

# OFFICIAL

## COVID-19

### HR POLICY POSITION

#### 1. Introduction

The possibility of a significant Covid-19 outbreak and its impact upon both staff and service provision requires a specific HR response. That response will be guided and informed by the following principles:

- The council response will be consistent with the current advice being issued by the Scottish and UK Governments. That being the case it is likely that this policy position will change as Government advice changes.
- Employee health, safety and well-being during a global health emergency such as the coronavirus outbreak is paramount.
- The specific arrangements being put in place to deal with an outbreak are specific to the period of that outbreak. Given the evolving situation, any change to this policy position will be communicated directly by Corporate Communications.

#### 2. Self-Isolation and Keeping the Council Informed

The Government has advised that persons returning from designated areas and countries should self-isolate for a period of 14 days. Employees returning from these areas or countries should not return to work but should follow the Government's advice and self-isolate. Likewise any employee advised by NHS 24 to self-isolate (for example, because they have been in contact with a person returning from such a designated area) should follow that advice and should not attend work.

In the first instance, employees should contact their line manager to advise that they have returned from a designated area and are self-isolating.

This will be treated as sick leave but will not:

- be counted against an employee's sick leave entitlement, and
- will not be used in connection with any Absence Management process.

Employees who are able to work from home while self-isolating will be asked to do so.

Employees while self-isolating should maintain regular contact with their line manager, however and in particular, should an employee exhibit symptoms of the Covid-19 viral infection they should again contact their line manager. Should an employee receive a diagnosis of Covid-19 they should contact their line manager. This is essential to allow for appropriate steps to be taken with regard to other employees.

#### 3. Special Measures

The Government has not advised that arrangements should be put in place for home working. The council, however, considers it prudent to prepare for such an eventuality. All employees who have been issued with mobile devices which may be necessary to facilitate homeworking are required to ensure that these devices are available to them at home. Such devices may not, in consequence, be left in the office overnight or at weekends but instead should be taken home.

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If any difficulties are experienced in achieving VPN connection from home or there are issues with the token, CGI can be contacted either by email at [GCCservicedesk@cgi.com](mailto:GCCservicedesk@cgi.com) or by phone (internal 74000, external 0141 287 4000).

In certain circumstances, the council may seek to change the role of employees so that priority functions can continue to be performed. Employees who do volunteer (and are suitably trained/qualified) will do so on the basis of their current Conditions of Service and if such a change should rightly involve any enhancement that will only be considered at the end of the period of special measures.

Likewise the council may require employees to change location and this requirement might be at short notice.

#### **4. Employee Responsibility**

Employees are reminded of the Government's health advice to kill germs by washing your hands with soap and water; to always carry tissues with you and use them to catch your coughs and sneezes and to bin the tissue.

Employees are urged to take precautions and to avoid travelling to affected areas and/or coming into contact with infected or potentially infected people.

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