



From mountain to sea

## **COVID-19 (Coronavirus): Guidance and Information for Managers and Employees**

Current Updates:

<b>Daily Bulletin</b>	<b>Key Updates</b>
15 April	Testing of Keyworkers, Updated Information on Pregnant Employees
09 April	Information on PPE, Recruitment and update to Relief/Supply Teacher Information, Staff Mobilisation
02 April	Update to Bodet and Annual Leave Guidance
27 March	Changes to Recording Reasons
26 March	Changes to Travel & Subsistence and Timesheets
25 March	Bodet/ Toil/Overtime & Flexi
20 March	Isolation/Quarantine Government Guidelines
	Recording of Reasons
	Covid – 19 Recording Form
17 March	Social Distancing
	Vulnerable Groups Categorised

## **Content**

<b><u>Health &amp; Wellbeing</u></b>	<b>3</b>
<b><u>Preventing the Spread of Infection</u></b>	<b>4</b>
<b>PPE</b>	<b>4</b>
<b>Testing for Keyworkers</b>	<b>6</b>
<b><u>Isolation/Quarantine</u></b>	<b>9</b>
<b><u>Social Distancing</u></b>	<b>10</b>
<b>Vulnerable Groups</b>	<b>10</b>
<b>Pregnant Employees</b>	<b>11</b>
<b><u>Pay &amp; Conditions</u></b>	<b>12</b>
<b>Recording of Reason</b>	<b>12</b>
<b>Bodet/Toil/Overtime &amp; Flexi</b>	<b>13</b>
<b>Enhancements – Night and Weekend Working</b>	<b>14</b>
<b>Timesheet, Travel &amp; Expenses Claims</b>	<b>14</b>
<b>Annual Leave</b>	<b>15</b>
<b><u>Service Continuity</u></b>	<b>16</b>
<b>School/Facility Closure</b>	<b>16</b>
<b>Working from a different location</b>	<b>17</b>
<b>Working in a different role/capacity</b>	<b>17</b>
<b>Mobilisation of Staff</b>	<b>17</b>
<b>Relief/Supply Staff</b>	<b>17</b>
<b>Recruitment</b>	<b>18</b>

## Health & Wellbeing

A Coronavirus is a type of virus. Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long term conditions like diabetes, cancer and chronic lung disease.

COVID-19 is a new strain of coronavirus first identified in Wuhan city, China. This is a rapidly changing situation which is being affecting Countries Worldwide and has been classed as a Pandemic.

The UK has now been placed on a lockdown to control the spread of Covid -19.

Common symptoms include:

- high temperature or fever
- cough
- shortness of breath

This is a new illness and at present we do not know exactly how coronavirus spreads from person to person, but similar viruses are spread by droplets in coughs and sneezes.

To reduce the risk of catching or spreading any virus, good practice is to follow simple hygiene rules, such as:

- avoid direct hand contact with your eyes, nose and mouth
- wash hands thoroughly with hot water and soap
- use hand sanitisers where washing facilities are not readily available
- use tissues when sneezing or coughing then throw them away in a bin and wash your hands/use Alcohol Based Hand Rub.
- avoid direct contact with people that have a respiratory illness and avoid using their personal items, e.g. mobile phone
- practice good hygiene standards, i.e. dispose of your rubbish, put away personal items, don't leave dirty cutlery or mugs lying about, wipe down desks keyboard, etc.

More detailed information and guidance, including self-isolation or quarantine, can be found on [Arcadia](#)

Periods of sickness absence/special leave due to confirmed self-isolation or quarantine as detailed by Public Health Scotland will not be reckoned against the employee's sickness/absence entitlement.

# Preventing the Spread of Infection

## **Working Safely: PPE Guidance**

The Scottish Government, in line with changes made by Public Health England, has issued an update to guidance on the use of Personal Protective Equipment (PPE) You can read the full guidance on the Health Protection Scotland website:

<https://www.hps.scot.nhs.uk/a-to-z-of-topics/wuhan-novel-coronavirus>

As your employer, we will do all we can to ensure you can carry out your duties safely, taking steps to redesign the way jobs are done to protect you, providing guidance on how we expect you to carry out your duties safely, and taking responsibility for our own individual actions to protect ourselves and others.

The most effective means of doing this continues to be regular and thorough hand washing, cleaning equipment and surfaces, and avoiding, where possible, coming into close contact with other people.

However, some services require staff to come into close contact with people, and in these circumstances, services' will undertake [risk assessments](#) to cover different job roles.

## **Specific advice for staff in the Aberdeenshire Health & Social Care Partnership**

The newly updated national guidance has meant that there are a number of changes which particularly impact on our services.

The new guidance means that all of our teams must now wear PPE when working with anyone who is in the Shielded or self-isolating category as well as those who are symptomatic or who have a diagnosis of COVID-19.

Please refer to table 2 in this link for what PPE you should wear and when:

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

## **Ordering PPE for all AHSCP services**

All PPE orders for all AHSCP services (Care at Home, Community Hospitals, AHPs etc.) and commissioned services are being collated through the Joint Equipment Centre (JEC). To place an order a Manager must complete a PPE order form which has been sent to them. Once completed the form should be emailed to [covid.ppe@aberdeenshire.gov.uk](mailto:covid.ppe@aberdeenshire.gov.uk) From there, the JEC will order the required PPE and will take delivery of PPE stock which will then be distributed to one of nine local hubs. The Manager who placed the order will be notified and asked to arrange collection from the nearest hub.

## **Local Distribution Hubs:**

- Peterhead Community Hospital
- Fraserburgh Community Hospital
- Chalmers Hospital, Banff
- The Bothy at Ythanvale Care Home, Ellon
- Turriff Community Hospital
- Jubilee Hospital, Huntly
- Inverurie Community Hospital
- Glen O Dee Hospital, Banchory
- Kincardine Community Hospital, Stonehaven

## **Ordering PPE (all other services)**

It is important services manage demand for PPE and allow at least one week for new orders to arrive, after carefully considering service requirements based on the above risk assessments.

If you have a source for the supply of this equipment, you can continue to order through iProc and there is no need to contact the procurement team directly. Please only get in touch via [ewan.aiken@aberdeenshire.gov.uk](mailto:ewan.aiken@aberdeenshire.gov.uk) if you are struggling to source the items you need and please be ready to raise a purchase order.

## **What can be done in a non-healthcare workplace to prevent the spread of respiratory infections?**

Promote good hand hygiene by making sure that staff, contractor, service users and visitors have access to hand washing facilities or request people to use hand sanitisers where available. Services and Facilities which remain open during the lockdown should follow Health & Safety Advice in line with Government Guidance.

## **Specific advice for Roads, Landscape, Waste and Housing Services**

Risk assessments and safe systems of work are in place to ensure the Scottish Government and Health Protection Scotland guidance is complied with.

PPE is supplied, appropriate for the task at hand, and distributed to those that require it.

Social distancing can be harder to achieve where close contact or working in close proximity with other staff members is unavoidable. Appropriate measures have been taken to mitigate any potential risks and staff are reminded to follow good hand and respiratory hygiene.

Housing service is providing essential services only at the moment, including emergency response and work to turn around empty properties for those who are presenting as homeless and others who urgently require accommodation.

Where staff are needed to work in a property, please maintain social distancing at all times, use the hygiene products provided and raise any concerns immediately.

Teams should not respond to any non-urgent requests at this time and should not enter a property if anybody inside is self-isolating or displaying symptoms of coronavirus.

### **Covid-19 Testing for Keyworkers**

Testing is now available via NHS Grampian at 4 sites for those identified by Aberdeenshire Council as a Key Worker (list below, being expanded regularly).

The testing will take place in a drive-thru format at Aberdeen Airport, ARI, Jubilee Hospital in Huntly and Linkwood Medical Practice in Elgin.

If a key worker has symptoms of fever (above 37.8°C) or a new persistent cough and has to self-isolate for 7 days, then they can request to be tested. A negative test result for a key worker will allow them to return to work once they are well enough even if that is before 7 days

If a key worker is in household isolation for 14 days because they live with someone who has symptoms of fever (above 37.8°C) or a new persistent cough, then they can request a test be offered to their household member(s) with symptoms. A negative test result for a household member of a key worker will mean the 14-day household isolation period is lifted immediately and the employee can return to work.

Tests can be requested by completing this [form](#) and returning it to [gram-uhb.staffcovid19testing@nhs.net](mailto:gram-uhb.staffcovid19testing@nhs.net). Please be aware that the form cannot be accessed on a mobile phone that is not word enabled, it can only be accessed via a computer, laptop or tablet. If employees require assistance accessing the form they can contact Aberdeenshire Council's Occupational Health Nurse [derrick.strong@aberdeenshire.gov.uk](mailto:derrick.strong@aberdeenshire.gov.uk) or on 01467 533223 who can complete the form with them over the phone and submit on their behalf.

Results will be provided to the individual who has had the test via telephone call or text message. After submitting the form you should be contacted within 24 hours by NHS Grampian and should receive your test results 24 hours after having the test.

Employees must inform their line manager that they have requested a test and notify them of the outcome. Line Managers must update the employees record of absence

immediately when they are notified of the result by the employee by recording the appropriate [Covid -19 paid special leave process detailed below.](#)

## **Key Workers**

Key worker posts are defined as posts providing essential services to support the vulnerable and aid community resilience, and who are required to be on the front line in order to perform their role. Other roles are essential, valued and important. The below provides clarity on testing for a number of roles that cannot be performed in other ways. This includes employees who have been mobilised into one of the posts or service areas outlined below.

### **Category 1: Health and Care workers supporting critical primary and community care provision as well as staff providing childcare/learning for Category 1 staff.**

Home Care

Care Home Staff: Managers, Assistant Managers, Social Care Officers, Care Assistants, Domestic Assistants

Teachers, PSAs (for Hubs)

Residential Child Care Officers (Children's Homes)

Very Sheltered Housing: VSH Officers

Sheltered Housing provision of support

Cleansing Services staff supporting ECS and Category 1 establishments

Drivers supporting H&SCP and NHS

Homelessness: Hostel Assistants, Housing Officers

### **Category 2: Wider public service workers providing critical welfare services.**

Social Workers

Family support Workers

Local Area Co-ordinators in Children's Services

Social Care Officers

Respite Workers

Care Managers for Older People

Joint Equipment Centre (for equipment and support for elderly discharged from hospital)

Environmental Health

Housing staff providing essential visits and repairs

### **Category 3: All workers in the public sector where there would be a significant impact on Scotland if the work is not undertaken.**

Waste Collection and Disposal: Technical, Supervisory and Operational personnel involved in Waste Collection and Waste Transfer activities

Street Cleansing: Supervisory and Operational Personnel involved in Litter Bin emptying

Winter Maintenance: Technical, Supervisory and Operational personnel involved in Winter Maintenance Operations

Emergency Road and Bridge Repairs: Technical, Supervisory and Operational personnel involved in the management and delivery of response to emergency defects across the road, bridge and lighting network

Quarry Service: Technical, Supervisory and Operational personnel involved in the production of road maintenance materials necessary for the response to emergency defects across the road and bridge network.

Burial Bookings: Personnel involved in the administrative booking of interments and lair sales

Interment Service: Technical personnel involved in lair identification. Supervisory and Operational personnel involved in lair opening and closing. Operational personnel involved in interment assistance to Funeral Directors.

Excess Death Management: Technical, Supervisory and Operational personnel involved in additional duties associated with the delivery of the Excess Death Operational Plan.

School Catering: Cooks, Assistant Cooks

Vehicle Maintenance including Vehicle/Fleet Management e.g. licence obligations, insurance, RFL

Property Maintenance: Engineering Team (Engineers dealing with reactive heating (failures, gas safety) and Energy Engineers dealing with building controls and financial payments to suppliers (energy suppliers), Cleaners (key properties)

Payroll: Payroll Supervisors, Payroll Assistants

Health & Wellbeing:

Procurement: Supplies critical to ongoing incident

Finance: Payments – to suppliers, pensions, adoption, fostering and kinship for children

ICT: Network connectivity and unified communications

Trading Standards

Animal Welfare

Teachers (not in Hubs)

Gypsy/Traveller Liaison Officer

Tenancy Services Housing Officers (essential support for vulnerable individuals, in rent arrears)

Registrars

Solicitors

Estates Manager and Area Teams - Making space available to critical services (e.g. PPE storage) and the voluntary sector (e.g. emergency foodbanks).

Estates Manager and other Estates officers (going forward) - Supporting tenants affected by the impact of Covid-19 to aid their survival.

Asset Management Team Leader - Managing the Council's property resources to support critical services.

### **Essential Work**

Employee relations guiding and supporting managers, employees and trade unions on matters connected with the critical incident.

Health & Safety related training to support people into critical roles at short notice.

Hosted Social Work services e.g. prisons, mental health, etc.

Looked After Children away from home.

Commercial Development Managers - Contributing to Essential Workstreams as team members.

## Isolation/Quarantine

The most common symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough and/or high temperature. If you have these symptoms, however mild, stay at home and do not leave your house for 7 days from when your symptoms started. You do not need to call NHS 111 to go into self-isolation. If your symptoms worsen during home isolation or are no better after 7 days, contact [NHS 24 \(111\) online](#). If you have no internet access, you should call NHS 24 (111). For a medical emergency dial 999.

If you have symptoms and live with others:

- You should stay at home for 7 days from the start of your symptoms
- They should stay at home for 14 days from the start of your symptoms even if they don't have symptoms themselves

If they develop symptoms within the 14 days, they need to stay at home for 7 days from the day their symptoms began. They should do this even if it takes them over the 14-day isolation period.

Employees who are self-isolating, should arrange with their manager to work from home if this is practical.

- Where the employee's job role allows them to work from home, this can be agreed and communication between manager and employee should be maintained. The employee will receive their normal pay.
- Where the employee's role is such that they are unable to work from home, the manager should discuss with the employee possible tasks or activities that are paper based and can be done at home, e.g. undertake training, reviewing coursework, etc as an alternative. The employee will receive their normal pay.
- Where it is not possible for an employee to undertake any work activity, tasks or training. The employee will receive their normal pay.

In all cases, employees should remain in contact with their line manager during any period away from work.

### **An employee becomes unwell in the workplace**

If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, they should be sent home and advised to follow the advice to stay at home

## **Employees who wish to self-isolate out with Government guidance**

You should discuss the situation and concerns with the employee. Advise the employee to discuss with the Council's EAP provider, Time for Talking, contact details telephone no 0800 970 3980 or online [www.timefortalking.co.uk](http://www.timefortalking.co.uk) or encourage them to discuss with their own GP or counsellor.

An employee may choose to request annual leave however this would need to be approved by the appropriate line manager taking into account the needs of the service.

## **Social Distancing**

Current government advice is for everyone to try and stop unnecessary contact with other people – 'social distancing'. This includes:

- working from home where possible
- avoiding busy commuting times on public transport
- avoiding gatherings of people, whether in public, at work or at home

## **Vulnerable Groups**

In addition, there are some people who are classed as “vulnerable groups” and they are advised to stay at home and significantly reduce unnecessary social contact. These groups include:

- pregnant women
- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (broadly anyone instructed to get a flu jab each year on medical grounds):
- chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy
- diabetes
- problems with your spleen – for example, sickle cell disease or if you have had your spleen removed
- a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy
- being seriously overweight (a BMI of 40 or above)

There are some clinical conditions which put people at even higher risk of severe illness from COVID-19.

People falling into this group are those who may be at particular risk due to complex health problems such as:

- People who have received an organ transplant and remain on ongoing immunosuppression medication
- People with cancer who are undergoing active chemotherapy or radiotherapy

- People with cancers of the blood or bone marrow such as leukaemia who are at any stage of treatment
- People with severe chest conditions such as cystic fibrosis or severe asthma (requiring hospital admissions or courses of steroid tablets)
- People with severe diseases of body systems, such as severe kidney disease (dialysis)

Where it is not possible for an employee to undertake any work activity, tasks or training from home or an alternative location, employees will receive their normal pay.

Employees will continue to receive their normal pay where their place of work has been closed, or they are self-isolating, social distancing or caring for dependents.

### **Pregnant Employees and Working**

The guidance for pregnant workers, in particular for women in later pregnancy and the information for pregnant health care workers has been updated.

If you are in your third trimester (more than 28 weeks pregnant) you should be particularly attentive to social distancing and minimising any contact with others.

All pregnant women should follow the PHE advice:

- [Guidance on social distancing](#) for all vulnerable people including pregnant women
- [Guidance for individuals and households with possible coronavirus infection](#)

On 24 March, additional '[shielding](#)' measures were announced for people defined on medical grounds to be at very high risk of severe illness from coronavirus, this includes pregnant women with significant heart disease (congenital or acquired). If you are pregnant and have significant heart disease, it is strongly recommended that you follow these shielding measures to keep yourself safe.

If you work in a Health Care Setting you must discuss your role and your individual circumstances/ requirements with your line manager taking in account the current information detail in the Government Website – [COVID-19 virus infection and pregnancy](#)

Further Information on pregnancy and working can be found on the Government Website. [Coronavirus Infection and Pregnancy](#)

## Pay & Conditions

### **Recording**

In order to understand how the virus is affecting the workforce, it is essential that we are recording where an employee is:

- Self-isolating, for 7 or 14 days, or
- Social distancing, due to having an underlying health condition, pregnant or aged 70 or over, or
- Caring for dependents
- Shielding, where an employee has been advised not to leave their home for 12 weeks due to suffering from, for example, a serious respiratory condition or is receiving certain drug treatments which suppress the immune system.

All of the above, including where an employee is homeworking whilst self-isolating, social distancing (for the above reasons), caring for dependents or shielding should be recorded using the paid special leave process, which has been updated to include the following reasons:

Additional Reason
Self-isolating – 7 days
Self-isolating – 14 days
Social Distancing (aged 70 & over)
Social Distancing (underlying health condition or pregnant)
Caring for Dependents
Shielding
Diagnosed with Covid 19

Where an employee is working from home but not for one of the reasons detailed above, such cases will not require to be recorded.

The recording of periods of self-isolation, social distancing and caring for dependents will assist the Council in managing the potential redeployment of staff to service areas where there is increased demand and/or high levels of absence. Key to this will be identifying staff who cannot be considered for redeployment due to falling into one of the above categories.

It will also highlight ‘pressure points’ that are emerging due to staff being unable to undertake their normal duties, particularly those in front line services.

Employees who can submit requests for paid special leave through the ESS platform should continue to do so for the above reasons, ensuring the relevant line manager has been notified in advance (where possible). In addition, managers with access to the People Manager platform will be able to record these cases for staff who directly report to them using the Paid Special Leave functionality.

For service areas where People Manager is not available and administrative staff do not have access to the HR/Payroll system, a Covid-19 recording form has also been developed, which managers can complete and return to HR for inputting into the HR/Payroll system.

It is recognised that there will be some cases where managers have already submitted sick leave documentation for staff who are self-isolating. In such cases, please complete a Covid-19 recording form for that member of staff stipulating within the 'Other Information' section that sickness documentation has previously been submitted to cover this period of self-isolation.

Further guidance and access to the Covid – 19 recording form can be found on [askHR](#).

### **NHS Self Isolation Forms and Fit Notes**

Staff who are self-isolating will not be required to submit an isolation note, as issued via NHS 111. Staff should retain such notes rather than submitting them to the Council. This will assist in minimising the submission of additional paperwork which may remain unprocessed as council buildings begin to close.

The requirement for an employee to submit a fit note to extend a period of sickness absence will be waived in circumstances where they have been unable to obtain this from their GP/NHS.

### **Bodet**

Employees who are working (including those working remotely from home) should continue to record their hours through BODET to ensure that this provides line managers with the information to hand on the capacity of their teams. Please note this also applies to employees who are continuing to work even though they have recorded special leave through the Covid – 19 recording form. If an employee is **not** able to work at all, their BODET should be amended to reflect paid special leave.

Where applicable BODET administrators have automatically removed restrictions on schedules e.g. core hours (1000-1200 & 1400-1600), start/finish times and inputting on days not normally worked. However, it is expected that any significant deviation from an employee's normal working pattern should be discussed with the line manager in the first instance.

Manager and Employees should continue to discuss contractual hours of work, individual personal responsibilities and how these can be managed to ensure critical business requirements of the service are met.

Care should be taken to ensure that those working additional hours do not put their own or others' health and safety at risk and that they get regular rest breaks.

### **Flexi/Toil/Overtime**

Managers and employees should continue to discuss, agree and manage hours of work to ensure the Health, Wellbeing and Safety of the workforce is considered during this critical time to meet Business requirements.

All additional hours worked due to Covid -19 should be recorded using the appropriate financial cost code.

## **Enhancement for Night and Weekend Working**

Staff will continue to receive the normal enhancement to pay for night and weekend working as detailed in their contract of employment during this period even if not all hours are worked due to Covid – 19

Staff not normally in receipt of enhancements but who are requested to work in a different role or place of work to deliver critical business services will receive the enhanced payment for hours work at night and weekend as detailed in the Pay and Conditions of Service Agreement – April 2018 information on which can be found on [AskHR](#). These hours should be claimed by timesheet.

## **Timesheets, Travel and Subsistence Claims**

The requirement for T&S claims to be authorised prior to payment will be temporarily removed. This will come into immediate effect for claims submitted using the paper form.

In respect of online claims submitted via ESS, the system will be reconfigured as of 30<sup>th</sup> March to allow all such claims to be processed for payment without the requirement for line manager approval.

Online T&S claims will also be rolled out to Education staff as of 30<sup>th</sup> March, including those within Live Life Aberdeenshire. Guidance on using the online claim form can be found [here](#).

Wherever possible, Covid-19 related expenditure should be separated from regular service expenditure. To facilitate this, four service-specific ESS claim forms have been created with the relevant Covid-19 cost centre and subjective pre-populated. The Covid-19 claim forms will be available to use as of 30<sup>th</sup> March – please refer to this [guidance document](#) for more information.

If claims are being submitted using a paper form, these should be posted, or scanned and emailed, to:

Address: Travel & Employee Benefits, Woodhill House, Westburn Road, Aberdeen AB16 5GB.

Email: [travel@aberdeenshire.gov.uk](mailto:travel@aberdeenshire.gov.uk) (employee name & pay reference to be included in title of email)

Only **one** submission should be made, either posted or scanned and emailed, in order to prevent overpayments.

Managers will receive details of payments made to staff in relation to the claims submitted via the online functionality and by paper form.

## **Timesheets/ Monthly Allowances Claim Forms**

Where an employee is unable to submit their paper timesheet or monthly allowances claim form for approval due to their line manager being absent or their building being closed, these should be posted, or scanned and emailed, to:

Address: Payroll Team, Woodhill House, Westburn Road, Aberdeen AB16 5GB  
Email: [payroll@aberdeenshire.gov.uk](mailto:payroll@aberdeenshire.gov.uk) ( subject line **MUST** be Timesheet <employee name & payroll number>)

Only **one** submission should be made, either posted or scanned and emailed, in order to prevent overpayments.

The timesheets and monthly allowance claim forms received will be processed for payment.

For those employees who have access to Arcadia, electronic versions of the Local Government and Supply Teacher timesheets will be available on askHR as of 30<sup>th</sup> March. These can be used to submit claims with completed forms being emailed to Payroll at the above address.

The authorisation of online timesheets submitted by Business Services staff will also be temporarily removed as of 30<sup>th</sup> March.

Managers will receive details of payments made to staff in relation to the timesheets and monthly allowances claim forms submitted.

## **Annual Leave**

In these unprecedented and challenging times, it is vitally important we all look after ourselves to maintain our wellbeing and resilience.

It is essential that we ensure that our staff have appropriate time away from work duties and that employees are encouraged to use their annual leave over the coming months. This will ensure that we all maintain our own health and wellbeing.

Manager should discuss, review and agree annual leave requests, ensuring these are being staggered over the course of the year, otherwise services will operationally struggle to support large numbers of employees trying to use annual leave when current Covid -19 related restrictions are lifted.

It is acknowledged that in critical service areas with keyworker roles it may become more challenging for requests for annual leave to be approved. In these service areas managers should be trying where operationally feasible to allow employees time off. Where this is not possible, arrangements will be made for keyworkers to carry over unused leave into future annual leave years in accordance with the latest [UK Government advice](#).

Please note this provision should be **limited to our keyworker roles only** and in all other service areas every effort should be made for annual leave to be taken in the normal manner, considering the business requirements of the service

We will continue to review legislation and any updated amendments issued.

In these exceptional circumstances it may not be possible to give employees the minimum one weeks' notice for each week of booked annual leave. Consideration should be given to individual circumstances and any financial loss which may be incurred.

## Service Continuity

### **School/Facility Closure**

In the event that a school/facility must close, employees can be asked to work at an alternative location or in a different keyrole to support the critical business of the council, taking into account their knowledge, skills, experience and ability to travel.

Alternatively, where the employee's job role allows them to work from home, this can be agreed and communication between manager and employee should be maintained. Employees will receive their normal pay.

Where the employee's role is such that it is not possible to work from home, you should discuss with the employee possible tasks or activities that are paper based and can be done at home, e.g. undertake training, reviewing coursework, etc as an alternative. Employees will receive their normal pay.

Where it is not possible for an employee to undertake any work activity, tasks or training from home, alternative location or alternative keyrole, employees will receive their normal pay.

### **Employee's unable to attend work due to their child's/dependent's school/facility has closed**

Where the employee's job role allows them to work from home, this can be agreed, consideration should be given to service requirements, flexibility and whether the employee can work no fixed - no core hours. Communication between manager and employee should be maintained throughout. The employee will receive their normal pay.

Where the employee's role is such that they are unable to work from home, the manager should discuss with the employee possible tasks or activities that are paper based and can be done at home, e.g. undertake training, reviewing coursework, etc as an alternative. The employee will receive their normal pay.

Where it is not possible for an employee to undertake any work activity, tasks or training from home employees will receive their normal pay.

Annual leave must be discussed, agreed and taken as normal during period of school/facility closure.

## **Employees are required to work at a different facility/location and not in their normal role/workplace.**

Aberdeenshire Council expects all employees to be as flexible as possible to meet the requirements of service delivery during critical times. In exceptional circumstances i.e. staff shortages due to coronavirus, employees can be requested to work in a different role or location to support service requirements.

We will continue to work collaboratively with trade union joint secretaries and service managers to ensure that service delivery is maintained, and employees kept well informed.

### **Mobilisation of Staff**

A mobilisation platform is being developed to support Services in the deployment of staff to critical roles by identifying potential matches based on an employee's relevant skills, knowledge and experience.

Guidance on how to use the employee self service (ESS) where employees can record their relevant skills, knowledge and experience will be issued next week. Other methods for recording this information will also be available.

Some staff groups will have recently provided this type of information as part of a skills audit or redeployment exercise within their service. In such cases, there won't be a need to do so again using ESS, although everyone will be encouraged to review the full list of essential competencies in case there are other critical roles that they possess the skills and experience to undertake.

### **Relief/Supply Staff**

Services should continue to utilise relief and supply members of staff appropriately as per the individual contracts/ agreed terms. Relief staff will continue to be a valuable resource providing flexibility and continuity of service during demanding and uncertain times.

Managers should continue to regularly review service requirements and the use of relief hours appropriately to meet the requirement of service delivery.

Supply teachers and relief staff working across all council services are valued members of our workforce and we are working at a national level with other councils to ensure these staff groups receive the appropriate level of financial support during these unprecedented times. This is likely to involve staff receiving a monthly payment based on their average pay during the previous 3 months.

See below the recent SNCT agreement for Supply Teachers Job Retention Payment during Covid -19, we are continuing to work at a National level around the detail for our Relief Workforce agreed further information will be provided in due course.

## Supply Teachers

For Teachers and Associated Professionals, the following no determinant in pay scenarios apply:

- teachers on acting appointments who are in receipt of temporary responsibility allowance
- supply teachers on temporary fixed term appointments
- teachers on temporary fixed term contracts
- teachers on temporary fixed term contracts where there is no defined end date
- teachers appointed to acting up posts prior to 20 March 2020

Supply teachers will be encouraged to cover in the education hubs as necessary during this national emergency or will have the opportunity to volunteer for redeployment, to other critical roles within the Council.

The job retention payment will be paid April, May and June and be open to the end of June. Accrual of annual leave will be applied in accordance with the SNCT Handbook and local arrangements.

[Link to SNCT agreement – SNCT 20-75](#)

## Recruitment

Recruitment continues, with priority given to key worker roles and revised processes are in place to ensure pre-employment checks are carried out whilst allowing for rapid deployment.

Guidance for Managers who wish to recruit at this time is available here <http://jobs.aberdeenshire.gov.uk/recruitment-guidance-covid-pandemic/>. This includes additional guidance for interviewing remotely. To discuss any options and for additional guidance or advice, please do contact the Resourcing Team on [recruitmentadvice@aberdeenshire.gov.uk](mailto:recruitmentadvice@aberdeenshire.gov.uk) or your HR Assistant working on your vacancy.