

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

Following the release of the Government's 'Test and Trace' programme, we want to clarify the arrangements for staff who may be affected by the need to self-isolate.

### **If you, or somebody in your household, shows symptoms**

If you show symptoms, you should isolate for ten 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. If you are fit and well enough to work from home, you will remain on full pay. 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 ten 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 because you have been in contact with somebody who has tested positive**

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.

### **If you have been told to formally shield or chose to continue to shield**

From 1<sup>st</sup> August 2020, shielding has been paused nationally by the Government. Clinically vulnerable and extremely clinically vulnerable staff are therefore expected to return to work under a risk assessment. Risk assessments for affected staff were carried out by the Executive Principal prior to reopening in September 2020 and have been reviewed during the week of Monday 2<sup>nd</sup> November.

Staff who choose not to return to work after shielding has been ended by the UK Government should make themselves known to the Executive Principal. The employee's job description will be reviewed to establish whether they can fully discharge their normal duties from home and, where this is not possible, they will be moved to Statutory Sick Pay (SSP) or offered an extended period of unpaid compassionate leave where medical evidence cannot be provided to certify a period of sick leave.

### **Travel Quarantine**

Employees who travel internationally during the COVID-19 pandemic may have to isolate in line with national guidelines. These guidelines change regularly and may be different depending on the country to which the employee intends to travel. It is therefore recommended that the employee seeks advice from the Foreign and Commonwealth Office in advance of their expected date of travel and discusses this with the Academy.

Where an employee's period of isolation prohibits their attendance at work, the quarantine period will be unpaid unless one of the following exemptions apply:

- Continued periods of enforced school closures enabling all staff to work and/or teach remotely from home (or location of quarantine) regardless of the need to isolate;
- Changes to a travel corridor affecting the employee's return to the UK between them leaving and their expected date of return, i.e. if a travel corridor was suspended whilst out of the country meaning quarantine is effective on return;

- Other exceptional circumstances by prior agreement of the Executive Principal.

**January 2021 – Temporary Addendum**

*As part of the response to increasing rates of infection, the UK Government enforced a lockdown in England, effective from January 2021. During this time, Clinically Extremely Vulnerable staff have been told to commence shielding again and have been provided with letters from either the NHS or Department for Health and Social Care to confirm this. Irrespective of their ability to discharge their usual duties, staff in this situation will remain on full pay where the aforementioned letter is provided as evidence. When the UK Government confirm the end of this period of shielding, clinically extremely vulnerable staff will be expected to return to work under a risk assessment which will be reviewed with the Executive Principal prior to the return to onsite working.*

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

**February 2021**