

# **CORONAVIRUS (COVID-19): STAFFING GUIDANCE FOR SCHOOLS**

## **Introduction**

This guidance note is to assist schools in dealing with staff issues in relation to Coronavirus (COVID-19).

**THIS GUIDANCE IS BEING UPDATED REGULARLY. PLEASE THEREFORE REFER TO THE LATEST VERSION ON THE WES WEBSITE AND NOT TO A DOWNLOADED COPY.**

It provides information where staff may need to isolate or are absent due to Coronavirus (COVID-19).

Note for WCC maintained schools: All Coronavirus related isolation and sickness absence must be recorded in Your HR. It will not be picked up by SIMs and transferred through to Your HR via EAD so to ensure absence entitlements are correctly calculated for payroll purposes, Coronavirus related absences must be entered directly into Your HR as a priority by following the guidance below.

You may enter the absences into your SIMS system afterwards for the purposes of making claims in respect of the WES absence insurance scheme (if relevant) and for School Workforce Census reporting.

An education microsite set up by West Midlands Employers with advisory guidance and FAQ's is available [here](#).

A copy of the webinar that took place on Friday 20 March can be found here. Please note it is the same webinar held at different times due to high demand.

Webinar 1 - <https://attendee.gotowebinar.com/recording/7834950940423947011>

Webinar 2 - <https://attendee.gotowebinar.com/recording/6571308614900942349>

The guidance should be read in conjunction with further information and guidelines issued by the Council, Public Health England and the Government which can be found via the link below, and includes:

- Guidance for educational settings
- Latest government information and advice, including for returning travellers
- NHS information
- Travel advice

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

The DfE have issued guidance on what constitutes critical workers during the period of school closures from Monday 23 March 2020, called [Guidance for schools](#).

childcare providers, colleges and local authorities in England on maintaining educational provision, 19 March 2020

There is also Guidance for Schools About Temporarily Closing, covering what schools need to do during the Coronavirus outbreak.

The link to specific guidance to assist staff in addressing Coronavirus in educational settings can be found here:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

### Newly Qualified Teachers

Guidance published on changes to Newly Qualified Teacher (NQT) induction during the Coronavirus outbreak can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-induction-for-newly-qualified-teachers>

### Notice Provisions and Recruitment

A joint statement in relation to flexibility in Burgundy Book notice provisions and recruitment during the Coronavirus pandemic can be found at Appendix 1 below.

### **DfE Coronavirus helpline**

A national Department for Education Helpline has been established to answer questions about Coronavirus (COVID-19) relating to schools and other educational establishments:

Phone: 0800 046 8687

Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Opening hours: 8am to 6pm (Monday to Friday)

In order to best protect yourself and others, it is important to follow national guidelines.

Government guidance includes:

- Full guidance on staying at home and away from others
- Stay at home: guidance for households with possible coronavirus (COVID-19) infection
- Guidance on social distancing for everyone in the UK, which includes guidance for those who are at increased risk of severe illness from coronavirus

- Guidance on Shielding and Protecting People Defined on Medical Grounds as Extremely Vulnerable from COVID-19
- NHS guidance is also available - NHS - How to avoid catching or spreading coronavirus.

All staff must be mindful of the need to treat colleagues with dignity and respect during these exceptional circumstances and remember that actions are taken in line with government guidelines and to help prevent the spread of infection.

It is extremely important, as the national situation evolves, that we think about how we can best support the mental health and wellbeing of people affected by the outbreak – individuals, families, workplaces, schools, as well as people who are working hard to protect the health of our communities. The Mental Health foundation has some good advice here.

### **Isolation or Quarantine**

If there is a need for an employee to isolate in line with national guidelines – see here - the employee must inform their manager.

You will need to be aware of the following information in relation to terms and conditions of employment:

#### **Isolation for employees on NJC Green book terms and conditions**

Under the NJC Green Book sickness scheme an employee who is prevented from attending work because of contact with infectious disease is entitled to receive normal pay and the period of absence is not reckoned against the employee's entitlements under the sickness scheme.

#### **Isolation for employees on Burgundy Book terms and conditions of employment**

Under the Burgundy Book sick pay scheme where, in the opinion of an approved medical practitioner it is inadvisable for a teacher to attend duty for precautionary reasons due to infectious disease in the workplace, full pay shall be allowed during any enforced absence from duty. This provision also applies where the approved medical practitioner considers it inadvisable for the teacher to attend duty where they reside in a house in which another person is suffering from an infectious disease.

Approved medical practitioner may include NHS 111.

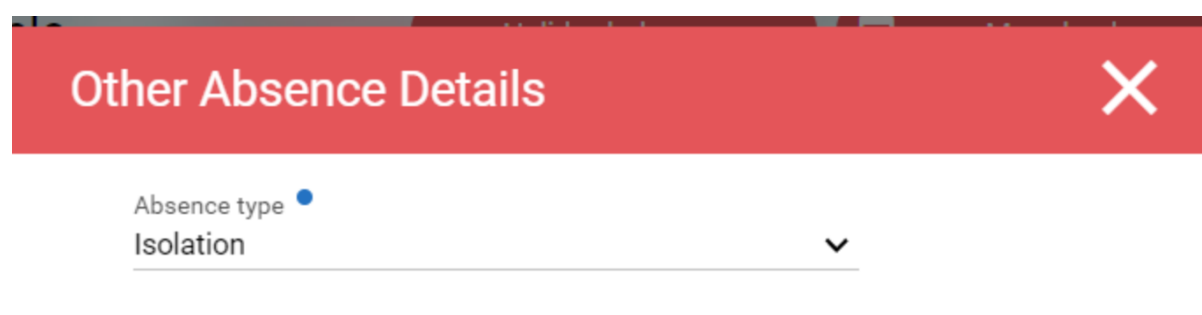
### **Recording isolation**

**For Warwickshire maintained schools all Coronavirus related isolation must be recorded in Your HR for monitoring purposes.**

**For other schools for example, academies and other customers, there is no need to record Coronavirus related isolation. If however, you want to enable the facility to record isolation in Your HR in line with this section of the guidance please contact [weshrandpayroll@warwickshire.gov.uk](mailto:weshrandpayroll@warwickshire.gov.uk)**

To clarify employees working from home who do not themselves have any symptoms of Coronavirus and do not live with anyone who has symptoms of Coronavirus must not be recorded as either isolated or sick.

All isolation in line with the national guidance must be recorded on Your HR under “Other Absence and Leave” choosing the type “Isolation”.



Managers entering the information will be able to leave the end date field open and therefore will need to end the record in due course.

Employees entering the information will find the start and end dates as mandatory fields and are advised to enter a period of no more than 14 days. The end date should be amended once known.



Click on any one of these and the absence record will be displayed. Click on the ‘New’ button to add a new absence.

If an ‘Other absence’ record does not exist, a blank ‘Other absence’ details screen is displayed.

Other absence details
New
MENU

Absence period

Absence period
More than one day

Absence start

Date
Type
Full day

Absence end

Date
Type
Full day
Expected end date

Absence

Absence type
Absence reason
<None>
Hide absence reason
☐
Position

<All Jobs>
Administrative Assistant (HR and Or
Clerical Officer (HR and Organisation

Where a written notice is provided to isolate this should be retained on the employee's personal file. Isolation notes can be accessed through [NHS 111 online](#)

If the situation changes and you become ill, you must follow the normal sickness absence reporting procedures for notifying sickness absence to your line manager – see sickness absence section below.

Your HR must reflect the actual end date in the isolation record under 'Other Absence and Leave' and a new sickness absence record opened – see the sickness absence section below.

To clarify employees working from home who do not themselves have any symptoms of Coronavirus and do not live with anyone who has symptoms of Coronavirus must not be recorded as either isolated or sick.

In the event that an employee is not ill but is isolating it is acceptable for that staff member to work from home during that time. If the employee's role is such that working from home is not possible, in such instances the employee will be permitted to isolate without any impact on their contractual pay.

The employee must notify their employer and will need to, if required, take any precautions that are prescribed by their medical practitioner. They must also remain in contact with their line manager and be available during their normal working hours

in the event that the line manager has to make contact with them whilst they are at home.

### **Sickness Absence due to Coronavirus (COVID-19)**

#### **Sickness absence for employees on NJC Green Book (“support staff”) terms and conditions of employment**

If you are isolated and become sick you should notify your manager of the change and this should be recorded as sickness absence in Your HR using the relevant reason e.g. flu. (Check that the isolation record in Your HR under Other Absence and Leave reflects the actual end date). If Coronavirus (COVID-19) is confirmed the reason for sickness absence must be changed from the original reason to Coronavirus (COVID-19). This will apply the updated reason to the whole period of the absence.

If the employee contracts Coronavirus (COVID-19) and has not previously isolated they must follow the normal sickness absence reporting procedures for notifying sickness absence to their line manager. A sickness absence reason has been added to Your HR – Coronavirus (COVID-19) – for recording this. The sickness absence is then treated in the same way as sickness absence for any other illness under the sickness absence scheme.

#### **Sickness absence for employees on Burgundy Book terms and conditions of employment**

If the teacher becomes ill, they must follow the normal sickness absence reporting procedures in school for notifying sickness absence, and the absence recorded in one of the following two ways:

##### **1. Coronavirus (COVID-19) contracted directly in the course of the teacher’s employment**

**For Warwickshire maintained schools this type of Coronavirus related sickness absence must be recorded in Your HR for monitoring purposes as set out below.**

**For other schools, for example, academies and other customers, there is no need to record this type of Coronavirus related sickness absence for pay purposes. If however, you want to enable the ability to record this in Your HR in line with this section of the guidance please contact [weshrandpayroll@warwickshire.gov.uk](mailto:weshrandpayroll@warwickshire.gov.uk)**

Where an approved medical practitioner/NHS 111 attests that there is evidence to show a reasonable probability that an absence is due to Coronavirus (COVID-19) contracted directly in the course of the teacher’s employment, and authorises that absence, full pay will be paid for the period of absence and:

- the period of this absence is not reckoned against the teacher’s entitlement to sick leave

- the period of this absence is reckonable for entitlements to Statutory Sick Pay

The absence must be recorded on Your HR under “Other Absence and Leave” choosing the type “Teachers/NHS Coronavirus in course of employment”.

## Other Absence Details

✕

Absence type ●

Teachers / NHS Coronavirus in course of employment ▼

Managers entering the information will be able to leave the end date field open and therefore will need to end the record in due course.

Employees entering the information will find the start and end dates as mandatory fields and are advised to enter a period of no more than 14 days. The end date should be amended once known.

If the employee has had previous other absences, these will be displayed from the left-hand side of the screen.



- Click on any one of these and the absence record will be displayed. Click on the New button to add a new absence
- If an “Other absence” record does not exist, a blank Other absence details screen is displayed.

Other absence details New
▼ MENU

**Absence period**

Absence period ● More than one day ▼

---

**Absence start**

Date ●

Type Full day ▼

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**Absence end**

Date

Type Full day ▼

Expected end date

---

**Absence**

Absence type ●  ▼

Absence reason <None> ▼

Hide absence reason ☐

Position <All Jobs> ▼

Administrative Assistant (HR and Or  
 Clerical Officer (HR and Organisation

## **2. Coronavirus (COVID-19) not contracted directly in the course of the teacher's employment**

Where the absence is due to Coronavirus (COVID-19) and it was not contracted directly in the course of the teacher's employment (as authorised by an approved medical practitioner/NHS 111), the period of sickness absence is treated in the same way as sickness absence for any other illness under the sickness absence scheme.

The sickness absence reason added to Your HR – Coronavirus (COVID-19) must be used for recording this.

### **Self-Certification and Fit notes**

Employees self-certify sickness absence for the first 7 days of sickness and a sick note (also known as a fit note) is normally required after 7 days. If an employee is off sick with Coronavirus, employees should not worry about providing a sick note. Self-certification and a back dated sick note can be provided if needed once they have been told that they are no longer contagious.

### **Business Continuity**

It may become necessary to deploy employees on a temporary basis to other duties due to absence of other employees. If this is the case, employees will need to be assisted, supported and trained, as far as possible, to be able to undertake another role on a temporary basis.

Unless there are urgent, mitigating reasons, employees should not be required to supervise large groups of children if they do not have experience of this, without adequate support being provided. If they agree to undertake a different role and/or working pattern they should continue to be paid at their normal contracted rate. Where they are temporarily undertaking roles that are paid at a higher rate than the usual contracted rate, they should receive the higher rate of pay for the duration of the assignment/redeployment.

Employees from defined vulnerable groups should **not be expected to attend the workplace** and should be supported to stay at home and work from there if possible.

### **School Easter opening arrangements 2020**

In terms of advice around school access and availability to children of critical workers, and vulnerable children, there is a consistent message to keep our schools open throughout the Easter period. There will be a range of local arrangements including rota systems to provide teaching staff with time off in lieu and linked provision between schools, but the underlying agreement is for schools to continue to offer a level of provision to meet needs of these children throughout.

### **Pay for non-teaching staff on Green Book terms and conditions**



Where non-teaching staff on Green Book terms and conditions work hours in addition to their normal contracted hours over the Easter school holiday period the following rates apply.

**Hours worked on what would normally be a working day**

Hours worked on days that would normally be a working day (i.e. – Mon to Thursday w/b 6 April, and Tuesday to Friday w/b 13 April) – normal plain time hourly rate for hours worked

**Overtime**

Any hours worked over 37 hours on the above days will be paid overtime if agreed in advance (this applies to part time employees too) at the rate of time and a half.

Part time staff will continue to be paid at plain time rate for additional hours worked up to 37 hours per week and within the parameters of the standard working week

**Easter Bank Holiday Weekend 2020 (assuming not part of normal working week)**

**For employees on spinal column point 18\* (in Scale I) and over**

Saturday – time and a half

Sunday and Public Hols (i.e. Good Friday, Easter Sunday and Easter Monday) – double time

**For employees on spinal column point 17 (bottom of Scale I) and under**

Saturday – time and a half

Sunday – double time

Public holidays (Good Friday, Easter Monday) - double time. In addition, at a later date, time off in lieu shall be allowed as follows:

- Half day off for time worked less than half the normal working hours on that day
- Full day off for time worked more than half the normal working hours on that day

\*Spinal Column point 18 falls in the middle of an I grade

Claims for hours worked by non-teaching staff over the Easter period that are in addition to normal contracted hours can be made in Your HR. The relevant option for payment of plain time, time and a half or double time will need to be selected when processing the claim.

**Supporting Employees**

Employees who are fit and well are expected to attend/carry out work. It is inevitable that some employees will be required to care for family members. In such cases, normal absence reporting procedures should be followed. The following procedures to support such absence may apply:

***Working from Home***

Managers will give consideration wherever possible to enable employees to work from home. This must be agreed in advance.

### ***Dependants Leave***

If an employee with caring responsibilities is required to take time off to deal an issue at short notice involving their dependant or needs to make any longer-term arrangements for care, managers may grant emergency dependant leave, usually of 1 or 2 days unpaid. This may be extended in these extenuating circumstances at the discretion of the manager.

This would apply to situations to do with Coronavirus (COVID-19). For example:

- if they have children they need to look after or arrange childcare for because their school has closed
- to help their child or another dependant if they're sick, or need to go into isolation or hospital

Employees should contact their line manager to see whether it is practical to work from home or whether other short-term leave arrangements can be made.

### **School Closures**

If it becomes necessary to temporarily close the school or educational setting on the advice of the local Health Prevention Team, and those employed at that school are required to remain at home, employees of that closed school will continue to receive contractual pay. During this period those employees will be required to be continually available for work and should remain within normal travelling distance from work, as they may be required to attend work at short notice.

### **Employee support**

#### **Occupational Health**

Health Partners previously known as Duradiamond provide a comprehensive occupational health service which is an innovative and cost-effective service focusing on increasing employee health and wellbeing.

The following additional services are available when/ if they are required:

**COVID Return to Work (RTW) Assessment** - Aim is to provide fitness for work guidance to employees returning from a period of self-isolation or following symptoms or a diagnosis of the Covid-19 Coronavirus.

**COVID Risk Assessment (RA)** - Aim is to provide a health risk assessment service to determine how vulnerable an employee is in relation to becoming seriously ill in the event of COVID-19 infection. This will enable employers to risk assess their workforce and to support business continuity planning.

The process for both assessments is (note different to usual referral process):

- 1-page referral form to be completed by employee
- RTW - form is sent by employee to specific Duradiamond Email address (not via the portal)

- RA - sent by manager to specific Duradiamond Email address (not via the portal)
- Admin team organise a 15-minute clinician led tele assessment
- RTW - manager will receive a Fitness Certificate advising on an employee's ability to return to work
- RA - manager will receive a risk assessment outcome certificate rating their risk categorisation from High to Low
- Cost is £45 each referral

Although the portal is not used for submission of the referral form the manager must be registered on the portal to receive the outcome certificates.

There is also a facility to provide assistance if an employee is not classed as vulnerable, however, may live with others who are vulnerable.

### **Employee Assistance Programme**

The Employee Assistance Programme (EAP) for Council employees is available to employees in school where the school has purchased this provision.

The Programme is designed to help with personal and professional problems which could be affecting home or work life, health or general wellbeing. The programme is run by Vita Health Group, formally known as Workplace Wellness.

The Programme provides unlimited access to information, support and guidance (including coaching and counselling where appropriate) on a wide range of topics including work/career, relationship/family, money management and debt and health and wellbeing.

**The Mental Health foundation** has some good advice [here](#) on supporting the mental health and wellbeing of people affected by the outbreak – individuals, families, workplaces, schools, as well as people who are working hard to protect the health of our communities.

### **QUESTIONS AND ANSWERS**

**What if I am considered at increased risk from Coronavirus due to my age, underlying medical condition or pregnancy?**

The Government has provided [Guidance on social distancing for everyone in the UK, which includes guidance for those who are at increased risk of severe illness from coronavirus](#).

This strongly advises to follow social distancing measures as much as possible and to significantly limit face-to-face interaction with friends and family if possible, for those who are:

- over 70

- have an underlying health condition
- are pregnant

This advice is likely to be in place for some weeks.

Government advice for employers and businesses includes specific advice on vulnerable groups. This is updated on a regular basis and the live version should be referred to.

On 21 March, in addition to the above, the Government strongly advised people with serious underlying health conditions (see link below) which put them at very high risk of severe illness from coronavirus (COVID-19), to rigorously follow shielding measures in order to keep themselves safe.

Shielding is a measure to protect people who are clinically extremely vulnerable by minimising their interactions with others. They are strongly advised to stay at home at all times and avoid any face-to-face contact for a period of at least 12 weeks from the day they receive their letter from the authorities, which should arrive during the week beginning 23 March. Please note that this period of time could change.

- [Guidance on Shielding and Protecting People Defined on Medical Grounds as Extremely Vulnerable from COVID-19](#)

The guidance is that:

- employees from defined vulnerable groups should **not be expected to attend the workplace** and should be supported to stay at home and work from there if possible.
- ensure employees who are in a vulnerable group are strongly advised to follow social distancing guidance

Staff must continue to make themselves available for alternative work from home.

### **What if I live with someone, or am supporting someone, who is considered at increased risk from coronavirus?**

Our expectation during these difficult times is that staff are available to attend work unless they are isolating in accordance with government guidelines because they, or a member of their household, have symptoms.

Any member of staff who is themselves considered as vulnerable or extremely vulnerable to coronavirus should not be expected to attend the workplace and should be supported to stay at home, with reassignment of tasks suitable for home working. Where staff are expressing concerns about attending work and their role requires them to do so, managers should find out the circumstances, being supportive as there is uncertainty and staff may be dealing with particularly difficult circumstances.

For those who do not themselves meet the criteria for being vulnerable or extremely vulnerable, isolation or sickness, managers should encourage and coach staff to attend work. This may be by encouraging key/critical workers to make

use of the school provision and/or more widely looking to change working arrangements to accommodate an individual's specific circumstances. Please refer to the question on Caring for Dependants below and consider the following flexible ways to support including:

- reducing hours
- changing working patterns
- reassigning tasks that can be done at home
- granting unpaid dependents leave.
- 

This, of course, needs to be balanced with the delivery of the essential service.

### **What should I do if I need to care for dependants, such as if my child's school is closed?**

If an employee with caring responsibilities is required to take time off to deal with an issue at short notice involving their dependant or needs to make any longer-term arrangements for care, managers may grant emergency dependant leave, usually of 1 or 2 days unpaid. This may be extended in these extenuating circumstances at the discretion of the manager.

This would apply to situations to do with coronavirus. For example:

- if they have children they need to look after or arrange childcare for because their school has closed
- to help their child or another dependant if they're sick or need to go into isolation or hospital.

Employees should contact their line manager to see whether it is practical to work from home or whether other short-term leave arrangements can be made.

### **What if I need a sick note?**

Employees self-certify sickness absence for the first 7 days of sickness and a sick note (also known as a fit note) is normally required after 7 days. If you have symptoms of, or have been diagnosed with, Coronavirus, do not worry about providing a sick note. Self-certification and a back dated sick note can be provided, if needed, once you have been told that you are no longer contagious.

### **If I isolate due to coronavirus will it be counted towards triggers under the Sickness Absence Management Procedure?**

If you need to isolate in line with national guidelines, then your period of absence will not count as sickness absence

### **Staying in touch**

You should inform your line manager of any change of circumstance. Please provide them with your current contact details. Your manager will liaise with you as to any developments you should be made aware of.

### **Am I isolated if I am working at home and I am well?**

To clarify employees working from home who do not themselves have any symptoms of Coronavirus and do not live with anyone who has symptoms of Coronavirus must not be recorded as either isolated or sick.

### **Will I be paid if I isolate?**

If you isolate in line with national guidelines you will be paid your normal pay while you are unable to attend work, and your period of absence will not count towards your sick pay entitlement. Nor will any such absence fall within the Sickness Absence Management Procedure.

### **Can I work from home if I am required to isolate?**

If you are not ill but isolating depending on your role you may be asked to work from home during that time. However, there will be no detriment to those employees who are not able to work from home. If you are able to work from home please confine your contact with colleagues and others to email, phone or other electronic means.

### **What if I am working from home and my circumstances change?**

It is important that you update your line manager with any change in your circumstances. If you are advised to isolate or become sick due to Coronavirus you need to let your line manager know so that your situation can be discussed further, and Your HR can be updated.

### **What if my school closes?**

If it becomes necessary to temporarily close the school or educational setting on the advice of the local Health Prevention Team, and you are employed at that school and required to remain at home, as an employee of that closed school you will continue to receive contractual pay.

During this period, you should remain within normal travelling distance from work, as you may be required to attend work at short notice.

To clarify employees working from home who do not themselves have any symptoms of Coronavirus and do not live with anyone who has symptoms of Coronavirus must not be recorded as either isolated or sick.

### **Is there any guidance for parents and carers on closure of schools and nurseries?**

You can find national guidance specific to parents and carers [here](#)

### **What happens if I am pregnant and cannot get a certificate of expected confinement due to surgeries / clinics being inundated with callers?**

Everyone should stop non-essential contact with others. If you are prevented from being able to obtain a certificate of confinement you can provide an application for Maternity Leave with the expected date of confinement.

### **What should I do if I am caring for someone who has or may have coronavirus?**

If you are caring for someone who you find has or may have coronavirus, you should access the [NHS online Coronavirus service](#) and follow the guidance provided. You must advise your line manager of any change of circumstance. During any advised isolation period working from home can be considered.

### **What if I am asked to undertake a different role to my normal role?**

You may be asked to undertake another role. Unless there are urgent, mitigating reasons, you should not be required to supervise large groups of children if you do not have experience of this, without adequate support being provided. If you agree to undertake a different role and/or working pattern you should continue to be paid at your normal contracted rate. Where you are temporarily undertaking roles that are paid at a higher rate than your usual contracted rate you should receive the higher rate of pay for the duration of the assignment/redeployment. Arrangements will be made to pay the higher rate as soon as practically possible.

Employees from defined vulnerable groups should **not be expected to attend the workplace** and should be supported to stay at home and work from there if possible.

### **What about the pay increases in April?**

Any increase in salary scale point increments that are due will be paid as normal.

The annual pay award is still being negotiated and once the negotiations have been concluded any agreed pay award will be backdated to 1 April for employees where this is appropriate.

## Appendix 1

### Covid-19 pandemic guidance –

#### Burgundy Book notice periods for teachers and school leaders

##### Jointly agreed statement between ASCL, LGA, NAHT, NASUWT NEU and NGA

The Easter period and thereafter is typically a very busy time for school recruitment. In light of the current school closures, there may well be disruption to the recruitment and resignation processes for those schools governed by or using the Burgundy Book provisions; in particular the requirement for teachers to provide written notice by 31 May of their intention to leave a school's employment by 31 August of any year. (For head teachers the deadline to provide written notice is by 30 April of their intention to leave a school's employment by 31 August of any year).

The extent of the impact will vary from school to school and therefore we do not believe that there should be any changes to the notice periods. In this difficult period, there will need to be an element of flexibility all round. We would encourage schools to have a flexible response, if it appears that teachers and leaders are impacted by the Covid19 pandemic and submit a resignation outside of the normal timeframe. For those employees that are looking to resign and/or retire themselves, we would encourage you to provide your governing boards and/or senior leadership team with as much notice as possible and stay within the standard notice period dates as far as is possible, as you would do in normal circumstances. It may also be helpful to direct boards to NGA's current guidance on managing the head teacher recruitment process in the current situation.

In terms of recruitment, schools may wish to consider managing applications and interviews virtually while the advice from the government is to remain at home or choose to delay advertising vacancies until later in the year. Schools should not be conducting face to face interviews or encouraging applicants to visit schools during this period.

We are raising the potential impact of any disruption with the Department for Education (DfE), asking for further guidance and support for schools to ensure that there is not a deficit of teachers and/or leaders, who have been unable to move around the system, ready for the Autumn term.



## Appendix 2

### **Relevant extracts from Conditions of Service**

#### **Burgundy Book**

##### **10. Contact with infectious diseases – pages 11-12**

10.1 When the approved medical practitioner attests that there is evidence to show a reasonable probability that an absence was due to an infectious or contagious illness contracted directly in the course of the teacher's employment full pay shall be allowed for such period of absence as may be authorised by the approved medical practitioner as being due to the illness, and such absence shall not be reckoned against the teacher's entitlement to sick leave under paragraph 2 above, though such absences are reckonable for entitlement to Statutory Sick Pay.

10.2 Where the absence is attested by the approved medical practitioner to be due to pulmonary tuberculosis and the teacher carries out an approved course of treatment full salary shall be paid in respect of the first twelve calendar months of the period of absence after attestation and further full or half-pay shall be allowed at the discretion of the employer. 11 12

10.3 A teacher residing in a house in which some other person is suffering from an infectious disease shall at once notify the employer and the teacher shall, if required, take such precautions as may be prescribed, provided that if in the opinion of the approved medical practitioner it is considered inadvisable, notwithstanding such precautions, for such teacher to attend duty, full pay shall be allowed during any enforced absence from duty, such pay being sick pay for the purpose of paragraphs 3 to 7.5 above. This provision will also apply where, in the opinion of an approved medical practitioner, it is inadvisable for a teacher to attend duty for precautionary reasons due to infectious disease in the workplace. The period of the absence under this paragraph shall not be reckoned against the teacher's entitlement to sick leave under paragraph 2 above, though such absences are reckonable for entitlements to Statutory Sick Pay.

#### **Green Book**

The Green Book sickness scheme, which at Part 2, paragraph 10.9 provides: "An employee who is prevented from attending work because of contact with infectious disease shall be entitled to receive normal pay. The period of absence on this account shall not be reckoned against the employee's entitlements under this scheme."

**06 April 2020**