

Overview of temporary measures in place until 13th November 2020

NB:

- Measures will be reviewed w/c 02/11/20
- GEOAmeY reserve the right to amend these rules should the COVID-19 guidance change significantly or rapidly

These measures are predicated on:

1. Employee's full adherence to all GEOAmeY issued guidelines including specifically:
 - Coronavirus preventative guidance 18/03/20
 - Social distancing and PPE guidance 21/04/20
 - GEOAmeY COVID-secure guidelines 20/05/20
 - Coronavirus new isolation guidance 04/08/20
2. The understanding that it would be unlikely for a colleague, if following all guidelines as communicated, to be identified as 'a contact' (as defined by government guidelines, Public Health England, Public Health Wales, Health Protection Scotland) and where non-compliance of the guidelines results in being identified as a contact, an investigation regarding employee behaviour will commence

Measures effective from 5/10/20

Scenario	Payment	Procedure	Impact
Colleague advised by NHS tracing service, GEOAmeY (Account Director), SPS, MoJ, Public Health England, Public Health Wales or Health Protection Scotland to self-isolate for 14 days. (Employees not contacted by official organisation ie. GEOAmeY (Account Director), NHS tracing service, SPS, MoJ, Public Health England, Public Health Wales, Health Protection Scotland are expected to be in work)	Full pay for self-isolation period	Employee to follow Government / NHS guidance regarding isolation (14 days) and where advised by an NHS tracing service employee will provide their 'isolation note' to GEOAmeY (obtained via NHS tracing service) Testing not applicable unless employee develops symptoms.	No impact on pay or absence record

<p>Employee has symptoms (resulting in a negative test result).</p>	<p>CSP (Company sick pay) - day 1 onwards until result and return to work</p>	<p>Employee isolates as soon as symptoms develop and organises test.</p> <p>On receipt of negative result employee returns to work.</p>	<p>No impact on absence record for 1st instance where test is negative.</p> <p>1st incident will trigger a welfare conversation (no disciplinary)</p> <p>Subsequent instances will trigger further investigation.</p>
<p>Employee has symptoms (resulting in a positive test result)</p>	<p>CSP (Company sick pay) - day 1 onwards until result and return to work</p> <p>If sick pay entitlement has expired due to previous absences or in the event the employee is within their first year of employment, case by case review by HR can agree to pay at half pay</p>	<p>Employee isolates as soon as symptoms develop and organises test.</p> <p>On receipt of positive test employee should follow government guidelines regarding isolation (10 days)</p> <p>Employee complete recent contact information via the NHS tracing service and any other information requested</p>	<p>No impact, will not trigger disciplinary or impact absence record</p>
<p>Someone in the employee's household/bubble has symptoms (resulting in a negative test result).</p>	<p>CSP (Company sick pay) - day 1 onwards until result and return to work</p>	<p>Employee isolates as soon as symptoms develop and household/bubble member organises test.</p> <p>On receipt of negative result employee returns to work.</p>	<p>No impact on absence record for 1st instance where test is negative.</p> <p>1st incident will trigger welfare conversation (no disciplinary),</p> <p>Subsequent instances will trigger further investigation.</p>
<p>Someone in the employee's household/bubble has symptoms (resulting in a positive test result)</p>	<p>CSP (Company sick pay) - day 1 onwards until result and return to work</p>	<p>Employee isolates as soon as symptoms develop and household/bubble member organises test.</p> <p>On receipt of positive test employee should follow government guidelines regarding isolation (14 days)</p>	<p>No impact on absence record for 1st instance.</p> <p>1st incident will trigger welfare conversation (no disciplinary),</p> <p>Subsequent instances will trigger further investigation.</p>

		Testing not applicable unless employee develops symptoms.	
<p>Custody has symptoms/tests positive and employee is identified and contacted via NHS tracing service, GEOamey (Account Director), SPS, MoJ, Public Health England, Public Health Wales or Health Protection Scotland</p>	Full pay for self-isolation period	<p>Employee to follow Government / NHS guidance regarding isolation (14 days) and where advised by an NHS tracing service employee will provide their 'isolation note' to GEOamey (obtained via NHS tracing service)</p> <p>Testing not applicable unless employee develops symptoms.</p> <p>(Employees not contacted by official organisation ie. GEOamey (Account Director), NHS tracing service, SPS, MoJ, Public Health England, Public Health Wales, Health Protection Scotland are expected to be in work)</p>	No impact on pay or absence record.
<p>Fellow colleague has symptoms and subsequently tests positive.</p> <p>This scenario is with reference to immediate colleagues of COVID-19 confirmed employee who have been identified as a 'contact' by the NHS tracing service, GEOamey (Account Director), SPS, MoJ, Public Health England, Public Health Wales or Health Protection Scotland</p>	Full pay for self-isolation period	<p>Employee to follow Government / NHS guidance regarding isolation (14 days) and where advised by an NHS tracing service employee will provide their 'isolation note' to GEOamey (obtained via NHS tracing service)</p> <p>Testing not applicable unless employee develops symptoms.</p> <p>Use of PPE and contact will be reviewed to check compliance</p> <p>(Employees not contacted by official organisation ie.</p>	No impact on pay or absence record.

		GEOamey, NHS tracing service, SPS, MoJ, Public Health England, Public Health Wales, Health Protection Scotland are expected to be in work)	
Shielding is reintroduced	Full pay	Colleagues evidenced as 'shielders' will follow the most recent guidance issued in this scenario	No impact,

Sickness triggers will not be activated if reason for absence is COVID-19 related self-isolation as outlined in the table above however, if an employee has > 1 instance or scenario, we will review and, taking the pandemic and other mitigating factors into account decide on appropriate next steps.

If sickness absence sanctions have been triggered as a result of 1st instance of COVID-19 related absence (not conduct) at next absence meeting the COVID-19 absence will be erased.

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