1. Introduction and Purpose
In order for us to start to assess how best to move forward with alternative approaches to working during the pandemic, it’s important for us to understand people’s individual situation. This will then enable you to manage your team in the best way possible and gain a better understanding of how your work will be affected over the coming weeks and months.

2. Scope
The excel spreadsheet named ‘Critical Incident Personnel Planning Form’ is designed to collate key information that you will need to assess individual impact to allow you to forecast and assess risks within the service. It is important for you to also fill this out too. We know that our people managers tend to leave themselves until last in these situations, but we would urge you to consider the impact of this outbreak on your own situation as part of this process.

3. Response
Based on the answers that your employees provide, you will need to take different points of action should they become unwell or need to self-isolate. Please refer to the flowchart below and contact the HR People Support Team on 020 7205 7162 for further advice should you need it.

Please ensure that the HR People Support Team are aware of any of your team that are self-isolating and ensure all managers or the individuals themselves are updating itrent to report the absence. This enables us to manage their support appropriately.

About the employee, questions 1-4: Basic details are needed to ensure that we are capturing the data about each person in the team.

Personal situation, questions 5-8: Each of these questions relate to areas of the current advice on people’s responsibilities to self-isolate and/or their entitlements whilst needing time off. This also includes caring responsibilities for vulnerable groups or parenting responsibilities if schools were to close.

Working from home, questions 9-22: This section provides an initial review of the scope of the individual’s ability to work from home to limit social contact. Asking the individual to review what areas of their work could be completed away from a shared office space, what equipment they currently have access to and what they think they need in order to manage their work from home. It also includes looking at their journey to work as this could be the place that they are at most risk of exposure to the virus. It could be, that if people do not drive or have access to a car, that we provide alternative methods of getting to and from the
workplace to reduce the risk. For example, for people working in care homes, we might explore the possibility of providing alternative means of transport where necessary.

If you have people working with you with underlying health issues, are pregnant or are over 70 who are putting themselves at risk over fears of financial impact, we urge all managers to seek advice from HR People Support Team on **020 7205 7162**.

4. Monitoring and Review
All critical incident personnel planning forms must be completed **within 5 days** of the individual commencing homeworking, otherwise the individual will be required to return to their normal working environment. Once completed, they must send a copy to their manager and to the **Emergency Response Mail Drop**.

**Personal contact details**: Instances such as this, reiterate the need for accurate staff details. Please can you ensure that all records, including those on itrent are up to date and fully accurate.

**Consent**: Employees to agree to sharing this information with us as their employer with the view of us working with them to keep them, colleagues and the people we serve as safe as possible.

5. Responsibility
All managers must ensure that these are completed and submitted for their teams. Information will be changing daily dependent on Government advice and information will be updated daily, and as such this document will be void if printed.

6. Please Note: once this response document is approved by the Service Head and Daniel Wills this will be uploaded to Corona page on Our Hub

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<th>Date</th>
<th>Version</th>
<th>Author:</th>
<th>Amendments</th>
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<td><strong>17.03.2020</strong></td>
<td>1</td>
<td>Catrin Stark</td>
<td>none</td>
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Employee asks questions about options to self-isolate

Have they been told by Health Officials to self-isolate?

No

Do they or someone in their household have a cough or high temperature?

No

Do they have an underlying medical physical condition and/or pregnant?

No

Do they need to care for dependents? (e.g. school closures)

No

Are they fearful? (do they also have any mental ill health?)

Yes

Discuss with them which parts of their role enable them to WFH.

Where this is not possible, people are entitled to request Annual Leave, Unpaid Leave or Unpaid Dependent Care. Managers to seek advice from HR if people with underlying health conditions, are pregnant or are over 70, are putting themselves at risk for fear of financial implications.

Yes

Are they over 70?

Yes

Do they live with someone with an underlying health condition and/or pregnant?

No

Are they fearful? (do they also have any mental ill health?)

Yes

Do they have direct contact with confirmed case?

No

Option to WFH if role permits and dependent on severity of symptoms.

Yes

Recommend they self-isolate and refer to 111 online.

Isolation period 7 days if live alone, 14 days if living with others, with SSP/OSP entitlement.

Include but not restricted to people who have underlying and chronic health conditions such as:

- Heart disease
- Respiratory Diseases
- Diabetes
- Those with a weakened immune system
- Kidney disease
- Liver disease
- Neurological conditions

Yes

Have they had direct contact with confirmed case?

No

Do they have an underlying medical physical condition and or/ pregnant?

Yes

Key

SSP- Statutory Sick Pay
OSP- Occupational Sick Pay
WFH- Work From Home

As of 17.03.2020

Speak with them again about the reasons for their request for options or encourage them to speak with someone else about their concerns if they feel unable to disclose to you.