

Guide to Employee Scenarios During Covid-19

(This document will be reviewed on 18th June in line with each phase of [Scotland's Routemap](#) and including the expected return of schools on 11th August)

<p>Scenario 1: Individual is shielding i.e. is classed by NHS as being at very high risk of severe illness from Covid-19. NHS Guidance on Shielding here</p>	
Risk assessment to be used (where applicable)	RA Coronavirus very high risk staff
Is working from home possible in normal role?	Yes - Record on CoreHR – Working From Home – Shielding No – See step re alternative duties
Confirm the risk assessment measures are in place	Employee should only work if work can be undertaken at home – Record on CoreHR – Working From Home – Shielding
Can alternative duties be carried out at home?	Yes - Consider Transfer of Staff Protocol – Record on CoreHR COVID - TEMP MOVEMENT OF STAFF No – See next step
Has a proportionate amount of annual leave been used in line with Annual Leave guidance?	Yes – See next step No – Employees* should use proportionate amount of annual leave before utilising special leave. Check Annual Leave Guidance on our Managers' page
Application and recording on CoreHR	Where the above stages are exhausted/non applicable, employee will receive full pay on special leave covering the period of shielding advised by the Government. Paid special leave will be authorised alongside a proportional amount of annual leave being taken.* Check Annual Leave Guidance on our Managers' page . Record special leave on CoreHR – Special Leave (paid) inc COVID – Shielding
For questions further to the above, employees and managers should discuss together and contact P&O for any additional support	
<p>Scenario 2: Individual has an Underlying Medical Condition (not included within Shielded category and defined within risk assessment below). NHS Scotland advise that people who are at increased risk of severe illness from Covid-19 should strictly follow physical distancing measures. Their household should also strictly follow NHS physical distancing advice which is in line with the below.</p>	
Risk assessment to be used (where applicable)	RA Coronavirus high risk staff
Is working from home possible?	Yes - Record on CoreHR – Working From Home – Underlying Medical Condition No – See next step
Has a risk assessment been carried out and can Physical Distancing measures be put in place?	Yes - Employee should attend work – No recording required on CoreHR No – Complete risk assessment and implement measures to ensure stringent physical distancing. See next section.

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Can alternative duties be carried out at home?	Yes - Consider Transfer of Staff Protocol – Record on CoreHR COVID - TEMP MOVEMENT OF STAFF No – See next step
Has a proportionate amount of annual leave been used in line with Annual Leave guidance?	Yes – See next step No - Employees* should use proportionate amount of annual leave before utilising special leave. Check Annual Leave Guidance on our Managers' page .
Application and recording on CoreHR	If none of the above can be applied, employee will receive full pay on special leave covering the period of physical distancing advised by the Government. Special leave will be implemented once a proportional amount of annual leave has been taken*. Check Annual Leave Guidance on our Managers' page Recorded on CoreHR – Special Leave (paid) inc COVID – Underlying Medical Condition
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Scenario 3: Individual lives with somebody who is shielding. NHS Scotland advice states that those living with a shielded person themselves do not need to shield but do need to be able to main physical distancing. See their guidance here which is in line with the below.	
Risk assessment to be used (where applicable)	RA Coronavirus high risk staff Use this Risk Assessment as a guide to help with decision-making and considerations in this situation.
Is working from home possible?	Yes - Record on CoreHR – Working From Home – Underlying Medical Condition No – See next step
Has a risk assessment been carried out and can Physical Distancing measures be put in place?	Yes - Employee should attend work – No recording required on CoreHR No – Complete risk assessment and implement measures
Can alternative duties be done at home?	Yes - Consider Transfer of Staff Protocol – Record on CoreHR COVID - TEMP MOVEMENT OF STAFF No – See next step
Can Physical Distancing Measures be put in place within the household	Yes - Employee should attend work – No recording required on CoreHR No – See next step
Has a proportionate amount of annual leave been used in line with Annual Leave guidance?	Yes – See next step No - Employees* should use proportionate amount of annual leave before utilising special leave. Check Annual Leave Guidance on our Managers' page .
Application and recording on CoreHR	If no alternatives can be made, employee will receive full pay on special leave covering the period of shielding advised by the Government. Special leave will be implemented once a

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	proportional amount of annual leave has been taken*. Check Annual Leave Guidance on our Managers' page . Recorded on CoreHR – Special Leave (paid) inc COVID – Underlying Medical Condition
For questions further to the above, employees and managers should discuss together and contact P&O for any additional support.	

Scenario 4: Individual lives with somebody with an Underlying Medical Condition which places them at increased risk of severe illness from Covid-19. NHS Scotland advise that the household of an individual at increased risk should also strictly follow NHS physical distancing advice which is in line with the below.	
Risk assessment to be used (where applicable)	RA Coronavirus high risk staff Use this Risk Assessment as a guide to help with decision-making and considerations in this situation.
Is working from home possible?	Yes - Record on CoreHR – Working From Home – Underlying Medical Condition No – See next step
Has a risk assessment been carried out and can physical Distancing measures be put in place?	Yes - Employee should attend work – No recording required on CoreHR No – Complete risk assessment and implement measures. Where measures cannot be implemented fully, see next step
Can alternative duties be done at home?	Yes - Consider Transfer of Staff Protocol – Record on CoreHR COVID - TEMP MOVEMENT OF STAFF No – See next step
Can Physical Distancing Measures be put in place within the household	Yes - Employee should attend work – No recording required on CoreHR No – See next step
Has a proportionate amount of annual leave been used in line with Annual Leave guidance?	Yes – See next step No - Employees* should use proportionate amount of annual leave before utilising special leave. Check Annual Leave Guidance on our Managers' page .
Application and recording on CoreHR	If all above alternatives have been exhausted, paid special may be used in exceptional circumstances. Special leave will be implemented alongside a proportional amount of annual leave having been taken*. Check Annual Leave Guidance on our Managers' page . Recorded on CoreHR – Special Leave (paid) inc COVID – Underlying Medical Condition
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<p>Scenario 5: Individual has challenges associated with caring responsibilities (i.e. childcare, dependent) COSLA Guidance and FAQs state that, during Covid-19, we should increase provision for paid special leave above our normal offering. We therefore have a range of options to support employees to balance work/life and caring and if an employee cannot work (having considered these) we will support with an allocation of paid special leave. Equally, if an employee can work, there are various options to support that balance. See below:</p>	
Risk assessment to be used (where applicable)	N/A
Is working from home possible?	Yes - Recorded on CoreHR – Working From Home – COVID – Caring Responsibilities No – See next step
Can alternative tasks be done at home?	Yes - Consider Transfer of Staff Protocol – Record on CoreHR COVID - TEMP MOVEMENT OF STAFF No – See next step
Is there another adult within the home that can assist with childcare or care of dependent?	Yes - Employee should undertake work – No recording required on CoreHR unless working from home (as above) No – See next step
Have alternative work patterns been considered to meet child/dependent care requirements?	Yes – Implement alternative pattern. Employee should undertake work – No recording required on CoreHR unless working from home (as above) No – See next step
Is employee able to access childcare as a 'key worker' or can the other adult within the household access childcare as a 'key worker'. (See here for our FAQ on this with application form and contact details)	Yes - Employee should undertake work once key worker childcare has been accessed – No recording required on CoreHR unless working from home (as above) No – See next step
Has a proportionate amount of annual leave been used?	Yes – See next step No - Employees* should use proportionate amount of annual leave before utilising special leave.
If the 14 days haven't been exhausted can the remaining days be used to make up contractual hours e.g. ½ days working instead of full days.	Yes - Employee can utilise up to 14 days of Special Leave – Record on CoreHR - Special Leave (paid) inc COVID – Caring Responsibilities. (as above) No or N/A – See next step

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<p>Lifestyle choices: Is the employee able to work some hours but nonetheless wishes to pursue a temporary reduction in their contractual hours to assist them with worklife balance at this time?</p> <p>Is the employee aware of their entitlement to parental leave and have they considered use of parental leave as part of worklife balance? (Employees are entitled to take up to 18 weeks unpaid leave as parental leave up to the child's 18th birthday.)</p>	<p>Yes - Employee should attend work on reduced hours. When this covers a period of less than 1 month, this can be achieved via use of unpaid normal special leave on CoreHR. For any period beyond 1 month, please email AskHR to have this processed and annual leave allocation amended accordingly. – If working from home log on CoreHR as Working From Home – COVID – Caring Responsibilities</p> <p>No or N/A – See next step</p> <p>Yes - Employee may take parental leave – Check Special Leave policy – Record as normal special leave on CoreHR</p> <p>No or N/A– See next step,</p>
<p>Application and recording on CoreHR</p>	<p>If all alternatives have been considered and exhausted, authorisation for extension of paid special leave beyond the 14 days requires approval by the Cluster Chief Officer alongside People & Organisation, following line manager completion of Extended Special Leave Authorisation Form (add link once finalised). Special leave will be implemented once a proportional amount of annual leave has been taken*. Check Annual Leave Guidance on our Managers' page. Recorded on CoreHR – Special Leave (paid) inc COVID – Caring Responsibilities.</p>
<p>IMPORTANT: Manager and Employee note that the provision of paid special leave will be reviewed on 18th June and on an ongoing basis and, in particular, as we move between the phases outlined in Scotland's Routemap; including the re-opening of childcare provision and of schools (the latter being expected on 11th August 2020)</p> <p>For questions further to the above, employees and managers should discuss together and contact P&O for any additional support.</p>	

*Those working term-time already have their holidays pre-defined across the year.