**COVID-19 PAM Colleague Policy**

**Introduction**

Following recent updates to the COVID-19 (Coronavirus) February 2020, PAM Group and its subsidiary companies will outline in this policy the processes that it will take in order to ensure the safety of its colleagues. We will also aim to maintain services to our clients who employ essential workers that are vital to the UK economy and its effective administration. The ability to continue to keep our clients their employees and our own colleagues safe and working is essential to our economy and future.

**Prevention**

In line with the recommendations from Public Health England the guide for prevention is an **emphasis on hygiene**. All colleagues should ensure that they are following appropriate **personal hygiene guidelines**. PAM will provide guidance for all colleagues and PAM Clinics/sites. Guidelines and hygiene instructions will be reviewed on an ongoing basis and we will react to ensure that we can keep our colleagues as safe as possible.

**UK Travel**

PAM recommends that colleague travel is restricted unless it is essential.

Where colleagues are travelling on public transport where there may be a higher risk of infection being transmitted sensible precautions should be taken:

* Avoid touching public surfaces where possible
* Regularly clean your hands using an alcohol-based cleansing gel

**Travel Abroad - Health Advice**

Colleagues or a colleague who has a close family member who lives in the same home and who are returning from any location outside of the UK should immediately:

* Notify their line managers
* Stay indoors and avoid contact with other PAM Colleagues or client’s employees

All colleagues should follow this advice even if you do not have symptoms of the virus. Once we are assured that a colleague does not present a risk then they will be welcomed back to full duties.

**Restricted Travel Abroad – Due to Travel**

Following changes in guidance from the Foreign & Commonwealth Office, PAM recommend that all colleagues avoid worldwide travel until further notice.

Any PAM colleagues due to travel in future months should advise their line manager of the dates due for travel. PAM recommends that colleagues do not travel abroad due to the increased risk of contracting the virus. PAM has a duty of care to its colleagues and in order to protect others within the business and maintain services to essential workers in the UK economy.

Whilst PAM cannot restrict a colleague and there right to travel given the current epidemic, we will apply the following precautionary measures to any colleague.

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| --- |
| If a colleague chooses to travel abroad against the advice outlined in this policy, they will be required to take 2 weeks unpaid leave upon your return to ensure that you do not have any symptoms that can be brought back into the workplace. During this two-week period the colleague will be restricted with having any personal contact with other colleagues or client employees.  Where a colleague can work from home during this period then if work is available this will be provided and the colleague will be paid for the work done. |

The above measure is not intended to be a financial penalty to any colleague but is a necessary safety measure to protect other colleagues and our client’s employees.

Where a colleague has already booked this travel before 5.3.20 and has incurred costs they should provide details of this to their manager as soon as possible. We understand that colleagues may have costs of cancelling holidays or travel, the company will consider reimbursing a colleague any costs on a case by case basis. We would expect a colleague’s full cooperation to minimise such costs in all circumstances.

**Absence**

Colleagues will be identified into the following categories:

* **Self-Isolation –** colleagues that have symptoms/have been in contact with someone with symptoms or have returned from a restricted area of travel and are required to self-isolate
* **Working from Home –** it is feasible for the colleague to carry out their duties at home during this period and minimises the risk of contact
* **Lone Working -** Where an employee can be isolated to work alone or primarily on their own this reduces risk

The following definitions will be applied:

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| --- | --- | --- |
| Definition | Work Status | Payment |
| A colleague self isolates for fear of infection or other reason | Unauthorised leave | Unpaid |
| A colleague is advised to self-isolate as a result of symptoms or being has been in contact with someone with symptoms | Sick Leave | Subject to SSP |
| Confirmed case of Covid-19 infection | Sick Leave | Subject to SSP |
| A colleague requires time off to care for a family member who has been advised to self-isolate | Authorised leave | Unpaid |
| Working during isolation periods (where work can be provided) | Working from home | Yes |
| Working from Home (identified role can be completed at home) | Working from home | Yes |
| Lone Working | Lone Working | Yes |

PAM recognise that colleague’s status may change during a period of isolation, subject to the company being notified their work status will be changed accordingly.

PAM colleagues that are absent as a result of self-Isolation in other circumstances than those outlined above, will be classed as on a period of unpaid leave.

All absences in relation to COVID-19 will not be considered as part of the absence management processes.

**Vulnerable Colleagues**

Colleagues that are considered to be vulnerable are identified as follows:

* aged 70 or older
* with an underlying health condition listed below:
  + Heart disease
  + Lung diseases
  + High blood pressure
  + Rheumatoid arthritis
  + Received marrow transplant
  + Diabetes
  + COPD
  + Cancer
  + Lupus
  + Chronic neurological diseases
  + Immune suppressed
  + Chronic liver disease
  + Problems with the spleen
  + Being seriously overweight (NMI of 40 and above
* those who are pregnant

If you fall into the above categories, then you need to contact your manager immediately. Colleagues in these categories will be required to remain away from the workplace until further notice as a result of the COVID-19 virus. Where possible PAM will make arrangements for you to work from home or to be lone working, however if this is not feasible then the colleague will be advised to self-isolate. During this period the business will keep you updated regarding any changes that may mean a change to this section of the policy.

**Miscellaneous**

Any colleagues that attend work with symptoms when they knowingly should have self-isolated will be investigated via the company disciplinary process. For the avoidance of doubt, if the allegations are founded this will be considered Gross Misconduct.

As the situation is evolving, this policy may vary when changes in circumstance occur, and will be updated in line with the relevant changes.

Please note that this is a Temporary Policy and as soon as the COVID - 19 risk is removed then this policy will become obsolete. We will communicate to all colleagues this when the policy is no longer active.

**Westfield EAP**

During these times of uncertainty, PAM would like to remind colleagues of the support available to them through the Westfield EAP Scheme - 0800 092 0987.