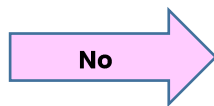
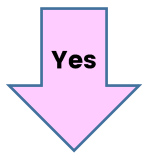


## September Staffing Considerations – Covid 19

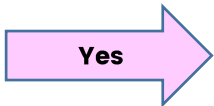
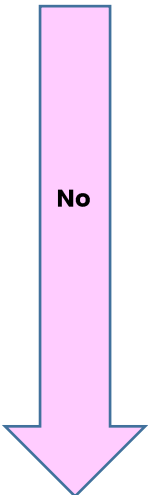
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Have you revisited and updated the risk assessment for September?

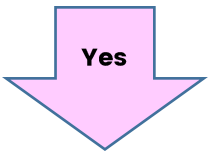


It is a legal requirement that schools should revisit and update their risk assessments.

Do you have any staff who are in the clinically vulnerable or clinically extremely vulnerable category?



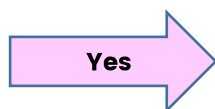
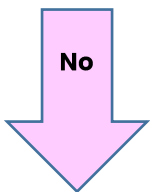
Is the employee pregnant?



From 01 August, advice for clinically vulnerable people and for clinically extremely vulnerable people aligns. Both groups should take particular care to minimise contact with others and to be especially careful and diligent about social distancing and hand hygiene. Shielding measures are to be paused from 01 08 2020 so most staff will be expected to attend school. However, wider government policy advises those who can work from home to do so. It is not anticipated that this is a possibility for most school staff but there may be some roles (administration for example) where continuing to work from home may be possible. The guidance says that “school leaders should be flexible in how these members of staff are deployed to enable them to work in roles in school where it is possible to maintain social distancing.”

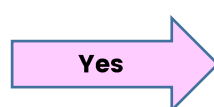
Pregnant women are in the clinically vulnerable category. This group should take particular care to minimise contact with others outside their household and should be especially careful and diligent about social distancing and hand hygiene. Pregnant staff should have a maternity risk assessment as usual.

Do you have staff who may otherwise be at increased risk from Covid 19?



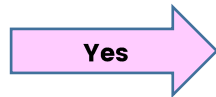
Some people with particular characteristics may be at increased risk. This includes BAME staff. You will want to make sure that anyone in this category is able to discuss their concerns and that you take particular care in explaining the measures put in place to reduce risk, considering additional measures where appropriate.

Is the employee well and willing to return to the workplace?



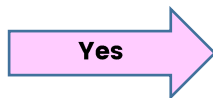
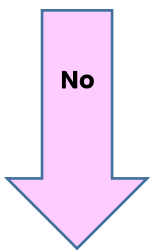
The employee can return .

Is the employee saying they are unable to return to school because they have no childcare?



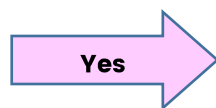
Explore and discuss alternative work patterns. If discussions are unsuccessful consider unpaid leave, dependent leave or parental leave.

Is the employee saying they are unable to return because they care for or live with a clinically vulnerable or clinically extremely vulnerable person?



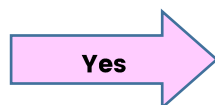
People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. You will want to make sure that any concerns they have are discussed and that you take particular care in explaining the measures put in place to reduce risk. Ultimately these staff may not have a right to receive full pay if they refuse to attend school. Should this situation continue, despite the measures you have taken and the clear evidence that you have acted reasonably, then the last resort could be to consider disciplinary action. Please seek the support of your HR Consultant/provider who will advise you in these circumstances.

Does the employee have Covid 19 symptoms, are they sick with Covid 19 or are they sick with some other medical condition?



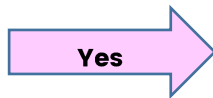
Any employee who develops Covid 19 symptoms needs to adhere to rules regarding self-isolation. Any sick employees, who are unable to work, need to follow sickness absence reporting procedures.

Has the employee been contacted by the Test and Trace service and advised to self-isolate?



Any employee who is contacted and told to self isolate should do so but can be required to work at home during self-isolation, unless they are unwell.

Is the employee reluctant to return to work because of the fear of catching COVID 19?



Discuss and explore why the employee is reluctant to return to school. Explain the measures you are putting in place and the detailed risk assessment you have undertaken. Ultimately these staff may not have a right to receive full pay if they refuse to attend school. Should this situation continue, despite the measures you have taken and the clear evidence that you have acted reasonably, then the last resort could be to consider disciplinary action. Our advice is that you consider each case on its own and seek occupational health advice where necessary. Any health and safety concerns should be considered carefully, and appropriate advice sought. Please seek the support of your HR Consultant/provider who will advise you in these circumstances.

If no to the above, employee is likely to be able to return to the workplace as normal.

*Please read on to see staff categories.*

### September 2020 Covid-19 Staff categories

Category	How will I know if the employee is in this category?	Can the employee be expected to attend the workplace?	Is any other action needed?
Clinically extremely vulnerable (shielding)	Employees will have received a letter from the NHS informing them that shielding arrangements are due to pause from 01 08 2020.	Yes . They should take particular care to social distance and with hand hygiene. You will need to be flexible in how these members of staff are deployed as they will need to take particular care with social distancing.	Talk to employees to understand concerns and to share measures that are put in place. An individual risk assessment may be required to work through any particular concerns or health issues. Occupational health advice may also be sought.
Living with someone who is in the clinically extremely vulnerable (shielding) category	The employee lives in the same household as someone who was shielding.	Yes. They should take particular care to social distance and with hand hygiene.	Talk to employees to understand concerns and to share measures that are in place.
Clinically Vulnerable ( includes pregnant staff)	The employee has a condition which places them in this category, meaning that they are at higher risk of severe illness if they get the virus.	Yes. They should take particular care to social distance and with hand hygiene. You will need to be flexible in how these members of staff are deployed as they will need to take particular care with social distancing.  Pregnant members of staff should also have a specific assessment using the New	Talk to employees to understand concerns and to share measures that are put in place. An individual risk assessment may be required to work through any particular concerns or health issues. Occupational health advice may also be sought.

		and Expectant Mothers assessment process and specific Covid-19 guidance	
Living with someone who is clinically vulnerable (including someone who is pregnant)	The person you live with has a condition that comes under the “clinically vulnerable “ category	Yes, they can attend work.	Talk to employees to understand concerns and to share measures that are in place.
Self-isolating	You have, or someone in your household has, symptoms of the virus or you have been contacted by the Test and Trace service and told to self-isolate.	No - you must not come in to the workplace if you have symptoms or if you have been told to self-isolate by the Test and Trace service.	<p>If the employee has symptoms, he/she should obtain a test from one of the routes available, If the test is negative, he/she can be in the workplace.</p> <p>If the employee has been told to self-isolate by Track and Trace service, you should stay in touch with them during the self-isolation period and discuss arrangements for them to work from home, if they remain well.</p>

*Please read on for some FAQ's.*

## **FAQs for September 2020**

**Q.** Does a return to school for all children in September mean I can expect all staff to return for September?

**A.** *The expectation is that most staff can be at work, even those who were in the clinically extremely vulnerable category – but this group will need to take particular care in social distancing and in hand hygiene. You should be flexible in considering how these members of staff are deployed as they will need to take particular care with social distancing.*

**Q.** What if someone refuses to return to the workplace in September?

**A.** *A sequential approach is advised here – starting with conversations that get to the bottom of the reason they are not willing to come in and exploring any of those concerns. If it is a health issue, advice may be sought from occupational health. If it is a concern about the school setting and social distancing arrangements, you will need to refer to the risk assessment for reopening, and all the plans in place. You could arrange for a visit to school when there are no children there if that will help allay anxieties, or a virtual tour of the school, showing the new arrangements. If someone is particularly anxious, it may help them to visit the school with a colleague or friend. Ultimately, if the individual can be required to be at work and is not willing to be there, you may be able to agree to unpaid leave of some sort. If not, you can require them to be at work, as contracted. See flow chart.*

**Q.** If I use a supply person, will they be working in other schools?

**A.** *They may – the guidance says that supply teachers can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.*

**Q.** Is a pregnant person expected to be at work?

**A.** *Yes, they may be expected to be at work (although wider government policy says people should work at home if possible, it is accepted that in schools it is generally not possible) but need to take particular care with social distancing and with hand washing. The guidance says that “school leaders should be flexible in how these members of staff are deployed to enable them to work in roles in school*

*where it is possible to maintain social distancing.” School leaders will need to consider if the employees can remain working out of school or if they can be in a role in school that maintains social distancing. Factors that affect this decision will include the number of staff available, the time left until maternity, arrangements for social distancing, size and type of school etc. The risk assessment refers to a specific additional risk assessment for pregnant women and new mothers.*

**Q.** What about staff who may have childcare issues if there are staggered times to the school day or to the school year?

**A.** *Where possible, you may be able to allow people to have a temporary change in hours or role or ultimately, to a period of unpaid leave.*

**Q.** Can I ask part-time staff to change their working days/pattern?

**A.** *You can ask staff if they are able to work on different days and/or hours to those they usually undertake, but if they have commitments or are not agreeable then they will only be required to work to their normal pattern. If a part-time member of staff agrees to work additional hours to those they are contracted to work they will need to be paid accordingly.*

**Q.** What if staff have a job outside of school – does that compromise all my efforts to limit contact through “bubbles.”?

**A.** *You will need to establish if staff are attending work elsewhere. The guidance is clear that supply staff can move between schools and the same principle can apply to staff that work in more than one school. Where the employer is not a school, you will need to understand exactly the nature of the work, the contact with others, and whether or not you can accommodate the person in school. Further advice should be taken from your HR consultant/provider.*