

Neath Port Talbot Staff Information Regarding Coronavirus **UPDATED FREQUENTLY ASKED QUESTIONS**

Question: What should I do if I feel unwell?

Answer:

The most common symptoms of coronavirus are recent onset of:

- New continuous cough and/or
- a high temperature

Refer to the Public Health Wales (PHW) Guidance for people with symptoms of the Coronavirus which tells you what you need to do – you do not need to call NHS111 to go into self-isolation. If you have new symptoms as described above you should self-isolate at home, and follow the PHW guidance. You should contact your line manager, and discuss whether you are well enough to work at home – in which case you will not need to report as sick. If your job lends itself to it, you and your line manager should agree activity you can carry out at home. You should keep in touch with your line manager, and let them know if your condition deteriorates. If it does not, refer to the PHW guidance which sets out when you can return to work (7 days after the onset of symptoms if you feel better and no longer have a high temperature you can return to your normal routine).

If you are not well enough to work from home, then you should report as sick, and follow the normal sickness reporting procedures, keeping in touch with your line manager on a regular basis.

If your symptoms worsen during home isolation or are no better after 7 days contact NHS 111 online at 111.nhs.uk. If you have no internet access you should call NHS 111. For a medical emergency dial 999.

<https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/self-isolation-advice/>

Question: If the Public Health Wales advice is that I need to self-isolate, will I get paid?

Answer: Yes, you will receive normal pay. If you are not sick (e.g. you feel well enough to carry out work from home), you do not need to report as sick and your absence will not be counted as sickness absence against your record. Your absence will be recorded as 'self-isolation' for the purposes of Council wide monitoring on the scale of the impact of the Coronavirus (managers should record this on the monthly absence return). However you should report to your manager by telephone to let them know why you cannot attend work and confirm the advice that you have received. You must keep in contact with your manager on a very regular basis. Your manager can require you to work from home and it is expected that you will do so if your job lends itself to any duties you can carry out at home. You should discuss this with your manager.

Question: If I need to self-isolate and I am not well enough to work from home, will this go on my sickness record and will I be paid?

Answer: Yes, if you are ill with the coronavirus then you will be paid in line with the Council's sick pay scheme, and your sickness record will be updated to show that you are absent from work as a result of the illness. You should follow the normal sickness reporting procedure and keeping in touch requirements as set out in the Council's policies and procedures.

Question: I have been self-isolating because I have had symptoms of the Coronavirus. When can I come back to work?

Answer: Refer to the Public Health Wales guidance which sets out when you can return to work - 7 days after the onset of symptoms if you feel better and no longer have a high temperature you can return to your normal routine

<https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/self-isolation-advice/>

Question: I was due to take some pre-booked annual leave, but I have now developed symptoms of Coronavirus and in line with the Public Health Wales guidance will self-isolate for 7 days – can I cancel my annual leave and take it at an alternative date?

Answer: Yes, if you have to self-isolate you can cancel pre-booked annual leave. You should ring your line manager (in line with normal reporting arrangements) to discuss and agree this. You must keep in contact with your manager on a very regular basis. If you are well enough to do, and as an alternative to sick absence, if your job lends itself to it, you can agree with your line manager that you will work from home.

Question: I am going on a pre-arranged holiday soon – will I have to self-isolate when I come home? Should I come in to work?

Answer: Check the most up to date advice on the Gov.Uk website – this is updated on a regular basis and takes account of the changing spread of the virus:

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

Question: I have returned from holiday – do I have to self-isolate? Should I come in to work?

Answer: Check the most up to date advice on the [Gov.Uk](https://www.gov.uk) website – this is updated on a regular basis and takes account of the changing spread of the virus:

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

Question: My partner / friend / family member **needs to** self-isolate. Should I come into work?

Answer: Check the most up to date advice on the Public Health Wales website – this is updated on a regular basis and takes account of the changing spread of the virus:

<https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/self-isolation-advice/>

Question: What can I do to avoid catching the Coronavirus?

Answer: Public Health Wales' advice is that you should wash your hands with soap and water or hand sanitiser, for at least 20 seconds, after breaks and sports activities, before cooking and eating, on arrival at work or home, after using the toilet and before leaving home. If you need to cough or sneeze catch it with a tissue, bin it, and wash your hands with soap and water or hand sanitiser. Try not to touch your eyes, nose and mouth with unwashed hands. Do not share items that come into contact with your mouth such as cups and bottles. If you are unwell do not share items such as bedding, dishes, pencils and towels.

Question: My child's schools has closed as a result of the Coronavirus and I need to take time off to look after him / her – what time off am I entitled to?

Answer: There are a number of different policies you can access. It may be an option for you to work at home and you should discuss this in the first instance and agree this with your line manager. As an alternative, you can use your accrued annual leave allowance or accrued flexi leave if you are entitled to it. If those options are not available to you, you can purchase up to 5 additional annual leave days (Additional Annual Leave Purchase Scheme <http://umbraco.npt.gov.uk:700/1962>), or take unpaid "Time off for Dependents" as set out in line with the Flexible Working Scheme (Flexible Working Scheme <http://umbraco.npt.gov.uk:700/1169>). Your absence should be discussed with, and authorised, by your line manager in line with your normal workplace arrangement.