**STAFFING IN SCHOOLS – JUNE 2020 – ABSENCE AND ATTENDANCE**

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|  | CATEGORY | GUIDANCE | COMMENTS |
|  | STAFF WHO ARE SYMPTOMATIC WITH COVID SYMPTONS | If you have symptoms of COVID-19 (fever>37.8 OR continuous cough OR loss of taste and / or smell), however mild:   * Inform school that you have developed symptoms of COVID-19 * stay at home (self-isolate) and do not leave your house for 7 days from when your symptoms started * follow guidance for [households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) * Get tested (access a test [here](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/)) * Inform school of the test result   Please follow guidance on test and trace and managing a suspected or confirmed case in an education setting, see 5 below  **These staff should not be at school** | Enter details of absence on ITrent system or your own HR system. When or if the member of staff feels well during this period then they can work from home.  Testing is now available for anyone who has symptoms of coronavirus.  The following groups of people can access priority testing through GOV.UK:   * essential workers in England, Scotland, Wales and Northern Ireland * anyone in England, Scotland, Wales and Northern Ireland over 5 years old who has symptoms of coronavirus and lives with an essential worker   Guidance on testing is available here: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>  If staff member tests positive, follow guidance for category 3 (below).  If staff member tests negative, school to Consider informing parents of negative test results (if they have already been informed of the symptomatic case)  With regards returning to work we have replicated some advice provided by PH  ***website*** [*https://self-referral.test-for-coronavirus.service.gov.uk/*](https://self-referral.test-for-coronavirus.service.gov.uk/)  *If your test result turns out to be negative, you can safely return to work, as long as:*   * *You still follow advice you are given by any test and trace adviser* * *you are well enough* * *you have not had a high temperature for 48 hours* * *anyone you live with also tests negative*   School to:   * Follow guidance on [cleaning](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) * Inform Ealing Council (contact Steve Dunham: [dunhams@ealing.gov.uk](mailto:dunhams@ealing.gov.uk) or 07940546263 and Raj Chowdhury; [chowdhuryr@ealing.gov.uk](mailto:chowdhuryr@ealing.gov.uk) or 07568130165 for advice) * Consider informing parents of students in the relevant ‘bubble’ that a student or staff member has developed symptoms of COVID-19 (**if was at school during the ‘infectious period’ 48 hours before and whilst symptomatic**) * Ensure stock of PPE in case further symptomatic cases on site * Await test results (48-72 hours) |
|  | STAFF WHO HAVE A MEMBER OF THEIR HOUSEHOLD WHO IS SYMPTOMATIC WITH COVID SYMPTONS | If a member of your household has symptoms of COVID-19 (fever>37.8 OR continuous cough OR loss of taste and / or smell), however mild, you should:   * stay at home (self-isolate) and not leave your house for 14 days from the date when the household member first had symptoms * Follow guidance for [households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) * Ensure your household member gets tested * Inform the school and get tested if you develop symptoms yourself   Please follow guidance on test and trace and managing a suspected or confirmed case in an education setting, see 5 below  Testing is now available for anyone who has symptoms of coronavirus.  The following groups of people can access priority testing through GOV.UK:   * essential workers in England, Scotland, Wales and Northern Ireland * anyone in England, Scotland, Wales and Northern Ireland over 5 years old who has symptoms of coronavirus and lives with an essential worker   Guidance on testing is available here: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>  **These staff should not be at school.** | Enter details of absence on ITrent system or your own HR system  These staff can be asked to work from home.  If the staff member develops symptoms themselves, they should follow guidance for category 1 (above).  If the household member tests negative, the staff member can return to work.  If the household member tests positive, the staff member should follow guidance for category 4 (below).    Please see the diagram below to help understanding of the self-isolating process and ensure you still follow guidance on testing |
|  | STAFF WHO HAVE BEEN DIAGNOSED WITH COVID 19 | Follow Medical Advice and refer to the guidance below  <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>  Please follow guidance on test and trace and managing a suspected or confirmed case in an education setting, see 5 below  If a member of staff has been diagnosed with Covid 19 and has recently been in school whilst infectious (48 hours prior to onset of symptoms and 7 days after onset of symptoms) and had ‘close contact’ with other staff members and pupils, please read the relevant section of the guidance document in this link. The guidance also provides information about measures to take when a member of staff has had close contact with a child who has been diagnosed with Covid 19.  <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>  **These staff should not be at school** | Enter details of absence on ITrent system or your own HR system  School to:   * Contact Public Health England London Coronavirus Response Cell (LCRC) on 0300 303 0450 * Inform Steve Dunham ([DunhamS@ealing.gov.uk](mailto:DunhamS@ealing.gov.uk) or 07940 546 263) or Raj Chowdhury ([ChowdhuryR@ealing.gov.uk](mailto:ChowdhuryR@ealing.gov.uk) or 07568 130165) and the Council’s public health team ([publichealh@ealing.gov.uk](mailto:publichealh@ealing.gov.uk)).   Public Health England will work with the school to:   * Undertake a risk assessment * Identify and notify close contacts (e.g. students and staff within the relevant ‘bubble’) of the need to follow guidance for [contacts of people with possible or confirmed coronavirus who do not live with the person](https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person) including isolation for 14 days * Identify any further actions needed   A ‘contact’ is a defined as a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 7 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:   * people who spend significant time in the same household as a person who has tested positive for COVID-19 * a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:   + being coughed on   + having a face-to-face conversation within one metre   + having skin-to-skin physical contact, or   + contact within one metre for one minute or longer without face-to-face contact * a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes * a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19. |
|  | STAFF WHO HAVE MEMBERS OF THEIR HOUSEHOLD WHO HAS BEEN DIAGNOSED WITH COVID 19 | Stay at home (self-isolate) and not leave your house for 14 days from the date when the household member first had symptoms   * Follow guidance for [households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) * Inform the school and get tested if you develop symptoms yourself   Please follow guidance on test and trace and managing a suspected or confirmed case in an education setting, see 5 below  **These staff should not be at school** | Enter details of absence on ITrent system or your own HR system  These staff can be asked to work from home  In addition please see the diagram below to help understanding of the self-isolating process and ensure you still follow guidance on testing |
|  | STAFF WHO HAVE BEEN ASKED TO SELF ISOLATE THROUGH THE TEST AND TRACE PROCESS (If they are a ‘close contact’ of a confirmed case of coronavirus) | Staff who have been contacted by the NHS test and trace service should follow any guidance given to them by the test and trace service  Stay at home (self-isolate) and do not leave your house for 14 days from the date when the household member first had symptoms   * Follow [guidance for contacts of people with possible or confirmed coronavirus](https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person) * Inform the school and get tested if you develop symptoms yourself   **These staff should not be at school** | Please see the following guidance on Egfl <https://www.egfl.org.uk/sites/default/files/Main/Managing%20a%20case%20of%20suspected%20or%20confirmed%20COVID-19%20EGFL%201%20June%202020%20final.pdf>  Please see flowchart on dealing with a suspected or confirmed case of Covid 19 in school    Link to Gov UK test and trace guidance <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works> |
|  | STAFF WHO ARE IDENTIFIED AS BEING IN THE CLINICALLY EXTREMELY VULNERABLE & SHIELDED GROUP | Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. The DfE guidance that supports this approach is on this link  <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-adults>  **These staff should not be at school** | Please ask staff to consider the following advice if they have received a letter or text to confirm that they are clinically extremely vulnerable and need to shield  The guidance in the link below provides a list of those who would be classified as clinically extremely vulnerable. If you have a member of staff who feels they are in this category but have not received a letter or text they should be encouraged to contact their GP or other medical adviser/specialist urgently.  <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>  These staff can be asked, if they are well, to work from home. |
|  | STAFF WHO HAVE A MEMBER OF THEIR HOUSEHOLD WHO ARE IDENTIFIED AS BEING ON THE CLINICALLY EXTREMELY VULNERABLE & SHIELDED GROUP | If a staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19), it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to.  The DfE guidance that supports this approach is on this link  <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-adults> | Those classified as clinically extremely vulnerable are listed on the link in the box above.  These staff can be asked, if they are well, to work from home.  These staff can only attend work if an individual risk assessment is undertaken that clearly demonstrates that it is considered safe for them to return as stringent social distancing measures can be observed. |
|  | STAFF WHO ARE IDENTIFIED AS BEING IN THE CLINICALLY VULNERABLE GROUP | Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [Staying at home and away from others (social distancing) guidance](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people) have been advised to take extra care in observing social distancing and should work from home where possible.  Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. | These staff can be asked, if they are well, to work from home.  At this time and mindful of current advice these staff should work from home. The current DfE guidance (see link below) does say that if they cannot work from home they can be offered the safest available on-site roles and this should involve an individual risk assessment that clearly demonstrates that it is considered safe for them to return. As a part of any control measures, consider providing face masks if vulnerable staff members are on site- in line with latest WHO guidance 5.6.20  <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> |
|  | STAFF WHO HAVE A MEMBER OF THEIR HOUSEHOLD WHO ARE IDENTIFIED AS BEING IN THE CLINICALLY VULNERABLE GROUP | If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting. | The DfE guidance that supports this approach is on this link <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-adults> |
| 10. | STAFF WHO ARE SICK WITH A NON COVID RELATED ILLNESS OR ABSENCE | Follow Standard sickness absence procedures | Enter details of absence on ITrent system or your own HR system  Follow processes including referral to OH if appropriate.  Continue to talk to HR about the management of these absences during these exceptional times.  Understand that there may be a delay in obtaining medical certificates at this time |
| 11. | STAFF WHO ARE RELUCTANT TO ATTEND WORK DUE TO ANXIETY FOR THEIR OWN SAFETY RELATED TO COVID 19 | Supportive approach to be taken to understand the concerns of the employee.  Reassure, support and identify how/if you can relieve anxiety or provide reassurance.  Consult HR on a case by case basis.  Consider advising that they seek medical advice if anxiety severe.  Before reaching a point where consideration of any formal action including reference to a breach of contractual obligation discuss with HR. | Wellbeing resources to provide support and help can be found on this link  <https://www.egfl.org.uk/sites/default/files/Main/Staff%20Wellbeing.pdf>  This could include staff from a BAME background who may have concerns and in these circumstances we would ask that headteachers/managers have a conversation (framed within a confidential and sensitive approach) with the member of staff to understand their concerns.  There is guidance and an individual risk assessment on the EgFL at this link <https://www.egfl.org.uk/coronavirus> - see last two documents under the heading ‘Planning a phased return to school’ |
| 12 | STAFF WHO WILL NOT ATTEND WORK DUE TO ANXIETY ABOUT TRANSMITTING THE VIRUS TO CLINICALLY VULNERABLE AND CLINICALLY EXTREMELY VULNERABLE HOUSEHOLD MEMBERS | See 6 above for staff living with clinically extremely vulnerable household member  Supportive approach to be taken to understand concerns of employee.  Reassure, support and identify how/if you can relieve anxiety.  Consult HR on a case by case basis.  Consider advising that they seek medical advice if anxiety severe.  Before reaching a point where consideration of any formal action including reference to a breach of contractual obligation discuss with HR. | Wellbeing resources to provide support and help can be found on this link  <https://www.egfl.org.uk/sites/default/files/Main/Staff%20Wellbeing.pdf> |
| 13 | STAFF WHO CANNOT ATTEND WORK DUE TO CHILDCARE RESPONSIBILITIES | Check and understand background to childcare concerns. Do they have a breakdown in childcare provision? Is this temporary?  Can they use key worker provision (even in own school)?  Do you need to be more flexible (eg with working hours) to support them being able to work?  Can childcare responsibility being shared (e.g with partner)? | Can they work from home?  Is this beyond their control or is it a matter of choice (e.g. they do not want to send their child to nursery/school even if a place available)  Consult with HR on a case by case basis especially if having exhausted all other options you are considering a period of unpaid leave  Consistency in approach |
| 14 | STAFF WHO DO NOT ATTEND WORK DUE TO CONCERNS OVER USING PUBLIC TRANSPORT | Can they use another form of transport to get to work, cycle, walk, car?  Govt advice currently is to avoid using Public transport if possible, if not observe social distancing rules and wear a face mask.  To what extent is it possible to review hours to support travel outside peak times. This may be possible for some staff but not others. | Parking dispensations still apply for key workers (incl Schools) until June 30th 2020  Is it possible to consider Work from home  Consider Govt advice - <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  Wef 15 June 2020 it will be mandatory to wear a face covering when using public transport |
| 15 | STAFF WHO HAVE CARING RESPONSIBILITIES FOR (a) CLINICALLY EXTREMELY VULNERABLE OR (b) CLINICALLY VULNERABLE HOUSEHOLD MEMBERS  ‘ | Consider the different approaches in 6 and 8 above for staff in these categories.  Please discuss these on a case by case basis with HR.  Need to ascertain if the caring responsibilities arise as a result of the current pandemic.  May need to consider some form of special leave, which may be a mixture of paid and unpaid. | See advice for member of staff on this link <https://www.gov.uk/government/publications/coronavirus-covid-19-providing-unpaid-care> |
| 16 | STAFF WHO HAVE EXPERIENCED A BEREAVEMENT LINKED TO COVID 19 | Bereavement Leave Provisions to be applied.  Discuss with HR | Please refer to guidance on this link  <https://www.london.gov.uk/coronavirus/how-cope-bereavement-and-grief-during-coronavirus-outbreak> |
| 17 | Staff who have other paid employment as ‘Carers’ and work with CLINICALLY EXTREMELY VULNERABLE & SHIELDED GROUP & CLINICALLY VULNERABLE people | These staff may ask not to attend work due to their other paid employment.  In these circumstances a period of unpaid leave can be granted at the school’s discretion and subject to a timescale for review being in place. |  |

Schools are able to request evidence from an employee to support their absence from school, much the same as they would receive a medical certificate to cover sickness absence, subject to the following:

1. A consistent approach must be maintained, please do not ask some staff for evidence but not others
2. Any information received must be treated in strictest confidence and not shared with other staff
3. In some instances, staff may not be able to provide evidence (e.g. someone who is symptomatic and self-isolating) and those reporting in these circumstances should be accepted on face value