

## **Isolation Pay Statement – COVID-19 and School Closures**

Following the release of the Government's 'Test and Trace' programme, and the changes to the categories of those who have been told to shield, we want to clarify the arrangements for staff who are affected.

If you show symptoms, you should isolate for seven days and report this to your line manager. If you are not fit to work during this time, you should report yourself as 'ill' into staff absence in the same way you would do so normally. You will remain on full pay if you are able to work from home. If you report in as 'ill', the normal sick pay benefit will apply.

If a member of your household displays symptoms, you should isolate for fourteen days and report this to your line manager. You will remain on full pay if you are able to work from home. If you develop symptoms during this time, you should follow the above procedure.

If you are told to isolate by the NHS 'Test and Trace' programme, you will remain on full pay if you are able to work from home. If you, or a member of your household, develops symptoms, you should follow the above procedures.

From 1<sup>st</sup> August 2020, shielding has been paused nationally by the Government. Vulnerable and Extremely Clinically Vulnerable staff are therefore expected to return to work under a risk assessment. If you are unable to return to work, you should contact the Executive Principal to discuss one of the following options:

- Working from home (only available to staff whose main duties can be completed remotely);
- Phased return to work with added health and safety measures;
- A period of unpaid leave at the discretion of the Executive Principal.

**Kate Tague**  
**Executive Principal**

**August 2020**