**1 Purpose of the Guidance**

1.1 This guidance is to assist with the management of staff during the current period of time so that we can be clear about the availability of staff to respond to the needs of children, young people and their families. It is intended to complement rather than to replace any advice, guidance or instructions issued by the council.

1.2 The situation will change and this guidance will therefore be updated accordingly – please check the version number and date of issue, shown below.

**2 Homeworking**

2.1 Managers in each service area in CYPS will already have made arrangements for staff to either alternate between working at home and working from their normal office base or for them to be entirely based at home for the foreseeable future. Homeworking is therefore the norm for much of the time for many of our staff.

2.2 Staff will need either a council laptop or access to their own computer in order to work from home.

* If members of your team do not have access to either, then they will be prioritised for allocation if their need is identified to IT;
* Some council laptops do not have microphones which limits their ability to join Skype or other virtual meetings in which case a request should be sent to IT for a solution;
* The recently updated remote access portal for staff using their own computers is stable and straight forward to set up but does not allow staff to participate in Skype or other virtual meetings.

2.3 Where staff are working from home, managers should be providing guidance on the work to be undertaken and monitoring the completion of the work allocated as appropriate. Staff are expected to record work that they have completed in the normal way as far as is possible.

2.4 Supervision should be provided to staff on a regular basis, using Skype or a telephone call with the usual frequency. A record should be made of that supervision and any management instructions provided where possible using the usual recoding arrangements and, if not, by email.

**3 Volunteering**

3.1 There have been requests for members of staff to volunteer to assist with the distribution of food and other essential items. Please remind staff within your service area that they should discuss this with you before putting forward their names in order that we can ensure that there are sufficient staff in CYPS to continue to provide essential services.

**4 Re-Deployment**

4.1 All staff should be aware that they may be required to undertake different roles in order to support the council’s emergency plans. Further information will follow.

**5 Reporting Self Isolation Incidents**

5.1 Managers are asked to complete the returns each day to record which members of staff have informed them that they are self-isolating. Depending upon the reason for the self-isolation, it is likely that the member of staff will be able to continue to work but only from home but on the same basis as any other member of staff working from home (as set out above, Section 2).

5.2 When completing the self-isolation incidence report, pleas ensure that the information is recorded accurately and, in particular, the service area, the normal work place, the date of the report and the reason with further details as appropriate.

* Recording the Service Area will enable us to identify services where there is specific pressure on staff availability;
* Recording the Normal Work Place may provide early evidence of infection within a staff group;
* The date of and the reason for self-isolation provides the basis for follow up actions (see below). The categories are:
  + Age;
  + Underlying health condition;
  + Ill-health (general);
  + Covid 19 symptoms;
  + Household Member Self Isolating due to Covid 19 (symptoms, underlying health condition, age);
  + Covid 19 diagnosis.

5.3 **Managers are also required to update the record for the member of staff in Oracle**.

5.4 As with any period of sickness absence, managers should be in contact with members of staff who are self-isolating on a regular basis in order to check on their welfare and, if they are working from home, to provide direction on the work that they are undertaking.

**6 Concluding Self Isolation Incidents**

6.1 Self-isolation is usually for a period of 14 days. As set out above, most staff will continue to work during this period of time. At the conclusion of the 14 day period, managers should check in with the member of staff and update their status as follows:

* Members of staff who have been self-isolating because of age are following government advice. Their situation isn’t going to change and therefore they should continue to work from home. Managers stay in contact with them; **the 7/14 days does not apply and they remain on the list.**
* Where a members of staff has an underlying health condition, managers need to confirm with the member of staff that is an ongoing condition. The member of staff is, therefore, following government advice and should continue to work from home. Managers should stay in contact with them; **the 7/14 days does not apply and they remain on the list.**
* Where a member of staff reported that they were unwell (i.e. not an underlying health condition and not Covid 19 symptoms), then their period of self-isolation should cease when they have recovered from that illness / after 7 days, whichever is the sooner. The member of staff should then work according to the same arrangements as are applicable to other members of that service i.e. either rotating between office and home or entirely working from home. **The 7/14 day period is applicable and their status should be updated on the report.**
* Where a member of staff reported that they had COVID 19 symptoms, then after 7 days their period of self-isolation should conclude. The member of staff should then work according to the same arrangements as are applicable to other members of that service i.e. either rotating between office and home or entirely working from home. **The 7/14 day period is applicable and their status should be updated on the report.**
* Where a member of staff has reported that a member of their household has Covid 19 symptoms, they should self-isolate for 14 days. The member of staff should then work according to the same arrangements as are applicable to other members of that service i.e. either rotating between office and home or entirely working from home. **The 7/14 day period is applicable and their status should be updated on the report.**
* Where a member of staff has reported that a member of their household is self-isolating due to their age or an underlying health condition, then those circumstances are unlikely to change and that member of staff will continue to work from home. Managers should stay in contact with them; **the 7/14 days does not apply and they remain on the list.**
* Where a member of staff has reported that they have been diagnosed with COVID 19, then after 7 days their period of self-isolation should conclude. The member of staff should then work according to the same arrangements as are applicable to other members of that service i.e. either rotating between office and home or entirely working from home. **The 7/14 day period is applicable and their status should be updated on the report.**

6.2 **In all circumstances, managers should both update the self-isolation report and Oracle.**

**Government Guidance on how long to self-isolate**

**If you have symptoms of coronavirus, you'll need to self-isolate for 7 days.**

After 7 days:

* if you do not have a high temperature, you do not need to self-isolate
* if you still have a high temperature, keep self-isolating until your temperature returns to normal
* You do not need to self-isolate if you just have a cough after 7 days. A cough can last for several weeks after the infection has gone.

**If you live with someone who has symptoms**

* If you live with someone who has symptoms, you'll need to self-isolate for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear.
* If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.
* If you get symptoms, self-isolate for 7 days from when your symptoms start, even if it means you're self-isolating for longer than 14 days.
* If you do not get symptoms, you can stop self-isolating after 14 days.