Managers' Briefing
COVID-19 HR Policy Position

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Background

A coronavirus is a type of virus and typical symptoms include: a fever, a cough that may progress to severe pneumonia causing shortness of breath and breathing difficulties.

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 in China and it is a rapidly changing situation which is being monitored carefully.

A small number of cases have been identified in Scotland.

The possibility of a significant COVID-19 outbreak and its impact upon both staff and service provision **requires a specific HR response**. Employee health, safety and well-being during a global health emergency, such as the coronavirus outbreak, is paramount.

You can read our HR Policy Position on Coronavirus here or at https://glasgow.gov.uk/staffupdates

Your role

1. As a manager you are asked to share the key messages in this brief with all members of your team **as soon as possible**.

2. In particular, to **advise staff with mobile devices** that these should be taken home daily and update on the process for self-isolation.

3. Please **make sure that all staff without access to a computer** are advised of the HR Policy Position if they need to self-isolate, and know where to read the full document on our web site at **https://glasgow.gov.uk/staffupdates**

1. What do I do if I have just returned from overseas and an affected area?

The Government has advised that persons returning from designated high risk areas and countries should self-isolate for a period of 14 days. The Government has also advised that persons returning from designated lower risk areas and countries and who are exhibiting symptoms should also self-isolate for a period of 14 days. Employees in either of these categories should not return to work but should follow the Government's advice and self-isolate.

You are advised to:

- stay indoors and avoid contact with other people – even if you do not have symptoms
- phone NHS24 on 111
- contact your line manager to advise that you have returned from a designated area and are self-isolating.

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2. If I am self isolating will this be treated as sick leave?

If you need to self-isolate, your absence will be treated as sick leave **but will not**:

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

If you are able to work from home whilst self-isolating you will be asked to do so.

While self-isolating you should maintain regular contact with your line manager and in particular keep them informed if you exhibit any symptoms and receive a subsequent positive diagnosis of COVID-19. This is essential for appropriate steps to be taken with regards to other employees.

3. What do I need to do if I have a council mobile device?

From today, **all employees who have been issued with mobile devices are required to take these home each night** to allow for home working to take place as required. You are also reminded that you must connect your device to the council network, using a network cable, at least once every 10 days to receive necessary security updates.

VPN users - if you are having difficulty in achieving a VPN connection from home or are having issues with your VPN token, please contact the CGI helpdesk as per normal either by e-mail GCCservicedesk@cgi.com or by phone (internal 74000 external 0141 287 4000).

The Government has not advised on arrangements for home working – but we are planning for every eventuality in order to help keep services running.

Please read our HR Policy Position on **other staff special measures here** or at https://glasgow.gov.uk/staffupdates

4. Coronavirus and the UK

Please be assured that the Government and NHS are well prepared to deal with coronavirus, and the risk to individuals in the UK remains low. You can help to protect yourself and others by remembering to:

- **Always carry tissues** with you and use them to catch your cough and sneeze
- **Bin the tissue**
- **Kill the germs** by washing your hands with soap and water or use a hand sanitiser.

For additional information and support:

- **Latest advice on the virus and the situation in the UK** at https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public
- **NHS advice and the self-help guide** here https://www.nhsinform.scot/coronavirus

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- **World Health Organisation Q&A on coronavirus** at https://www.who.int/news-room/q-a-detail/q-a-coronaviruses
- If you do not have symptoms and are looking for general information, a **Freephone helpline** has been set up on 0800 028 2816.
- Updates on our website for staff without access to a computer at https://glasgow.gov.uk/staffupdates

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