

## **Self-isolation FAQs**

### **What do I need to do if I am identified as a close contact of a person who has tested positive for Covid-19?**

The self-isolation period will depend on whether you are fully vaccinated or not.

Up to date information is available on [NHS Inform](#) for people who are asked to self-isolate.

### **A family member has been asked to self-isolate – should I attend work?**

Information and support for people who are asked to self-isolate because of Covid-19 is available on [NHS Inform](#). Depending on the circumstances you may also be required to self-isolate and should follow the Covid-19 Absence Classifications [recording procedure](#).

### **I am self-isolating and have subsequently become unwell – how will this be recorded?**

The original absence will be recorded with the relevant Covid-19 Absence Classifications [Self-Isolation Leave type](#), and subsequent leave will be recorded as sick leave unless the absence is related to Covid-19. This will be recorded, by your Line Manager, on MyView with the relevant [Notifiable Infectious Disease type](#). However, if the absence is related to any other sickness, normal absence recording will apply.

### **Is it possible for me to work from home?**

Your Line Manager will discuss the feasibility of home-working with you, and your team. If you decline to undertake reasonable alternative duties at home you will not be entitled to pay.

### **I have an underlying health condition, do I need to come into work?**

People at highest risk from Covid-19 should follow the same advice as the rest of the population. Where possible employees should continue to work from home and continue to follow [public health advice](#).

Please discuss any concerns around an underlying health condition with your Line Manager. We want to keep everyone safe and protected during this time and trust that you will make the right choices for you and the people around you.

### **I am self-isolating but able to work from home, can I get my pre-booked annual leave back?**

As per the [Covid Classification document](#), where pre-booked annual leave falls within a period of self-isolation, this can be cancelled and re-booked at a later date.

### **I have just returned to work from being on Self-isolation leave; and my pre-booked annual leave for later this month has disappeared; why is this?**

Any leave you had previously booked for after the period you were off, will need to be re-booked in MyView. The leave has disappeared as Self-Isolation Leave and/or Notifiable Infectious Disease Leave over-ride (cancel) any previously booked leave in MyView.

If these have been removed from MyView, you should re-apply for them in the normal way. This includes any public holiday dates which had been removed. Guidance on [how to submit leave](#) via MyView is available.

### **I'm on Self-Isolation Leave and working from home. Do I need to clock in/out?**

No, as your Line Manager will record the relevant [Self-Isolation Leave type](#) from the Covid-19 Absence Classification document, on MyView and your standard hours will record on your Optimum timesheet.

You should continue to agree with your Line Manager the work you are expected to undertake, and any additional hours worked, in excess of your standard day, should be agreed in advance.

In the exceptional circumstance additional hours are agreed, you can request an adjustment.

### **I'm on Self-Isolation Leave and unable to work from home. Will I still be credited with my normal hours?**

Yes, your Line Manager will record the relevant [Self-Isolation Leave type](#) from the Covid-19 Absence Classification document, on MyView and your standard hours will record on your Optimum timesheet.

You should keep in touch with your Line Manager about suitable work that you may be able to carry out at home during self-isolation, that may be related to your normal role or to support essential services.

**I'm a Total Mobile user. Should I still clock in and out if I'm self-isolating and working from home?**

No, your Line Manager will record the relevant [Self-Isolation Leave type](#) from the Covid-19 Absence Classification document, on MyView and your standard hours will record on your Total Mobile/Optimum timesheet.

You should continue to agree with your Line Manager the work you are expected to undertake, and any additional hours worked should be agreed in advance.

Any agreed additional hours should be emailed by your Line Manager to the MyView team for manual adjustment.

There may be the option to request additional hours as Time Off In Lieu which is subject to Line Manager approval (excluding Craft employees) however this would be the exception.