



Review Sheet

Last Reviewed
11 Sep '20Last Amended
11 Sep '20Next Planned Review in 12 months, or
sooner as required.

Business impact



These changes require action as soon as possible.

Reason for this review

Change in legislation

Were changes made?

Yes

Summary:

Policy updated to include reference to returning back from foreign travel, ensuring that employees are aware that this quarantine period will be unpaid and staff will not be entitled to statutory sick pay. Changes made in 5.7, 5.8, 5.10, 5.11 and professional key facts. A further reading reference to the Government website about travel corridors has been added.

Relevant legislation:

- Control of Substances Hazardous to Health Regulations 1988
- Employment Relations Act 1999
- Coronavirus Act 2020
- Statutory Sick Pay (General) (Coronavirus Amendment) Regulations 2020
- Protection from Harassment Act 1997
- Social Security Administration Act 1992
- Statutory Sick Pay (Medical Evidence) Regulations 1985
- Employment Rights Act 1996
- Equality Act 2010
- General Data Protection Regulation 2016
- Data Protection Act 2018

Underpinning knowledge - What have we used to ensure that the policy is current:

- Author: NHS Employers, (2017), *Guidelines on prevention and management of sickness absence*. [Online] Available from: <https://www.nhsemployers.org/case-studies-and-resources/2017/04/guidelines-on-prevention-and-management-of-sickness-absence> [Accessed: 11/9/2020]
- Author: ACAS, (2016), *Absence from work*. [Online] Available from: <https://www.acas.org.uk/index.aspx?articleid=4199> [Accessed: 11/9/2020]
- Author: ACAS, (2020), *Coronavirus (COVID-19): advice for employers and employees*. [Online] Available from: <https://www.acas.org.uk/coronavirus> [Accessed: 11/9/2020]
- Author: NHS, (2020), *Coronavirus (COVID-19)*. [Online] Available from: <https://www.nhs.uk/conditions/coronavirus-covid-19/> [Accessed: 11/9/2020]

Suggested action:

- Encourage sharing the policy through the use of the QCS App
- Establish process to confirm the understanding of relevant staff
- Establish training sessions for staff
- Widely distribute the 'Key Facts' of the policy
- Share content of the policy with all staff

Equality Impact Assessment:

QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law.



1. Purpose

1.1 To ensure that HWCGS Care (T/A Segal Gardens) takes a fair and consistent approach to sickness absence and absence management while safeguarding Service Users' health and wellbeing.

1.2 To take account of the current changing position of sickness absence when related to COVID-19.

1.3 To support HWCGS Care (T/A Segal Gardens) in meeting the following Key Lines of Enquiry:

Key Question	Key Lines of Enquiry
SAFE	S3: How does the service make sure that there are sufficient numbers of suitable staff to support people to stay safe and meet their needs?
SAFE	S5: How well are people protected by the prevention and control of infection?
WELL-LED	W2: Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed?

1.4 To meet the legal requirements of the regulated activities that HWCGS Care (T/A Segal Gardens) is registered to provide:

- Control of Substances Hazardous to Health Regulations 1998
- Employment Relations Act 1999
- Coronavirus Act 2020
- Statutory Sick Pay (General) (Coronavirus Amendment) Regulations 2020
- Protection from Harassment Act 1997
- Social Security Administration Act 1992
- Statutory Sick Pay (Medical Evidence) Regulations 1985
- Employment Rights Act 1996
- Equality Act 2010
- General Data Protection Regulation 2016
- Data Protection Act 2018



2. Scope

2.1 The following roles may be affected by this policy:

- All staff

2.2 The following Service Users may be affected by this policy:

- Service Users

2.3 The following stakeholders may be affected by this policy:

- Family
- Commissioners
- External health professionals
- Local Authority



3. Objectives

3.1 To ensure that all members of staff are aware of their obligations to report sickness absence in accordance with sickness absence reporting procedures and take a responsible attitude towards attending work regularly and reliably.

3.2 To ensure that HWCGS Care (T/A Segal Gardens) understands the reasons for sickness absence and fairly investigates them where necessary.



4. Policy

4.1 All members of staff will follow the internal procedures for reporting sickness absence and HWCGS Care (T/A Segal Gardens) will manage sickness absence in a fair and consistent way.



5. Procedure

5.1 Sickness Pay for Covid 19

5.2 Coronavirus

- If you are showing symptoms of, or have been diagnosed with Coronavirus (for example, you have a high temperature or a new, continuous cough or a loss or change to your sense of taste or smell), in accordance with Government guidance you should self-isolate for 10 days and use the 111 Coronavirus service
- If a member of your household is showing symptoms of or has been diagnosed with Coronavirus, in accordance with Government guidance you should self-isolate for 14 days
- If you are in one of the below high-risk categories or are pregnant, then current Government advice is for you to follow social distancing, control infection prevention risks by hand washing and wear a face mask if you cannot keep a distance of 2 metres
- Those employees are considered to be in the high-risk category if they:
 - Have had an organ transplant
 - Are having certain types of cancer treatment
 - Have blood or bone marrow cancer, such as leukaemia
 - Have a severe lung condition, such as cystic fibrosis or severe asthma
 - Have a condition that makes them much more likely to get infections
 - Are taking medicine that weakens their immune system; or
 - Are pregnant and have a serious heart condition
- The exception to this is if a specialist medical professional has advised someone to self-isolate

5.3 Self-isolation Procedure

- You should inform HWCGS Care (T/A Segal Gardens) that you are self-isolating at your earliest opportunity and, in any event, no later than 3 hours before your shift starts
- The Government has set up an Isolation Notes service so that employees are able to obtain medical evidence of their inability to work due to self-isolation. A link to the service can be found in the 'Further Reading' section of this policy. HWCGS Care will not acknowledge isolation requests without the correct paperwork and failure to provide this will be remove the opportunity for SSP payment if this is valid to your personal situation.
- As an organization HWCGS have agreed that should a staff member be off work with a diagnosed and certified case of Covid 19 that full salary will be paid for the current recommended period of isolation which as of 26.10.20 is 10 days. If time is taken after this 10-day period, this will be based on SSP only.

5.4 What is payable during the period of self-isolation?

You could get SSP if you are self-isolating because:

- You or someone you live with has coronavirus symptoms or has tested positive for coronavirus
- You have been notified by the NHS or public health authorities that you have been in contact with someone with coronavirus
- Someone in your 'support bubble' has coronavirus symptoms or has tested positive for coronavirus
- You have been advised by a doctor or healthcare professional to self-isolate before going into hospital for surgery

Self-isolation is still the term used for the above. Shielding has currently been paused so those who are "extremely clinically vulnerable" no longer need to shield.

HWCGS Care (T/A Segal Gardens)
436 Fleet Lane, Parr, St Helens, nr Liverpool, Merseyside, WA92NH

5.5 When is SSP Payable From?

SSP is payable for every day the individual is off work with Coronavirus symptoms but remains payable only from the 4th day of absence for sickness absence not related to Coronavirus and on the correct paperwork being made available validating the necessity for your period away from the workplace.

5.6 When is SSP Payable From?

SSP is payable for every day the individual is off work with Coronavirus symptoms but remains payable only from the 4th day of absence for sickness absence not related to Coronavirus.

Please refer to the updated links in the 'Underpinning Knowledge/References' section for up-to-date information as this is currently a very fast-moving and ever-changing area.



Key Facts - Professionals

Professionals providing this service should be aware of the following:

- Failure of a staff member to follow the sickness reporting procedure means that their absence will be unauthorised and they may be subject to disciplinary action
- This policy should be read in conjunction with the Capability Policy and Procedure and the Absenteeism Policy and Procedure



Key Facts - People affected by the service

People affected by this service should be aware of the following:

- HWCGS Care (T/A Segal Gardens) will ensure that it has adequate staff available to serve your needs. HWCGS Care (T/A Segal Gardens) will, therefore, ensure that steps are taken to address sickness absence where necessary, in order to provide continuity and consistency of care
- Staff will take care to report infectious diseases and ensure that they obtain clearance from their GP that they are no longer infectious before attending work in order to protect your health and safety



Further Reading

As well as the information in the 'underpinning knowledge' section of the review sheet we recommend that you add to your understanding in this policy area by considering the following materials:

NHS - Coronavirus (COVID-19):

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

NHS - Isolation Notes:

<https://111.nhs.uk/isolation-note/>

GOV.UK - Statutory Sick Pay:

<https://www.gov.uk/statutory-sick-pay>



Outstanding Practice

To be 'outstanding' in this policy area you could provide evidence that:

- Staff take appropriate steps to report their sickness absence in order that HWCGS Care (T/A Segal Gardens) can ensure that Service Users are protected
- HWCGS Care (T/A Segal Gardens) carries out Return to Work Interviews with all staff who have been absent from work through sickness without fail and regardless of the length of sickness absence and these are appropriately recorded
- The wide understanding of the policy is enabled by proactive use of the QCS App
- HWCGS Care (T/A Segal Gardens) takes a careful approach to sickness absence and, if there is any concern about a potential disability, seeks medical advice