

Coronavirus: working, pay and what it means for you

We are committed to ensuring that all of our colleagues are paid throughout this period of enforced government measures. We will continue to review this but our main priority is to ensure that people can work. That might mean people carrying out other tasks, working more flexibly or reducing hours if needed. We've set out below some of the different scenarios colleagues may face during the Coronavirus (COVID-19) outbreak and our pay approach for each.



I'm not a frontline worker. To follow government guidelines on social distancing/shielding I need to work from home.

✔ **I can work from home**

Normal pay applies

✘ **I can't work from home at all**

Please talk to your line manager who will escalate to People Services who will review on a case by case basis.

⊖ **I can't do my usual role at home**

Speak to your line manager who will agree other work you can do and any changes to working hours needed (flexing them and/or reducing them) to help with your particular circumstances – normal pay or rate of pay applies.



I'm off ill due to COVID-19

Normal pay will be paid (even for those in probationary periods).



I'm self-isolating at home because someone I live with has COVID-19 symptoms

✔ **I can work from home**

The expectation is that people will work from home – normal pay applies.

⊖ **I can't do my usual role at home**

Speak to your line manager who will agree other work you can do and any changes to working hours needed to help with any caring responsibilities you may have – normal pay or rate of pay applies.

🛡 **Subsequent self-isolation is required**

This will be dealt with on a case by case basis in discussion with your line manager and People Services.

✘ **I can work from home but choose not to**

If you are able to work from home but choose not to you will be paid Statutory Sick Pay only.



I'm presenting symptoms of COVID-19 but feel well enough to work

✔ I can work from home

Work from home (only if you are well enough) – normal pay applies

✘ I can't work from home at all

If you are unable to work from home you are eligible for sick pay for your seven day self-isolation period

☹ I can't do my usual role at home

Speak to your line manager who will agree other work you can do and any changes to working hours needed – normal pay or rate of pay applies

⚠ My symptoms have worsened while self-isolating

If at any time during your isolation period you become unwell notify People Services – full sick pay applies.



I'm a front line worker in a high risk vulnerable group and need to social distance

✔ I can work from home

Where you can work from home agree this with your line manager and do so – normal pay applies.

☹ I can't do my usual role at home

A full risk assessment will be undertaken by your line manager and People Services to review your circumstances and potential for any alternative or modified duties – normal pay or rate of pay applies.



I'm a front line worker identified by the NHS as at critical risk from COVID-19 and have to shield myself

✔ I can work from home

Where you can work from home agree this with your line manager and do so.

☹ I can't do my usual role at home

Speak to your line manager who will consider your circumstances and the potential for any alternative or modified duties – normal pay or rate of pay applies.



Nursery, school or college is closed and I have no childcare

♥ I am a Care and Support employee

If you are a care and support employee (this includes administrative staff), we can provide a letter to enable you to access keyworker support within school in order that you can come to work – normal pay applies

☹ I am unable to do my usual role or hours at home

Speak to your line manager who will agree other work you can do and any changes to working hours needed to help you manage childcare responsibilities – normal pay or rate of pay applies

✘ I can't work from home at all

If you do not feel that you can work flexibly from home please talk to your line manager and People Services.