medical exemptions process, and you are resident in England

Further information on self-isolation and quarantine is available here:

Stay at home guidance: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> and <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

Test and Trace service: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works> and <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>

Travel and the rules you must follow to enter England: [Travel to England from another country during coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19) and [Red list of countries and territories - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/red-list-of-countries-and-territories) and [Coronavirus \(COVID-19\) testing before you travel to England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-testing-before-you-travel-to-england)

5. Can I use the NHS COVID-19 app?

You may choose to use the NHS COVID-19 app. Where you do so, you should pause contact tracing at work when you:

- are working behind a fixed screen and are fully protected from other people
- store your phone in a locker or communal area
- are a worker in health and social care and are wearing medical grade PPE such as a surgical mask
- are a healthcare worker working in a healthcare building such as a hospital or GP surgery.

You can pause contact tracing by selecting 'Manage contact tracing' on the home screen, then toggle on or off. You can set a reminder to turn contact tracing back on after 4 hours, 8 hours or 12 hours.

6. What must I do if I am self-isolating?

You must not leave your home if you're self-isolating.

- do not go to work, school or public places – work from home if you can
- do not go on public transport or use taxis
- do not go out to get food and medicine – order it online or by phone, or ask someone to bring it to your home
- do not have visitors in your home, including friends and family – except for people providing essential care
- do not go out to exercise – exercise at home or in your garden, if you have one

More detailed information about what you should do if you are self-isolating is available here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

7. What happens to my pay if I am unwell due to COVID-19 or self-isolating in line with government guidance?

If you are prevented from attending work through COVID-19 related illness or self-isolation for reasons set out below, you will receive normal pay:

- You are displaying COVID-19 symptoms (including if you have previously tested positive for COVID-19 and have another episode of symptoms).

- You are notified by the NHS Test and Trace service (including the NHS COVID-19 app) that you have been in close contact with a person who has tested positive for COVID-19 and you are not exempt for the reasons set out at question 4, section 2.
- You, or a member of your household, have been instructed to self-isolate prior to a planned hospital admission.

Employees and managers should refer to the COVID-19 self-isolation and quarantine working options flowchart in Appendix 1 to clarify how attendance or absence should be determined during periods of illness or self-isolation.

8. What happens if I am prevented from attending work because I have been stopped from travelling to England due to a positive result and/or returned from international travel and therefore required to quarantine?

If you travel to a red list country or the rest of the world, you do so in full knowledge of the following:

- that you will not be permitted to travel to England if you receive a positive result on the pre-departure COVID-19 test
- that you are required to quarantine in a managed quarantine hotel (red list) or your own home (rest of the world) for a required period on your return.

It is your responsibility to ensure that you know and follow the latest quarantine rules. You may be asked to provide evidence to your manager of your vaccination status.

The following options for covering the quarantine period are to be considered and must be agreed with your manager in advance:

- Working from your place of quarantine in your normal job where this is possible.
- Carrying out alternative duties at your place of quarantine to cover the required quarantine period.
- Taking additional annual leave to cover the required quarantine period.
- Taking unpaid leave to cover the required quarantine period.
- Working additional hours to make up the time taken to cover the required quarantine period across a longer time agreed with your manager.

If your period of quarantine is in a managed quarantine hotel, it is your responsibility to ensure you give full consideration to IT security and information governance requirements. While IT will be able to provide assistance with connecting remotely, if this is not possible from your location and you are unable to work you will be required to take leave or work time back to cover the quarantine period.

If extenuating circumstances apply (e.g. compassionate reasons, such as a family funeral abroad), you may work from your place of quarantine (in either your regular role or alternative duties where possible) or be granted authorised absence to cover the required period of quarantine if this is not possible.

If your return to England is delayed due to a requirement to self-isolate in the country you've travelled to, because you or a member of the travelling party has tested

positive, you will be responsible for covering this additional absence as you are unable to report to work.

Employees and managers should refer to the COVID-19 self-isolation and quarantine working options flowchart in Appendix 1 to clarify how attendance or absence should be determined during periods of quarantine.

Please speak to Human Resources for advice and guidance in these circumstances.

9. Do I need to provide a fit note if I am absent from work for more than 7 days due to confirmed COVID-19?

You should not go to your GP surgery if you have COVID-19 symptoms or have tested positive for the virus. Therefore, fit notes will not be required where your illness makes you unable to obtain one, however, many GP surgeries now issue fit notes electronically using a link via text message or email. Normal sickness reporting to your line manager will apply including regular contact between yourself and your manager in order to keep updated on your situation.

10. What should I do if I am clinically extremely vulnerable?

You should work from home where possible. If you cannot work from home, you should attend your normal workplace.

Your manager will follow the steps below to ensure you keep safe and well:

- i. Your manager will complete a Vulnerable Employees Risk Assessment with you if there are any significant changes to your working environment. This enables appropriate steps to be taken to ensure that employees facing higher risks from COVID-19 due to health conditions are safe and well by identifying individual risk factors and controls required.
- ii. If you have a disability due to your health condition, your manager will also discuss with you whether any reasonable adjustments are required to enable you to work either at home or in the workplace.
- iii. You should work from home wherever possible. This could be in your current role or an alternative role if it is not possible to carry out your normal duties. The school will endeavour to support this, for example by asking you to support remote education, carry out lesson planning or other roles that can be done from home.
- iv. If you are not able to work from home, you will be offered the option of the safest available on site role, enabling you to stay 2m away from others. Where this is not possible close face to face contact should be avoided and time spent within 1 metre of others minimised. This will be carefully assessed to determine whether this involves an acceptable level of risk.
- v. Further occupational health advice may be sought to clinically assess individual risks and needs to facilitate a safe working environment.

People with the following conditions are automatically deemed clinically extremely vulnerable:

- solid organ transplant recipients
- people with specific cancers:
 - people with cancer who are undergoing active chemotherapy
 - people with lung cancer who are undergoing radical radiotherapy
 - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer
 - people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs
- people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)
- people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease)
- people on immunosuppression therapies sufficient to significantly increase risk of infection
- problems with your spleen, for example splenectomy (having your spleen removed)
- adults with Down's syndrome
- adults on dialysis or with chronic kidney disease (stage 5)
- women who are pregnant with significant heart disease, congenital or acquired
- other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs.

Latest guidance on clinically extremely vulnerable groups is available here:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

11. What should I do if I am clinically vulnerable?

You may be classed as clinically vulnerable if you fall into the following categories:

- aged 70 or over (regardless of medical conditions)
- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
 - chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
 - chronic heart disease, such as heart failure
 - chronic kidney disease
 - chronic liver disease, such as hepatitis
 - chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS) or cerebral palsy
 - diabetes
 - a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets)
 - being seriously overweight (a body mass index (BMI) of 40 or above)

- Pregnant

If you are clinically vulnerable you should:

- Be especially careful to follow the rules and minimise contacts with others
- Continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace

We recognise that employees will have multiple risk factors due to combinations of ethnic background, age, gender and health conditions. This means that the risks faced by one employee may be higher than another and require different measures. The role and environment within which an employee works also needs to be taken in to account. Employees and managers are strongly advised to complete a Vulnerable Employees Risk Assessment where one or more individual risk factors are identified.

12. As a school, what do we need to report on self-isolation and COVID-19 related absence?

Reason for self-isolation	Reporting requirements
Employee has tested positive for COVID-19.	<ol style="list-style-type: none"> 1. Complete a COVID-19 Notification Form. This will notify HR and the council's public health team of the confirmed case. 2. In the event of positive test results, schools must immediately inform the Public Health Single Point of Contact at kelly.crow@northlincs.gov.uk in line with the North Lincolnshire Test and Trace Process for Educational Settings. 3. Complete a COVID-19 Return to Work Form when the employee returns to work.
Employee is displaying COVID-19 symptoms.	<ol style="list-style-type: none"> 1. Complete a COVID-19 Notification Form. 2. Complete a COVID-19 Return to Work Form when the employee returns to work/self-isolation period ends.
Employee notified by the NHS Test and Trace service that they have been in close contact with a person who has tested positive for COVID-19 and are not exempt for the reasons set out at question 4, section 2.	<p><i>If they have previously reported the employee as self-isolating, the manager will need to complete a further form to update their status to sickness absence should they become unwell whilst working from home or on authorised absence.</i></p>
Employee, or a member of their household, have been instructed to self-isolate prior to a planned hospital admission.	
Employee has returned from international travel to (a) red list countries and (b) rest of the world. <i>There is no requirement to report this if the employee has taken annual leave or unpaid leave to cover the</i>	<ol style="list-style-type: none"> 1. Complete a COVID-19 Notification Form where employee is working from their place of quarantine or authorised absence (extenuating circumstances).

Reason for self-isolation	Reporting requirements
<i>quarantine period. This should be requested and approved in the normal way.</i>	2. Complete a COVID-19 Return to Work Form when the employee returns to work from the quarantine period

More information on COVID-19 reporting is included in Appendix 1: COVID-19 self-isolation and quarantine working options.

13. How should post COVID-19 absence be recorded?

Where an employee has been absent with confirmed COVID-19 and is no longer infectious but not fit to attend work, the reason for absence should be recorded in the normal way. If a fit note explicitly states COVID-19 recovery as the absence reason, this should be recorded as *COVID 19 post recovery*. Any periods of absence due to post COVID-19 illness will be treated in accordance with the council's Managing Attendance policy for the purposes of monitoring and sick pay.

14. Can I wear a face covering at work?

The latest guidance on face coverings in educational settings from step 4 onwards is available here: [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/actions-for-schools-during-the-coronavirus-outbreak)

15. What should I do if my child has to self-isolate, their school closes or where any other normal childcare arrangements have been disrupted due to COVID-19?

If you are required to care for a child because of a self-isolation requirement, school closure or where any other normal childcare arrangements have been disrupted due to COVID-19, consideration will be given to a number of options including flexible working and working from home.

We recognise your availability when you have to be at home to look after your child will depend on your individual circumstances e.g. the working arrangements of a partner, or the availability of other people within your household, such as adult siblings, who may be available or willing to help with childcare at certain times. It may be that you will be able to do some work from home, again depending on the age of your child and the kind of work you do and the time that that work has to be carried out. It may be that you could work different hours e.g. in the evening. It may also be possible to allocate alternative duties to you whilst you remain at home which would free up other staff to do work which requires a physical presence, or to alter shift arrangements which may allow you to work at times when there are others who are able to care for your child. The above options should be discussed with your line manager.

There are also various leave options detailed below, depending on your role and circumstances.

Special leave: Given the short notice nature of self-isolation requirements/changes in COVID-19 restrictions and their impact upon alternative childcare options, paid leave may be granted in line with the policy.

Annual leave (only applies to those who work year round, not term time only): Requests will continue to be dealt with in the normal way and remain subject to the needs of the school.

Parental leave: Unpaid parental leave of up to four weeks is also available, further information is available on TOPdesk or from the school office.

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