



## **Covid-19 Employee Procedure**

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<b>Approved by:</b>	<b>Executive Group</b>
<b>Next Review:</b>	<b>Ongoing during the pandemic</b>
<b>Status:</b>	<b>Non-statutory</b>
<b>Version:</b>	<b>3</b>

## 1. Introduction

- 1.1 The following procedure is applicable for all TDET employees.
- 1.2 This TDET procedure needs to be read in conjunction with TDET's Sickness Absence Policy and TDET's Other Leave of Absence Policy.

## 2. Responsibilities

- 2.1 All TDET employees are regarded as key workers and have a responsibility to act morally and responsibly in complying with their statutory obligations under current legislation and regulations both in and out of the school environment.
- 2.2 All TDET employees have a responsibility to familiarise themselves with the TDET Health & Safety Policy and the TDET COVID-19 Secure Risk Assessment and Management Guidance and to ensure they are understood and adhered to.
- 2.3 Failure, by an individual, to comply with these guidelines will be challenged and formally addressed.
- 2.4 Where it is evident an employee has failed to follow national and TDET guidance resulting in a period of absence, TDET has the right to stop pay for a period up to the length of the absence.

## 3. Self-isolation

**3.1 Reasons for self-isolating:** If an employee is absent due to one of the following circumstances, they must not attend work for 10 days:

- Where someone in the household or support bubble has tested positive for Covid-19.
  - Where someone in the household has symptoms (if the household member tests negative then the employee is expected to return to work and is not required to self-isolate for 10 days).
  - Where you have been advised by the Trust or School to self-isolate.
  - Where it has been identified through Test and Trace that you have come into close contact with someone who has tested positive for Covid-19.
  - Where an employee is awaiting surgery and you have been instructed to self-isolate preceding the surgery.
  - Where a household member or support bubble member is awaiting surgery and the whole household has been instructed to self-isolate preceding the surgery.
- 3.2 Employees are required to report their absence in-line with the TDET Sickness Absence Policy and the TDET Covid-19 reporting procedure.
  - 3.3 Consideration will be given to whether an employee is able to work from home. In circumstances where the employee is unable to undertake their normal duties, they will be required to undertake any such alternative duties that are considered reasonable by the Trust and School.
  - 3.4 Where an employee has been advised to self-isolate, they will be requested to provide evidence. Where an employee has been unable to provide evidence, it may be necessary to obtain an 'Isolation Note' from the NHS.
  - 3.5 **Displaying Covid-19 symptoms whilst self-isolating:** If an employee experiences Covid-19 symptoms whilst self-isolating they should do the following:
    - Keep self-isolating and get a test.
    - If your test is negative, you should continue to self-isolate for the remainder of the 10 days
    - If you test positive, you should self-isolate for 10 days from when your symptoms started. This might mean that you are self-isolating for longer than 10 days overall.
  - 3.6 Employees are required to update the Trust/School on their change of circumstances in line with the TDET Sickness Absence Policy.
  - 3.7 **Pay during a period of self-isolation:** All employees will continue to receive full pay during a period of self-isolation.
  - 3.8 **Absence recording:** Self-isolation will be recorded but not as sickness absence and will not be regarded as a trigger in-line with TDET Sickness Absence Policy.
  - 3.9 If you have been required to self-isolate on a number of occasions and it has become evident that you have not followed guidance it may be necessary to invite you to a meeting to discuss the situation further.

#### **4. Displaying Covid-19 symptoms**

4.1 If an employee becomes unwell with Covid-19 symptoms they should do the following:

- Self-isolate and get a test.
- If your test is negative, you should return to school as soon as you are feeling better

4.2 Employees are required to update the Trust/School on their change of circumstances in line with the TDET Sickness Absence Policy.

4.3 **Absence recording:** As you are unable to attend work due to illness this will be recorded as sickness absence in accordance with the TDET Sickness Absence Policy.

#### **5. Testing positive for Covid-19**

5.1 You should self-isolate for 10 days if:

- You have symptoms and you tested positive
- You tested positive but have not had symptoms

5.2 Stop self-isolating after 10 days if you are feeling better.

5.3 Employees are required to inform the Trust/School straight away in-line with TDET Sickness Absence Policy.

5.4 **Absence recording:** As you are unable to attend work due to illness this will be recorded as sickness absence in accordance with the TDET Sickness Absence Policy.

#### **6. Dependent leave (dependent self-isolating)**

6.1 Where an employee requires time off work due to a dependent needing to self-isolate the TDET Other Leave of Absence Policy will apply.

6.2 **Absence recording:** As you are unable to attend work this will be recorded as dependent leave in accordance with the TDET Other Sickness Absence Policy

#### **7. Lateral Flow Testing**

7.1 All school based employees will be provided with a lateral flow home testing kit and will be expected to complete tests on a regular basis.

7.2 Home testing should be carried out on a Sunday and Wednesday evening.

7.3 If you receive a positive result you should inform your school as soon as possible through the normal sickness absence reporting procedure. You do not need to advise your school if your result is negative.

7.4 All TDET central office employees will not be expected to carry out home testing unless they are in TDET schools on a regular basis.

#### **8. Quarantine**

7.1 The Foreign, Commonwealth & Development Office currently advises British nationals against all but essential travel.

7.2 Any period of quarantine required, as a result of, returning from another country will be unpaid.

7.3 All employees are required to discuss any impending travel plans with their line manager.

#### **9. Clinically Extremely Vulnerable (CEV)**

8.1 If you have received a letter personally addressed to you as you are CEV you are required to inform the Trust/School straight away in-line with TDET Sickness Absence.