



Update on Coronavirus

28 February 2020

Background

The Scottish Government and the NHS have both provided guidance which outlines clear steps for anyone who has visited the 'at risk' countries and who may be affected by the coronavirus. The guidance is in place to contain and prevent further spread.

Typical symptoms of the coronavirus include fever, a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties.

Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long term conditions like diabetes, cancer and chronic lung disease.

Current guidance

The current guidance for anyone who may have visited countries identified by the NHS is to **self-isolate for 14 days and contact their GP or NHS on 111** - people should call and not visit their GP in the first instance.

A free NHS helpline has also been set up for those who do not have symptoms but are looking for general health advice: 0800 028 2816.

The latest up-to-date information is provided at:
www.nhsinform.scot/coronavirus.

Absence procedure managers should follow

As a manager, you should be aware of the process required should a member of staff call in unwell – **Supporting attendance at work.**

In exceptional circumstances, which the coronavirus is, you should follow the following process if one of your team calls in sick and/or is required to self-isolate in line with national guidance.

If an absence would lead to further trigger point, please contact HR for advice before proceeding.

Based on current Scottish Government and NHS guidance together with our council policies on supporting attendance, the following applies:

Managers should report all cases to HR via 0141 618 7323.

1. A staff member **is in self isolation** and **has symptoms**:
 - record as sickness absence for the period.
 - self-certification and a medical certificate (fit note) is required, (unless the employee's GP provides a fit note covering the entire period).
2. A staff member **is in self isolation, does not have any symptoms, and they cannot work from home**:
 - Record as authorised absence for the period.
 - Should they develop symptoms, they should report this to you and you should record this as sickness absence.
3. A staff member **is in self isolation, does not have any symptoms, and they can work from home**:
 - Do not record as sickness absence for the period.
 - Should they develop symptoms, they should report this to you and you should record this as sickness absence.
4. A staff member's **child or any other cohabitant is in self isolation, but they are not presenting themselves with symptoms**:
 - Follow number 2 or 3 above - whichever is appropriate.

- When does the self-isolation take effect from, and when is your likely return date? Ask they remain in regular contact with us.
- Where is your main work location? (if you are not their immediate line manager)
- Do you have any work items you need to provide an update on?
- Is there any other support you need that we can help with?

If you need further support or guidance

A dedicated phone number has been set up for you to speak to a member of the HR team - 0141 618 7323.

Catch it. Bin it. Kill it.

- Avoid direct hand contact with your eyes, nose and mouth;
- Maintain good hand hygiene - washing hands with soap and water or alcohol hand sanitiser, after coughing or sneezing, after going to the toilet, and prior to eating and drinking;
- Wherever possible, avoid direct contact with people that have a respiratory illness and avoid using their personal items;
- When coughing or sneezing cover your nose and mouth with disposable tissues and dispose of them in the nearest waste bin after use.

[NHSInform.scot](http://www.nhsinform.scot)

NHS24 - call 111

Absence procedure

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Essential questions you must ask

- Have you been in contact with either NHS 111 or your GP to confirm self-isolation? If no, advise them to do so and outline that we will also report this to our health colleagues.
- Do you have any symptoms of the coronavirus? If no, and if employee can work from home, the manager should facilitate this.
- What advice did you receive and when?