

## **Guidance for managers/head teachers for employees who need to self-isolate and those with child caring responsibilities.**

This guidance is in place till end of December and will then be reviewed.

**NB: In any case where self-isolation/child caring is necessary the first option is to arrange for employee to work from home if this is possible.**

### **If employee has a positive PCR test result:**

They must inform you and you will need to fill in leave of absence form on staffnet+

They must legally self-isolate for 10 days.

If possible and the employee is well, make arrangements for employee to work from home.

If not possible, they will receive pay for the 10 day self-isolation period.

If employee remains unwell after this period, it will be treated as sickness absence and they will need to provide a fit note for any absence that exceeds 7 calendar days (after the 10 day SI period)

### **If employee lives with someone who has covid symptoms or has tested positive**

Adults who are fully vaccinated and children and young people aged five to 17 will be strongly advised to self-isolate until they have received a negative PCR test if someone in their household has symptoms or tests positive for Covid-19.

If possible, make arrangements for employee to work from home.

If not possible, they will receive pay for up to 10 days but should return to work once they get a negative PCR test.

If they test positive, they will need to continue to self-isolate and take direction from TTP and if they subsequently become ill, after the 10 day period it will be treated as sickness absence (as above)

### **If employee is identified as a close contact by TTP (i.e., the index case has had a positive PCR test result)**

If they are unvaccinated and over 18, they must self-isolate for 10 days and will be advised to take a PCR test on day 2 and 8.

If possible, make arrangements for employee to work from home.

If not possible, they will receive pay for the 10 day period. If they subsequently become ill, it will be treated as sickness (as above)

If they are vaccinated or under 18, they should be contacted by TTP and advised to take a PCR test on day 2 and 8. They will not need to self-isolate unless they test positive – see above.

### **If an employee's child has symptoms of covid**

The child must self-isolate immediately and parent should arrange a PRC test as soon as possible. If result is negative, the child can return to school. If positive, they must self-isolate for the 10 day period.

If the employee needs to stay at home during this period (because the child is not mature enough to be left on own and no alternative arrangements are possible) the employee should arrange to have the child tested as soon as possible.

If the test comes back negative, the child can return to school and employee return to work.

If the test is positive, the child will need to self-isolate for the 10 day period and you should request confirmation of the test result and if this is provided, the employee will be paid.

If the employee does not provide proof of PCR tests for the child which means they choose to self-isolate the child for 10 days and they need to stay at home to care for them, they will receive pay for one period of caring while child is self-isolating only but for any further occasions this happens, they will need to either take annual leave or unpaid leave (if unable to work at home)