

## Remuneration Guide COVID19 Updated

### 07.01.21 (England, Scotland & Wales)

All employees in all homes managed by HCMS and all HCMS employees will be covered by the following arrangements:

<b>Category</b>	<b>Pay</b>
Employees self-isolating for 10 days because they have COVID19 symptoms	Employees will receive full pay. This will be in place until March 2021.
Employees self-isolating for 10 days because someone in their household is displaying COVID19 symptoms or has a positive COVID test by PCR.	Employees will receive full pay. This will be in place until March 2021.
Employees self-isolating for 14 days from first positive PCR test result because they have received hospital treatment for COVID.	Employees will receive full pay. This will be in place until March 2021. If staff need to be off longer than 14 days each case will be assessed separately as to whether full pay will continue.
Employees not at work who are displaying symptoms and awaiting a test	Employees will receive full pay. This will be in place until March 2021
Employees with a child sent home from school because they are part of a bubble but are not displaying symptoms. The employee cannot attend work because they do not have any child care for their child during the isolation period.	Employees will receive full pay. This will be in place until March 2021. Evidence from the school will need to be provided to be eligible for full pay.
Employees who test positive and have to isolate for 10 days and their child has to self-isolate for 10 days.	Employees will receive full pay. This will be in place until March 2021. Positive test for staff member will be evidence.
Employees who are extremely clinically vulnerable and have been advised not to attend work for a period of time because of local tier/level system restrictions/national lockdown. Formal notification will be required to be provided from NHS or GP/Consultant	Employees will be entered onto the Furlough system and will receive 80% (up to £2,500 per month). This is will be reviewed in line with tier/national lockdown restriction reviews. This is likely to affect areas (but not in all cases) where the tier or level is 3 or above
Employees who have an extremely clinically vulnerable child and have been advised not to attend school for the period of time because of local restrictions/national lockdown and are unable to work due to looking after the child. Formal notification will be required to be provided from NHS or GP/Consultant	Employees will be entered onto the Furlough system and will receive 80% (up to £2,500 per month). This is will be reviewed in line with tier restriction reviews. This is likely to affect areas (but not in all cases) where the tier or level is 3 or above
Employees who receive a letter from their GP/Consultant and who has been advised not attend work for a period of time because of local tier/level system restrictions/national lockdown.	Employees will be entered onto the Furlough system and will receive 80% (up to £2,500 per month). This is will be reviewed in line with

	<p>tier/national lockdown restriction reviews.</p> <p>This is likely to affect areas (but not in all cases) where the tier or level is 3 or above</p>
<p>Employees who do not have childcare because their child's school is closed</p>	<p>Employees may be entered onto the Furlough system and will receive 80% (up to £2,500 per month).</p> <p>This is will be reviewed in line with tier /national lockdown restriction reviews.</p> <p>Evidence that places are not available at school to be used as evidence</p>
<p>Employees who have an extremely clinically vulnerable family member living in the same household</p>	<p>Employees may be entered onto the Furlough system and will receive 80% (up to £2,500 per month).</p> <p>This is will be reviewed in line with tier restriction/national lockdown reviews.</p> <p>Evidence of letter for family member to be used as evidence</p>
<p>Employees who receive a "fit note" from their GP/Consultant</p>	<p>Statutory Sick Pay</p>
<p><b>Employees less than 28 weeks pregnant</b></p> <p>A full risk assessment will be conducted to establish if reasonable adjustments are possible to allow them to remain in the workplace.</p> <p>Where this is not possible or the employee or their midwife/consultant has reason to believe that they and their unborn child are at risk</p> <p><b>Employees more than 28 weeks pregnant are at a higher risk of becoming seriously ill if they contract Covid-19</b></p> <p>A full risk assessment will be conducted. To establish if reasonable adjustments are possible to allow them to remain in the work place.</p> <p>Where this is not possible or the employee or their midwife/consultant has reason to believe that they and their unborn child are at risk</p>	<p>Employees will be entered onto the Furlough system and will receive 80% (up to £2,500 per month). The remaining 20% will be paid by the employer as a top up MATB1 form or letter from GP/Consultant would be used as evidence of pregnancy</p> <p>Employees will be entered onto the Furlough system and will receive 80% (up to £2,500 per month). The remaining 20% will be paid by the employer as a top up MATB1 form or letter from GP/Consultant would be used as evidence of pregnancy</p> <p>This provision will be until maternity leave commences at 36 weeks or before</p>

<p>Employees who have to self-isolate for 7 or 14 days due to having an operation or has to self-isolate for 7 or 14 days because a family member is having an operation</p>	<p>Employees will receive full pay. To be eligible, a letter from the hospital confirming the isolation period will need to be shown to the Home Manager</p>
<p>Employees returning from a country which requires them to self-isolate for 10 days.</p>	<p>Employees are encouraged to inform their managers if they travelling abroad and where they are travelling to. Anyone who is required to self-isolate on return to the UK from travel will not be paid. There may be the opportunity to take annual leave that has been accrued but this must be authorised by the Home Manager.</p>
<p>Employees who have the COVID vaccination in their own time</p>	<p>1.5 hours will be paid.</p> <p>Normal pay will be paid if the COVID vaccine is done during work time</p>
<p>Employees who choose to self- isolate for any other reason than those listed above will not receive any payment for the duration of their absence.</p>	<p>Unpaid</p>