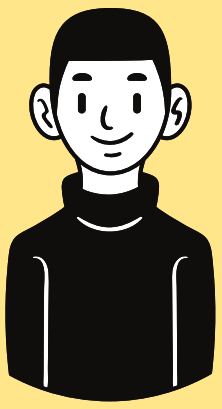


CORONAVIRUS ADVICE FOR EMPLOYEES

SELF ISOLATION



If you have symptoms of COVID-19 (Coronavirus) you should self-isolate for 10 days.

If someone in your household has symptoms of COVID-19 (Coronavirus), the household should self-isolate for 14 days.

You should inform your manager as soon as possible and not attend work. This will be recorded as sickness absence.

Your manager will contact you prior to your return to confirm you are fit and when you return, you must log into **mySelf** and mark yourself as returned. For guidance on how to do this [click here](#).

ANNUAL LEAVE



If you have pre booked annual leave within your self-isolation period then you will be able to get this back. You can still take it as annual leave if you wish to do so.

If you booked annual leave and you are required to work you will be given the adequate notice (double the timescale of the actual annual leave).

Due to the circumstances annual leave entitlement for 2020 has been extended and can be used upto 31st March 2021.

SPECIAL LEAVE



If you have an underlying health condition or in the vulnerable group - over 70 or pregnant you should work from home if possible. If this is not possible then your manager must contact the ESC People Helpdesk and request the employee is recorded as using special leave.

HOME WORKING



If you are able to work from home your manager will provide guidance and support. This should also be recorded. Your manager should advise the ESC People Helpdesk

If you need any further support, please call the ESC People Helpdesk on 01698 403151 or email esc-helpdeskteam@northlan.gov.uk