Management Quick Guide

Information

All COVID guidance and FAQ’s are located on the NHSGGC website

Key Worker Letter

Staff may be asked for evidence of where they work in regards to travelling post Friday lockdown across Greater Glasgow and Clyde and Managers can access a letter through their HR teams.

Symptom’s/Close Contact

Any employee who is displaying symptoms must not attend work, inform management and book a test though the NHSGGC Staff Referral (where possible). Current testing for this service is done at West Glasgow ACH for anyone who drives and is fit enough to attend.
https://forms.office.com/Pages/ResponsePage.aspx?id=veDvEDCgykuAnLXmdF5JmgW9YoY5w-BDlHK7ghonYUBURTJBTFE0UEFBN0I2ODU3S0IFNTJJUjYzTiQIQCN0PWc

If an employee is unable or unfit to travel to West Glasgow ACH for a test they should book a test as soon as possible via NHS Inform. A home testing kit should only be requested where a staff member cannot reasonably travel to a testing site or is unfit to travel.

It is expected anyone who has symptoms and awaiting an appointment should not attend work until they have received a negative result or in the absence.

Staff may also be asked to provide evidence to confirm the outcome of COVID-19 test results or if they have been identified as a close contact by Test and Protect.

Childcare and COVID special leave

If staff members are having to remain at home as their child has been told to self-isolate or has COVID symptoms and they have no other childcare then this should be recorded as COVID special leave. If the child has no symptoms and is just unwell then this is normal leave provisions would apply, e.g. requesting annual, carers or parental leave.

Risk Assessment and Shielding

For staff who receive the revised shielding letter/Fit Note, a copy should be requested as confirmation. Any absence as a result of shielding should be recorded as special leave – please see below. The enhanced return to work should be used following the end of restrictions.
Scottish Government – COVID Age Medical Risk Assessment Guidance. By using the COVID calculator it is intended as part of an occupational health assessment of fitness for work.

Calculator - https://alama.shinyapps.io/Covid_Age/

**Monitoring Absence**

**Important to note:** anyone who is self-isolating without symptoms and then goes on to develop symptoms and is tested positive, management must update SSTS to reflect. The same applies for other scenarios. SSTS must reflect the absence reason and updated accordingly to the change.

**SSTS Codes**

<table>
<thead>
<tr>
<th>Special leave</th>
<th>SP - Coronavirus</th>
<th>This will record those who have caring responsibilities and are absent due to these.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SP - Coronavirus – Covid 19 Positive</td>
<td>as it says employees who have tested positive for the virus</td>
</tr>
<tr>
<td></td>
<td>SP - Coronavirus – Household Related – Self Isolating</td>
<td>someone in the household of the staff member is displaying symptoms</td>
</tr>
<tr>
<td></td>
<td>SP - Coronavirus – Self displaying symptoms – Self Isolating</td>
<td>this will record a staff member who is displaying symptoms and allow testing of key workers to be targeted (original self-isolating reason)</td>
</tr>
<tr>
<td></td>
<td>SP - Coronavirus – Underlying Health Condition</td>
<td>staff member has Underlying Health Condition putting them in the at risk category</td>
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