

COVID-19 HR Update

Scope of Guidance

The purpose of this document is to provide updated HR guidance to all schools in Havering concerning the following:

- Employee Shielding
- Self Isolation Prior to Admission to Hospital
- Quarantine on returning to the UK
- Coronavirus Job Retention Scheme

Employee Shielding

This guidance is based on the Ministry of Housing, Communities & Local Government Shielding Directorate guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 last updated on 23 June 2020 and the HR Guidance on Reopening of Schools issued on 14 May 2020.

On 22 June 2020 the government set out a series of steps for further relaxing shielding guidance which will come into effect on 6 July 2020 and 1 August 2020.

Clinically Extremely Vulnerable Employees

For employees who are classified as clinically extremely vulnerable, up to and including the 31 July 2020, there is no change to the current position which is they should not be in school and will continue to be paid as normal and where reasonable work from home.

From 1 August 2020, those who are clinically extremely vulnerable should be treated in line with the clinically vulnerable, i.e. should work from home where possible and if they cannot, subject to a risk assessment, can be required to work in school if social distancing can be upheld at all times.

Employees Living with a Clinically Extremely Vulnerable Person

The position of an employee who lives with a clinically extremely vulnerable person remains the same up to and including the 31 July 2020 which is they should only be in school if stringent social distancing can be adhered to. That is to say that social distancing can be maintained at all times and if this cannot be achieved then the employee should work from home where possible and will continue to be paid as normal.

From 1 August 2020, employees who live with a clinically extremely vulnerable person will be expected to return to work.

Self Isolation Prior to Admission to Hospital

This guidance is based on the NHS Operating Framework for Urgent and Planned Services in Hospital Settings last updated on 14 May 2020, the ASCL, LGA and NAHT Joint School Workforce Guidance dated 19 June 2020 and the HR Guidance on Reopening of Schools issued on 14 May 2020.

The NHS has a requirement that all elective care patients will need to self-isolate for 14 days before they are admitted. This is care that is planned in advance as opposed to emergency treatment and involves specialist medical care or surgery.

Employees are required to self-isolate in these circumstances and unless already on sick pay will remain on normal full pay for the duration of the self-isolation period and should work from home if they can do so.

If an employee lives with some-one who is required to self-isolate in these circumstances then they should only be in school if stringent social distancing can be adhered to. That is to say that social distancing can be maintained at all times and if this cannot be achieved then the employee should work from home where possible and will continue to be paid as normal.

Quarantine on returning to the UK

This guidance is based on the Foreign and Commonwealth Office guidance last updated on 11 June 2020 and the ASCL, LGA and NAHT Joint School Workforce Guidance dated 19 June 2020.

The government advice remains unchanged, i.e. people should not travel abroad other than for essential purposes.

School employees returning from abroad will not be able to work in school until after they have spent 14 days in the UK. However, employees returning to the UK from Ireland, Isle of Man or the Channel Islands (Common Travel Area) can return to work immediately providing that they have remained in the CTA in the previous 14 days before entry into the UK.

This requirement will impact on a school that has any employees planning to take a holiday abroad in the summer with a return date less than two weeks before the start of the autumn term. Consequently schools are advised to establish how this may apply to their own school, for both the summer and autumn half term breaks.

For employees whose return to work will be delayed, the school can choose from any of the following options when deciding the appropriate course of action to take:

- working from home
- to grant special paid leave
- to grant unpaid leave
- to require the employee to take additional annual leave
- to require the employee to make up the time lost over the course of the term

In coming to such a decision schools may wish to consider the following circumstances in which the holiday was taken:

- extenuating circumstances, e.g. a family funeral abroad
- pre-booked holidays that were arranged before quarantine could have been envisaged
- pre-booked holidays that cannot be cancelled without incurring significant financial cost
- pre-booked holidays that the tour operator has not cancelled but has instead rescheduled on fixed dates which, if cancelled by the customer would be at financial cost to them.

Coronavirus Job Retention Scheme

This guidance is derived from the HM Revenues and Customs policy paper updated on 23 June 2020 and the HR Guidance of 29 April 2020.

This guidance applies to those schools who have claimed under this scheme up to and including 30 June 2020, as this scheme is no longer eligible for any new claimants after this date.

Up to the end of June 2020, the government will pay 80% of salary up to a cap of £2,500 for the hours the employee is on furlough, as well as employer National Insurance Contributions (NICs) and pension contributions. This provision will also apply for July 2020.

The government have announced that the Coronavirus Job Retention Scheme will close on 31 October 2020 and from 1 August 2020, the level of grant will be reduced each month.

A summary of how this will be applied in practice is shown in the table below:

	July	August	September	October
Government contribution: employer NICs and pension contributions	Yes	No	No	No
Government contribution towards salary	80%	80%	70%	60%
School contribution: employer NICs and pension contributions	No	Yes	Yes	Yes
School contribution to match 100% salary	n/a	n/a	30%	40%

Implementation for Employees on a Contract of Employment

Schools will still be able to make a claim for employees during the summer school closure period and should therefore submit their claims by the 22nd of each month as normal.



Implementation for Casual Workers

Casual Workers will need to be formally notified by the school that they will no longer be furloughed as from the end of the summer term, the date of which will also need to be included on the payroll notification form.

To be eligible for this scheme in September, they will need to be placed on furlough in the same way as before and a template letter is attached with this advice for this purpose.

Further Guidance

Should any of this guidance change or be added to, which is very likely, schools will of course be advised of this.

Also further guidance will also be issued in response to any emerging issues brought to our attention by Havering schools.