

COVID 19

FREQUENTLY ASKED QUESTIONS

Q. What are the symptoms of Coronavirus?

- A. A high temperature – you feel hot to touch on your chest or back;
A new, continuous cough – this means you've started coughing repeatedly.

Q. What should I do if I have to self-isolate and have no symptoms?

- A. In line with the Scottish Government guidance – use link below - (<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>) you should make arrangements with your manager to work from home if this option is available. If you are not able to work from home, you will be granted special leave for the duration of the self-isolation or until you develop symptoms.

Q. What should I do if I have to self-isolate because I have symptoms?

- A. You should follow the normal sickness absence reporting procedures as the absence will be considered as sick leave unless you feel well enough to work from home and this is agreed by your line manager. In the event that you test positive for the coronavirus you will follow the advice of your GP or Hospital Consultant regarding returning to work.

Q. What should I do if someone in my household develops symptoms?

- A. All members of a household where someone has suspected symptoms should stay at home for 14 days in line with the Scottish Government guidance. You should make arrangements with your manager to work from home if this option is available. If you are not able to work from home, you will be granted special leave for the duration of the self-isolation or until you develop symptoms.

Q. Do I need to self-isolate if I am pregnant and have no symptoms?

The Scottish Government guidance is that you are strongly advised to stay at home. You should make arrangements with your manager to work from home if this option is available. If you are not able to work from home, you will be granted special leave.

Q. Do I need to self-isolate if I have an underlying medical condition and have no symptoms?

The Scottish Government guidance is that you are strongly advised to stay at home if you have heart, lung or kidney problems; you have a compromised immune system, including cancer and diabetes; or you are eligible for a free flu vaccine. You should make arrangements with your manager to work from home if this option is available. If you are not able to work from home, you will be granted special leave.

Q. Do I need to self-isolate if I am over 70 and have no symptoms?

The Scottish Government guidance is that you are strongly advised to stay at home. You should make arrangements with your manager to work from home if this option is available. If you are not able to work from home, you will be granted special leave.

Q. I am over 70 or have an underlying medical condition and do not have any symptoms, however I have been advised under current Government guidance to self-isolate, can I continue to work if I choose to?

A. The Scottish Government guidance is that you are strongly advised to stay at home if you have heart, lung or kidney problems; you have a compromised immune system, including cancer and diabetes; or you are eligible for a free flu vaccine. You are urged to follow this guidance in the first instance, but if you would rather choose to come into work you should approach your manager to advise them of your choice. In turn, your manager will discuss with you whether it is safe to do so whilst carrying out your normal duties and on the basis that you have no symptoms.

Q. What happens if I have been self-isolating and I am ready to come back to work?

A. As long as you have completed the appropriate self-isolation period in accordance with the NHS guidance and you have no symptoms then you can return to work, however you must speak to your line manager before returning.

Q. Is an absence relating to COVID 19 considered a mitigating factor in terms of the Supporting Attendance at Work Policy?

A. Not at this time, however this position will be kept under review.

Q. What should I do if I am on annual leave and develop symptoms?

A. Normal absence reporting procedures would apply; annual leave can only be changed to sickness absence if this is reported to your line manager at that time and a medical certificate is supplied.

Q. What do I get paid if I do not qualify for occupational sick pay?

A. Statutory Sick Pay will be paid from the first day of absence for coronavirus-related absences.

Q. What will happen if I have caring responsibilities and educational or social work establishments close?

A. In the first instance you should attempt to make alternative arrangements. If this is not possible then speak to your manager to discuss flexible working arrangements.

Q. What happens if my normal place of work is closed?

A. You will be advised by your manager of the arrangements which will apply in your case i.e. working from home, working from an alternative location or undertaking alternative duties.

Q. Should the Supporting Attendance at Work Policy still be adhered to at this time?

A. Yes, however absence review meetings etc. should be carried out by telephone where appropriate.

Q. Should I still attend any Occupational Health, counselling or physio appointments?

A. At this time, physio appointments will take place as normal. Counselling appointments have changed to telephone consultations and Occupational Health appointments will take place via telephone where possible. You will be advised of any change to your appointment in advance of the scheduled date.

Q. I am pregnant and within 4 weeks of my due date. Will my maternity leave start if I self-isolate?

A. Maternity leave will commence from the first day of self-isolation if you are sick. However, if you have no symptoms then you would either work from home, where possible, or be granted special leave.

Q. I have heard that someone in my workplace or my child's school is being assessed or tested, what should I do?

A. You don't need to take any action and should attend work as normal. However, if you develop any symptoms then you should follow guidance above.

Q. A member of my household has an underlying medical condition / is pregnant / is over 70 and has no symptoms, but is following the advice to stay at home. Should I also stay off work?

A. No, employees can work from home when possible, but where this is not feasible then they will be required to attend work as normal.