**The below notes contain critical information to support this decision tree, however for a full overview of all information related to coronavirus, see our**[People Anytime pages](https://peopleanytime.aberdeencity.gov.uk/people-management/coronavirus-advice-for-employees/) **or**[the latest Government Advice](https://www.gov.scot/coronavirus-covid-19/).

**Note 1 – Highest Risk Group**

 Employees that fall into the categories where especially strict social distancing is advised are:

* + People who have received an organ transplant and remain on ongoing immunosuppression medication
	+ People with specific cancers
	+ People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe Chronic Obstructive Pulmonary Disease (COPD), severe bronchiectasis and pulmonary hypertension.
	+ People with rare diseases including all forms if interstitial lung disease/sarcoidosis and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell disease)
	+ People on immunosuppression therapies sufficient to significantly increase risk of infection or who have had their spleens removed
	+ People who are pregnant with significant heart disease, congenital or acquired
	+ People who are receiving renal dialysis treatment

For more information please see the Government’s [Guidance on protecting at the highest risk of severe illness if they become infected with coronavirus](https://www.gov.scot/publications/covid-shielding/pages/highest-risk-classification/)

**Note 2 – Local Protection Levels**

 Information on the current [Local Protection Level for Aberdeen](https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/local-protection-level-aberdeen/) can be found on People Anytime.

**Note 3 – Symptoms, Testing & Guidance for Households**

Common symptoms of COVID19 are:

* high temperature or fever
* a new continuous cough
* loss or changed sense of smell or taste (Anosmia)

Test and Protect

Anyone with symptoms or member of their household must now request a test and for those who test positive for COVID19, NHS contact tracers will interview them and get in touch with people they have been in close contact with, to tell them they must self-isolate for 10 days. Test & Protect is now available for all Aberdeen City Council Employees and not just those deemed as critical workers. You can ask them to work from home if they are able to and they are not unwell (i.e. their symptoms are mild).

Please visit People Anytime for more information on [Test and Protect](https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/coronavirus-testing-workers/).

* See latest [NHS advice](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection) for further advice on households with symptoms

 **Note 4 – What are Critical Services**

* If you are unsure whether your role is linked to an identified critical service, you can find the [current list of critical services here](https://peopleanytime.aberdeencity.gov.uk/wp-content/uploads/2020/03/Aberdeen-City-Council-critical-services.pdf) .
* Please note that this list is under continual review and may be subject to change, it identifies critical services for the COVID-19 response as well as for the continued running of the organisation to support such a response, other services will continue to be delivered but there may need to be prioritisation or the standing down of non-critical services that cannot be delivered from home
* Employees whose role does not support services identified as critical can complete a [Willingness to complete alternative duties](https://peopleanytime.aberdeencity.gov.uk/temporary-movement-of-staff/) form

 **Note 5 – Delivery of Critical Services**

* Be aware that roles may change and this may mean working from an alternative location.
* All open ACC establishments will be appropriately cleaned and maintained for the delivery of critical services.
* Ensure social distancing guidelines are adhered to at all times.

 **Note 6 – Working From Home**

We would ask managers to agree with individual employees how and if they can continue to contribute ,whilst balancing employee health, wellbeing and other pressures at this challenging time, and in ways that may need to be flexible and may be different to “normal” working. If pressures such as childcare requirements cannot be reasonably balanced, explore with staff options around use of paid special leave (additional provision [found here](https://peopleanytime.aberdeencity.gov.uk/coronavirus-managers-guidance/)), unpaid leave or annual leave.

**Note 7 - Recording on CoreHR**

|  |  |  |
| --- | --- | --- |
|  **Leave Type**  | **Reason**  | **Description**  |
| Sick Leave – COVID  | COVID – Positive Test  | To be used **only** where an individual has symptoms and is **unfit** to work due to COVID-19  |
| Special Leave (Paid) inc COVID | COVID – Self Isolation COVID – Service ClosureCOVID – ShieldingCOVID – Positive TestCOVID – Caring Responsibilities | To be used where an individual **is unable** to work from home or in an alternative way but is impacted by COVID-19  |

**Working from Home recording**

This should be recorded by the individual using [this guide](https://peopleanytime.aberdeencity.gov.uk/wp-content/uploads/2021/02/New-WFH-recording-instructions.pdf)

|  |  |  |
| --- | --- | --- |
| COVID – Work from Home/Alt Work  | COVID – Self IsolationCOVID – Caring ResponsibilitiesCOVID – Underlying Medical ConditionCOVID – Alternative to normal workCOVID – Shielding  | To be used where an individual **is able** to undertake work from home or in an alternative way but is impacted by COVID-19  |