**HR Guidance for Staff - FAQs**

Following the latest Government guidance to re-open schools from 8 March 2021 please see some further advice and guidance for staff:

***Am I expected to return immediately?***

It is our expectation that most teaching/teaching support staff will be able to attend work from 8 March 2021 in line with local campus plans for return to face to face learning. Keep an eye on the ESC Newsletter and Rebecca Conroy’s weekly updates for further detail on this.

Business Support staff are being asked to remain working from home until after Easter to manage the return to college and minimise site occupancy for the first few weeks

***What do I do if I am clinically extremely vulnerable (CEV)?***

You are not expected to attend work. You will have received a letter from the NHS advising you to remain at home until 31 March 2021. Please ensure that your line manager and local HR Adviser are aware so that appropriate support can be provided and alternative arrangements put in place.

***What do I do if I am clinically vulnerable (CV)?***

The government guidelines state that clinically vulnerable staff can attend work and should follow the system of controls in place. This includes staff who are pregnant. Please ensure you have discussed any concerns with your line manager or local HR Adviser so that appropriate risk assessments can be undertaken or alternative arrangements made where this is possible.

***How will I access the lateral flow test kits on site?***

All staff will be supplied with LFD test kits to self-swab and test themselves twice a week at home. These will be made available to you on site at each Facilities office.

***Do I have to take the lateral flow test?***

Government guidelines are that testing remains voluntary but is strongly encouraged.

***I am feeling anxious about returning what should I do?***

It is understandable to feel uncertain and anxious at this time. Please do:

* Ask for help from your line manager, work colleagues, HR
* Access key wellbeing information and support from both ESC News [ESC news](https://www.themarketingdept.org/newsletter) and Breathe [Breathe](https://www.escbreathe.co.uk/)
* Use the Employee Assistance Programme and resources that are available should you need any further support [**Employee Assistance Programme**](https://www.escbreathe.co.uk/eap-resources)

***I would like to remain working from home until after Easter?***

Talk to your line manager and HR to discuss reasons and possible solutions. We are committed to working with individuals who would benefit from longer at home wherever possible

***I have a Business Support role but am keen to return to work as soon as possible***

Talk to your line manager or HR. We understand that some colleagues are keen to return to the office and will accommodate this wherever possible.

***When do I have to self-isolate?***

The latest Government Advice is very clear that all employees and workers should self-isolate immediately for any of the following reasons:

* you have any [symptoms of coronavirus](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
* you've tested positive for coronavirus – this means you have coronavirus
* someone you live with has symptoms or tested positive
* someone in your support bubble has symptoms and you’ve been in close contact with them since their symptoms started or during the 48 hours before they started
* someone in your support bubble tested positive and you’ve been in close contact with them since they had the test or in the 48 hours before their test
* you've been told you've been in contact with someone who tested positive – [find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/)
* you arrive in the UK from a country with a high coronavirus risk – see [GOV.UK: how to self-isolate when you travel to the UK](https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk)

***What happens if I am experiencing COV-19 symptoms or am too unwell to work?***

If you are not well enough to work then you must follow usual steps to notify your manager that you are off sick. These are:

* telephone, email or text your immediate line manager on the first day of your absence to explain the reason for the absence and likely duration. It is important to be clear whether your symptoms are related to COV-19 or something completely different
* Your Manager will report you absent in the usual way via MyView
* Maintain usual contact with your line manager during your absence and notify them when you are well enough to return to work (remotely or physically)
* Your Manager will complete a Return to Work form in the usual way

***What will I get paid if I am off sick?***

Normal Occupational Sick Pay entitlements will apply in line with your terms and conditions of employment. These are shown below:

**OCCUPATIONAL SICK PAY ENTITLEMENT**

|  |
| --- |
| **ESCG/PLAZA OSP ENTITLEMENTS** |
| **CONTRACT TYPE** | **CONT. SERVICE ON FIRST DAY OF ABSENCE** | **OSP ENTITLEMENT** |
| ESCG/SCCH | First 6 months of service | SSP only |
| 6 months to 1 year of service | 4 weeks full pay |
| During 2nd year of service | 8 weeks full pay and 8 weeks half pay |
| During 3rd year of service | 16 weeks full pay and 16 weeks half pay |
| During 4th and 5th year of service | 20 weeks full pay and 20 weeks half pay |
| After 5 years of service | 26 weeks full pay and 26 weeks half pay |
| PLAZA | Up to 1 year | SSP only |
| 1 year and over | 6 days |
| **SDC OSP ENTITLEMENT FOR STAFF STARTING****PRIOR TO 1ST JANUARY 2016** |
| **CONTINUOUS EMPLOYMENT WITH COLLEGE** | **FULL PAY** | **HALF PAY** |
| Up to 4 months | 1 month | Nil |
| Over 4 months up to 1 year | 1 month | 2 months |
| Over 1 year and up to 2 years | 2 months (44 days) | 2 months |
| Over 2 years and up to 3 years | 4 months (88 days) | 4 months |
| Over 3 years and up to 4 years | 5 months (110 days) | 5 months |
| Over 4 years | 6 months (132 days) | 6 months |
| **SDC OSP ENTITLEMENT FOR STAFF** **STARTING AFTER 1ST JANUARY 2016** |
| **CONTINUOUS EMPLOYMENT WITH COLLEGE** | **FULL PAY** | **HALF PAY** |
| Up to 6 months | Nil – SSP only | Nil – SSP only |
| Over 6 months up to 1 year | 1 month | 1 month |
| Over 1 year and up to 2 years | 2 months (44 days) | 2 months |
| Over 2 years and up to 3 years | 3 months (66 days) | 3 months |
| Over 3 years  | 4 months (88 days) | 4 months |

Please note Statutory Sick Pay will be paid from day 1 instead of day 4 for those affected by coronavirus provided you meet the qualifying conditions.

***What if I cannot get a medical certificate?***

ESCG will be flexible with the requirement to provide evidence from the employee or worker on the eighth consecutive day of absence. We appreciate that it may be difficult to obtain a medical certificate within usual timeframes.

***How do I contact HR if I have any more questions?***

Your HR team may well still be working from home but can be contacted for further advice and guidance– a reminder of key contact details is here [HR & Payroll Contact details](https://eastsussexcollegegroup.sharepoint.com/%3Ab%3A/r/sites/ESCGIntranet/Staff%20contacts%20%20who%20does%20what/HR%20team.pdf?csf=1&web=1&e=3u9aDN)