

HR Guidance and FAQs				
No.	Theme	Question	Answer	PUBLISHED
129	Positive Action – BME colleagues	Can the meeting with BME colleagues be combined with an appraisal meeting?	This meeting needs to take place as soon as practically possible and the sensitive discussion should allow for a 'check-in' with the member of staff and open discussion about personal protection therefore should be arranged as such.	19/05/2020
128	Positive Action – BME colleagues	Is there any issue with LTHT BME staff being advised/supported to take a Vitamin D supplementation regime	We are working very closely with the Clinical Advisory Group (CAG) and being led by the national research around such matters. Further updates will be provided and communication issued via the official channels following the appropriate medical advice.	19/05/2020
127	Positive Action – BME colleagues	Where is the BME Staff Network based? Is it a team within the organisation, or are its members of different teams that meet up to form the network?	The BME Staff Network is made up of approx 100 members and run by a group of volunteers that are our staff. The Joint Chairs include: Ester Jamera: ester.jamera@nhs.net and Bilal Mohammed: mohammed.bilal@nhs.net . The BME Staff Network can be contacted on Leedsth-tr.BME@nhs.net for help, advice and membership.	19/05/2020
126	Positive Action – BME colleagues	I am a BME staff member and I haven't received a letter from the Trust. Why is this?	The letters have been sent by email and to home address of all employees who have a recorded BME ethnicity on the Electronic Staff Record (ESR). If you haven't received a letter it is probably because your ethnicity is not recorded on ESR and/or your email or home address are not up to date. To ensure we are touching base with all BME colleagues, we will be proactively following up with all staff without a recorded ethnicity on ESR and those staff who chose not to declare their ethnicity. Further information about checking and updating your personal data on ESR is available here .	19/05/2020
125	Positive Action – BME colleagues	I am a BME staff member and I have received a letter from the Trust. Why have I received this letter?	Following consultation with the BME Staff Network we agreed to write to BME employees to advise them of the positive action we are taking. In summary, we are asking managers to have a supportive conversation with BME team members to ensure all precautionary steps have been taken to protect them during COVID-19	19/05/2020
124	Self Isolation	Is there is any advice for staff who may be returning to work in a Clinical area following a 10 Day hospital admission after being Tested Positive for Covid 19.	Prior to returning to the workplace following sickness absence there should be a discussion with your line Manager, which should include any advice provided on the GP/Specialist fit note. A referral for advice to the Occupational Health Service should be a consideration as part of this discussion. Employees are also able to contact Occupational Health to discuss any health concerns they may have. This may be possible in a telephone conversation or via self-referral form.	15/05/2020
123	Self Isolation	In returning to a clinical area are there any potentials that may compromise Patients, Staff	As long as you have adhered to the required self-isolation period and have recovered including being without a temperature for 48 hours you can return to a	15/05/2020

		and the Individual staff member in any way.	clinical area. Adherence to hand hygiene and respiratory good practice, use of the recommended PPE for that clinical area and following social distancing rules where possible with patients, and work colleagues.	
122	Self isolation	If my colleague is tested Covid positive and we have been in close contact do I have to isolate as well, like I would if a member of my family would?	You are not required to self-isolate. If you do develop symptoms do not come into the workplace or remove yourself from the workplace as soon possible and contact your line manager to arrange testing. It is important to maintain social distancing, including contact with work colleagues, wherever possible in the workplace.	15/05/2020
121	Staff testing	If a member of staff tests positive for covid, following their self-isolation should they be re-tested prior to returning to work to confirm they are are now negative?	A negative swab as a condition of return to work is not currently required. If the member of staff has come to the end of their 7 day isolation period and feels better and has been without a temperature for 48 hours they can return to the workplace. It is possible to still have a post viral cough or anosmia (loss of taste, smell) for several weeks after the infection has gone but this is not a reason to prevent returning to work.	15/05/2020 Updated 20/05/2020
120	Health & Wellbeing	How do you wash your uniform if you have no washing machine?	Many laundrettes remain open during the pandemic, alternatively ask colleagues if they would be happy to launder for you. If either of these options are not possible, please talk to your line manager, ward manager, facilities or HR manager about how to get assistance.	15/05/2020
119	Parking	What are the parking arrangements for staff from May 1st?	On-site car parking is free for all staff until 31 May 2020	15/05/2020
118	Staff testing	As part of the testing of asymptomatic staff members not all of us have the access to request the test for ourselves on ICE, therefore the department have collected all staff members DOB and NHS numbers. My colleague is requesting the tests and although she is not directly involved in my care has been able to view all tests carried out on me and all the results. Please can you confirm that this will be carried out differently to maintain patient confidentiality of	This was part of a 2day trial coordinated with Public Health England to understand the possible benefits of asymptomatic testing and if the evidence shows a demonstrable benefit, the process will be reviewed before being rolled out Trust wide. All those who took part were informed that it was voluntary and involved the unusual step of CSUs coordinating requests for their staff before consenting to be involved. All of those involved in this process are expected to maintain patient confidentiality as standard and any concerns about failure to do so should be escalated through your usual line management structure.	15/05/2020

		LTHT staff as soon as possible?		
117	Raising concerns	How am I able to escalate my concerns if I feel my manager is not supporting me?	The Trust expects all concerns to support staff, however, where an employee feels this is not the case, a number of support services are available. These include contacting the HR Manager for the department, Dignity at Work Advisers and the Freedom to Speak Up Guardian, along with the team of Freedom to Speak Up Leads. Full contact details are available on the intranet. Also, if you are a member of a trade union or professional body, you can contact an accredited representative for advice.	15/05/2020
116	Working from Home	My office is starting to trial working from home - should pregnant employees be given priority for this over others with no increased risk of covid 19?	You should work with your line manager to assess the risk and explore the most suitable options for you to continue to work. These options may include homeworking, flexible hours, temporarily moving to a new area of work (redeployment) or considering alternative duties within your department (eg non-clinical duties), to enable you to continue to use your skills/experience. Please refer to the latest guidance which is available here: https://www.leedsth.nhs.uk/covid19/latest-guidance/staff-who-are-considered-vulnerable/ . Managers are requested to support staff members in this category to continue to work in a way that supports this guidance, allowing individuals to continue to work while minimising social contact, and considering this in line with other team member's health and wellbeing.	29/04
115	Staff testing	Staff Testing: The Covid-19 update states that staff testing is being run by the LDI CSU and is available as a drive through service and by appointment only. If a member of staff does not drive, is there an alternative to the drive through service so that staff members who use public transport can be tested? Do we routinely re-test negative patients?	The LDI team are currently planning alternative options for testing for staff members who do not drive. An update will follow in the daily bulletin shortly. From the 17th April the LDI introduced a home testing service for those individuals who are unable drive / gain access to a vehicle to visit the staff testing site. These referrals are being managed through the HWB Lead / Line Manager and individuals will be contacted by the staff testing team for arrangements to be made for a home visit for the test to be undertaken. At this current time no, we do not routinely re-test patients.	29/04

114	Annual Leave	If individuals have AL booked and they then have to self-isolate, do they get this AL back?	In the event employees are required to self-isolate over a period of pre-booked annual leave, they can choose to cancel their leave. In the event they choose to cancel their leave, they should contact their manager to advise they are self-isolating and therefore available to undertake work at home. Requests to cancel leave cannot be done retrospectively as the individual needs to make their manager aware they are available for work. In circumstances where working from home in some capacity wouldn't have been possible, managers have discretion to authorise retrospectively.	29/04
113	Self Isolation	How will you reintegrate staff who have been shielding back into their clinical role? Will their be a phased return or can staff return back to work earlier if reasonable.	Staff who are extremely vulnerable and therefore shielding as a result of government guidance should continue to do so until advised otherwise - this is to protect themselves and to help minimise the impact of the coronavirus on NHS services. Line managers should support these individuals to do meaningful work from home to the extent that is feasible. Guidance on this is available here: https://www.leedsth.nhs.uk/covid19/latest-guidance/working-from-home/ . When staff who have been absent for an extended period of time do return to work, line managers should review whether or not a phased return would be beneficial - ordinarily a phased return is only advised for individuals who have been unwell and need support to build up to their normal hours. Managers should also consider whether the staff member requires any training or familiarisation with revised working practices as part of their initial return to work plan.	29/04
112	Terms & Conditions	I regularly work unsocial hours or overtime, but due to a change in work requirements for Covid, the next roster will not include this, what will happen to my pay?	Your pay will be protected so that there is no financial detriment to you working differently to support the Covid response	29/04
111	Terms & Conditions	I previously worked standard shifts and on-call, to support with Covid I am now working a 24/7 shift pattern with no on-call, what will happen to	If your new working pattern reduces pay, you will receive pay protection so that there is no financial detriment to you working differently to support the Covid response.	29/04

		my pay?		
110	Terms & Conditions	My working pattern has changed due to Covid and I'm no longer required to work unsocial hours. I have less than 6 months service, will I still receive pay protection?	The pay protection policy applies protection to those with 6 months or more service. Due to the exceptional circumstances of Covid-19, this criteria will not apply for the duration of the pandemic, so that no staff suffer a financial detriment for working differently.	29/04
109	Accommodation	I have a new staff member starting, with no face to face induction at the moment, what do I need to do as manager?	If you have a new starter joining your team please ensure you let Organisational Learning (leedsth-tr.OLCourseBookings@nhs.net) know that they have reported to work on their first day by no later than 10:30am .Your new staff member must also complete all induction actions that have been sent to them via email from the on-boarding system and Organisational Learning by no later than 1pm on their first day of employment and confirm this with Organisational Learning (leedsth-tr.OLCourseBookings@nhs.net) Your staff member is also required to complete the Information Governance Quiz attached to the email and return this to (leedsth-tr.informationgovernance@nhs.net). Failure to do so may result in the staff members details not being updated in sufficient time with payroll.	22/04
108	Life Assurance Scheme	I have staff member starting who is returning , but they have not got up-to date mandatory and priority training, what do they need to do?	If you have a staff member returning to work with Leeds Teaching Hospitals , they will need to complete 4 mandatory eLearning topics via the HEE eLearning Platform and confirm completion with Organisational Learning's mandatory training team leedsth-tr.MandatoryTraining@nhs.net . These topics are:	22/04

			<ul style="list-style-type: none"> • Health, safety and welfare • Fire safety • Infection prevention and control – level 2 • Resuscitation – level 2. <p>These can all be accessed via the HEE eLearning Platform here . Where this applies the new staff member will be contacted directly with information on how to do this and this must be completed no later than 12pm on their first day of employment with the trust.</p>	
107	Training	If I have a staff member returning to the trust and their mandatory and priority training is up to date, does it need to be repeated do it?	No, if a/your returning staff member has up to date mandatory and priority training upon their return, they will no need to redo it.	22/04
106	Training	My refresher training is due for my mandatory and priority training, do I still need to complete it?	All refresher training for mandatory and priority training has been suspended until further notice, you will not be required to complete this at the present time. For any staff member where it is practical to do so you can still complete mandatory and priority training.	22/04
105	Annual Leave	Regarding annual leave, will the Trust consider allowing staff to carrying more than the maximum AL over into 2021/2022 to give staff chance to use the leave they have bought or not had chance to take.	We will launch a selling leave scheme later in this year for individuals to be able to sell some of their leave. When developing the scheme, consideration will also be given to whether there will be increased flexibility to carry contractual leave over into 2021/22, to enable individuals to make an informed choice on how to manage their annual leave following the impact of Covid-19.	22/04
104	Dependants	I am grateful for all the support that staff have been receiving with regards to health and wellbeing. Is there any support available for families, especially children, of key workers, who are understandably anxious at this time? Their parents are working in an environment they see as dangerous and at the same time they've lost	Our psychology team at Leeds Children's Hospital have produced a number of helpful resources for children relating to wellbeing, anxiety and coping with self isolation. You can find them here: https://www.leedsth.nhs.uk/patients-visitors/our-hospitals/leeds-childrens-hospital/covid-19/ . There is a section on the Health and Wellbeing internet with information and fact sheets to support children. https://www.leedsth.nhs.uk/staffhealthandwellbeingsupportnetwork/stay-at-home/parental-support/ and there is also the national NHS helpline on	17/04

		the support of their teachers and peers.	03001317000 who are providing mental wellbeing advice for NHS staff and their families. If there is anything further that staff still need help with that we have not thought about or covered in this reply, please let us know by contacting the Health & Wellbeing Team.	
103	Staff testing	Will there be availability for staff testing for staff who are self isolating but without a personal vehicle? Current staff testing for self isolating staff required staff to have a car/vehicle to be eligible for testing	Yes - home test kits will be available. Further information in terms of process will be developed over the next few days	15/04
102	Social Distancing	I am concerned that staff are not adapting to social distance 2 metre rule. This is in office space where great numbers of staff are still working including medical and admin staff. I live with Someone who requires Shielding and going to great lengths at home to maintain these rules	All staff are reminded to follow social distancing rules. If your current working arrangements make this difficult to follow, you should discuss this with your line manager in the first instance. Options may include staggering start and finish times; some colleagues working from home; working in office accommodation which is currently vacated by staff working elsewhere. Support and advice is also available from Occupational Health and the Operational HR team.	15/04
101	Staff testing	If the Trust offers staff testing, are individuals obliged to undertake the test, or can they decline to be tested?	In line with the Leeds Way, we would expect any staff member who is self-isolating at home with suspected Covid-19 to agree to undertake a test for the virus if offered to them. If an individual has concerns about undertaking a test, they should discuss this with their line manager in the first instance. Advice is also available from Occupational Health or the Operational HR Team.	15/04
100	Staff testing	Are you considering COVID-19 tests for staff?	A process for staff testing is now in place. Over the last week, we have been testing more staff who have symptoms of Covid-19 or testing their household members if they have symptoms, which means the staff member is unable to attend work. The service is being run by the Leeds Dental Institute CSU at LGI and is available as a drive through service and by appointment only. We have increased our capacity so can test more staff than we are currently testing. Line managers or CSU Health and Wellbeing Leads (HWB) are encouraged to send referrals for staff testing as soon as any staff member calls to say they are self-isolating either because they have symptoms of Covid-19 or a member of their household does. If your line manager doesn't offer this service, please ask and	15/04

			see if it is appropriate for you to be put forward. Tests need to be carried out ideally up to day five after onset of symptoms. However, if symptoms persist beyond day five it may be possible in some cases to still offer the test.	
99	Travel	I am reading a lot on the FAQ's about car sharing and leaving children with relatives, is this not against Government guidance or are staff who work for the NHS different?	In line with national guidance all NHS staff are classed as Key workers and on this basis can car share with colleagues who are not part of their household, in the event they have no other options available. These journeys should be shared with the same individuals and with the minimum number of people at one time. As above NHS staff are defined as key workers for childcare purposes and in the event your child's school / nursery is not able to help during this period, the Trust is asking you to explore with your manager all options available to you in order to support you remaining at work in line with the national guidance.	15/04
98	Pension Scheme	Are there any further details regarding the pension annual allowance taper that was announced in the March budget? I'm mindful that the solution for the 2019/20 year was temporary and I'm concerned the additional sessions I'm working for Covid-19 may incur a tax bill?	A video presentation can be viewed here , along with a further summary; https://www.nhsemployers.org/-/media/Employers/Publications/Reward/Pension-tax-changes-April-2020-Info.pdf . Based on NHS earnings, it is suggested that 98% of Consultants will now not be affected by the taper and are therefore less likely to incur large tax bills.	15/04
97	Pension Scheme	Is there any additional guidance for those who aren't in the NHS Pension Scheme?	Individuals who are in alternative schemes (such as University of Leeds) may be entitled to death in service benefits and all individuals are strongly advised to review all scheme benefits before considering whether to leave their existing scheme to join the NHS Pension. On 27/04/20, government announced a new scheme to provide life assurance benefits for staff who are performing frontline work during the COVID-19 pandemic. This is in recognition of the increased risks that staff are currently facing, and will be particularly welcomed by those who are not members of the NHS Pension Scheme. In the event of a staff member dying in the course of COVID-19 work, a lump sum payment of £60,000 will be made to their estate if they meet the qualifying work related criteria for the scheme. Further details are available here and will be updated over the coming days: https://www.nhsbsa.nhs.uk/nhs-and-social-care-coronavirus-life-assurance-scheme-2020	Amended 29/04
96	Pension Scheme	I am a member of the NHS Pension Scheme, what protection does this provide if I pass away?	We are working hard to ensure all our staff receive all the necessary protection during this difficult time in order to keep them safe. However, we understand it is important for employees to have information for all eventualities. Individuals who are actively contributing to the NHS Pension Scheme are entitled to death in	14/04

			membership benefits, including life assurance and family benefits. The details vary depending on the scheme, the attached link provides a full summary: https://www.nhsemployers.org/-/media/Employers/Publications/Reward/Death-in-pensionable-membership-April-2020.pdf	
95	Accommodation	I have an “extremely vulnerable” person in my household and I might move into Trust/hotel accommodation. What happens if I develop Covid while living in the hotel, would I be allowed to self-isolate there throughout an illness, and would the staff look after me in any way?	If you develop COVID whilst living in a hotel, it is important that your line manager is made aware of your symptoms. You would be allowed to self-isolate there, but it is important to ensure that your Line manager is aware that you are unwell and alone in a hotel. You should put in place a system for regular daily updates to your line manager. You may need to consider a friend or colleague who could collect any food or medicines for you whilst you are symptomatic, and you could arrange for these to be left outside of your hotel room. In addition, if you are finding it difficult to access food due to, self-isolation, accessibility of food provision or financial constraint then you are eligible for help. For more information and guidance please contact the Leeds Local Welfare Team on Tel: 0113 3760330	14/04
94	Indemnity	Does the Trust have indemnity to cover individuals who as part of the Covid-19 response are working in alternative roles/areas?	Comprehensive arrangements are already in place to indemnify healthcare professionals and others for the NHS work which they already do. All Trust employees will continue to be indemnified whilst undertaking alternative roles at the request of the Trust. In addition, The Coronavirus Act 2020 provides the Secretary of State for Health and Social Care with powers to provide indemnity for clinical negligence liabilities arising from NHS activities carried out for the purposes of dealing with, or in consequence of, the coronavirus outbreak, where there is no existing indemnity arrangement in place. This additional indemnity cover will provide an additional safeguard. The additional indemnity provided by the Coronavirus Act 2020 covers NHS services commissioned from non-NHS providers. These arrangements will therefore include healthcare professionals and others from the independent sector, working as part of the Coronavirus response.	09/04
93	Junior Doctors	The junior doctors have radically changed their rotas in response to the current crisis and have really stepped up creating redundancy in the rota to allow for the inevitable gaps that appear due to illness or isolation. They are not unreasonably concerned that on paper it actually looks like	For any changes to Junior Doctor rotas which have occurred as a consequence of the Coronavirus outbreak, pay will be protected until the end of the contract. If the contract has to be extended, the protection will continue for the length of the contract. If the doctor has been booked to do Bank shift to cover gaps in the rota and these are no longer required in the new rota pattern, these will not be protected and will not be paid. Staff should also receive full pay whilst	09/04

		<p>they are rostered for slightly less hours and are anxious that this will have a negative effect on their pay. This is a particular anxiety from the bank doctors. The fact that they are not rotating in April also concerns them that any in-job pay protection they would normally have may be lost. Is there a reassurance that they will not be left out of pocket that I can give back to them.</p>	<p>self-isolating for all pre-booked bank shifts that they would have worked had they not self-isolated. This applies to staff who have a substantive contract with their employer, and to bank-only staff.</p>	
92	Junior Doctors	<p>Please can we empowered to instruct HR / med deployment / junior staff - that the standard JDC rules no longer apply. I don't have access to the contracts but there used to be a disclaimer near the bottom that basically said that at times of emergencies everyone can and will be asked to work. Currently med deployment are quoting need for rest between shifts etc & SHOs not wanting to change shift patterns, even when they've had rest. To date we've not asked anyone to work anything unsafe or particularly extra - however we are very keen that people become flexible day to day (coming in from home / going home to rest if we've plenty of staff etc) and a more pragmatic approach to rest between shifts. Currently they might do 13 long days straight with several days rest afterwards, however I suspect going forward we might look at 2-3 days / nights on, then rest 1-2 days then back in.</p>	<p>For junior doctors, all additional hours should be recorded on HealthRoster. Please exception report over runs. Additional shifts should be booked through medical deployment as locum bank.</p>	09/04

91	Junior Doctors	Do you want individuals (any or all medical grades) to keep an informal record or input into a formal record of hours worked - to try and ensure reasonable distribution of duties & rest?	National guidance https://www.nhsemployers.org/-/media/Employers/Documents/Pay-and-reward/Junior-Doctors/Joint-statement-on-managing-rotas-NHS-Employers-and-BMA.pdf?la=en&hash=A91E5E8C448CEE795862F54877F20B7B2E587B4E	09/04
90	Trade union duties	As an accredited Trade Union Rep, what is the situation regarding 'paid time off for Trade Union Duties'?	As an employer LTHT is proud of its long established partnership with our Staff Side organisations and Trade Unions. Our normal arrangements have consistently granted paid time off to carry out Trade Union duties. The national Social Partnership Forum agreed a statement on industrial relations during COVID-19, highlighting the importance of facilities time and the likely requirement to streamline working with trade union representatives, to maintain an effective partnership response to the pandemic. Requests for time off will be granted where practicable, however, in the current situation there may be occasions where it may not be possible to grant individual requests by accredited union representatives. The manager should always discuss this with the representative and seek HR advice as appropriate.	09/04
89	Dependents	What do you advise for people who are primary carers for very high risk relatives? I work on the frontline. The government advice is that carers of vulnerable people are still allowed to visit to provide essential care. The carers do not have any capacity to increase my relatives visits and I currently visit at least 3 times a week. I am the only person who is able to care for this relative. I am more than happy to do my bit but I want to ensure I am wearing the correct PPE.	The following links identifies what PPE should be used to protect staff: https://www.leedsth.nhs.uk/covid19/clinical-guidelines/	09/04
88	Health Conditions	I am 60 years old, am I allowed to work with covid19 patients?	Individuals over the age of 70 have been advised by the government to shield at home for 12 weeks. Other staff can continue to work COVID-19 patients unless their health circumstances prevent this - individuals can take advice from Occupational Health on 0113 2065228. The full guidance is available here: https://www.leedsth.nhs.uk/covid19/latest-guidance/staff-who-are-considered-	09/04

			vulnerable/	
87	Self Isolation	<p>A team member developed symptoms of COVID-19 and has a family member with severe asthma. Asthma UK site states “ if somebody you live with develops symptoms of Covid-19... you and everyone else in your household need to stay at home for 14 days from the time the first person in your household got symptoms www.asthma.org.uk/coronavirus. Does the person that developed symptoms need to continue to isolate for 14 days as it suggested above or should isolation just be 7 days?</p>	<p>The person who first developed symptoms need only self-isolate for 7 days from the onset of symptoms. Guidance is available here: https://www.leedsth.nhs.uk/covid19/latest-guidance/health-advice/</p>	09/04
86	Travel	<p>Will anything be done for staff using public transport who are unable to drive? Every option I have explored leaves me out of pocket whilst drivers are being offered free car parking and a refund on their train/bus passes. Using public transport creates more risk for the user, their families and patients however there are no alternatives available for staff who do not drive. Every journey is a risk, please think about our safety.</p>	<p>Where the member of staff normally travels to work via public transport and there is an operational need for the member of staff to attend site, managers do have discretion to approve the re-imbursment of taxis</p>	09/04
85	Alternative Duties	<p>Why have some secretarial staff been sent home on full pay and with no work to do?</p>	<p>In order to facilitate social distancing, staff may be asked not to come onto site as their normal work has temporarily changed. All such staff should be asked by their manager to work from home - suggested alternative duties are available here: https://www.leedsth.nhs.uk/covid19/latest-guidance/new-services-page/ These staff are also available to support other essential services if required.</p>	09/04
84	Annual Leave	<p>The section regarding recording leave states self-isolation and household isolation should be recorded as medical suspension. However, it says if an individual is symptomatic of COVID -19 it should go down as sick. If someone goes home</p>	<p>If someone declares themselves as being symptomatic of COVID-19, based on government guidance, this should be recorded as sickness absence. If someone self-isolates for any other reason, this should be recorded according to the guidance which can be found here: https://www.leedsth.nhs.uk/covid19/latest-guidance/new-services-page/ . If someone has is not symptomatic of COVID-19,</p>	09/04

		due to a cough does that mean they are symptomatic and should be logged as sick? or are they self-isolating and it should go down as medical suspension. I think this area is a bit unclear.	based on government guidance, they should be available to attend work. A self-isolation tool is available here: https://www.leedsth.nhs.uk/assets/a346665cc3/Slide1-v4.PNG	
83	Self Isolation	Is there any provision for staff that are shielding for 12 weeks to get a Morrison's box? It is difficult to organise a online delivery. Thanks	Staff who are self-isolating or shielding and wish to get a Morrison's box can ask a friend or colleague to pick one up and deliver it to their home for them. Unfortunately, we are unable to arrange home delivery of these for staff.	09/04
82	Equality & Diversity	Do you have any advice re supporting communication with colleagues who lip-read now that we are wearing masks much of the time? Is there the possibility of obtaining any clear window masks?	Please talk to your colleague and work with them to determine how they wish to be communicated with. Everyone's needs are different and each individual will know how they need supporting. Unfortunately, we are not aware of any face masks which are fitted with windows.	09/04
81	Alternative duties	What are the plans for staff working within roles that aren't critical to the delivery of front line services during the current circumstances? Will some staff be furloughed?	Furlough does not apply to NHS employees. For staff whose usual work is not currently required as fully as normal, they may be asked to support other roles within the Trust to ensure essential and front-line services can continue, or may be asked to support alternative, valuable tasks either from their usual place of work, from home, or remotely from other Trust locations. These duties may be different to those you usually perform within your 'normal' working week, however will still be of great value to your team, department and the Trust. We have developed suggestions to help you to consider and plan your work with your manager and team. These can be accessed here: https://www.leedsth.nhs.uk/assets/7a294f80c2/Alternative-Duties-Guidance-v2.docx	03/04

80	Alternative duties	<p>Are there any plans to re-deploy admin and clerical staff from areas where work could possibly wait onto areas which need support? Will admin staff be redeployed to areas other than admin? Will non-essential admin staff be required to continue coming to work, considering the postponement of many clinical services?</p>	<p>All areas of the Trust have been asked to identify their essential services which will continue during the current Covid situation, and the cohort of staff who will be required to deliver these services. We are currently working to develop a process to repurpose staff (i.e. undertaking a temporary change of duties) into a variety of other roles vital to supporting front line services. CSUs and corporate teams are currently developing workforce plans as to the types of staff who could be repurposed and what training they require before commencing these roles. This will apply to all staff who are not required to do their normal work and have not yet been given alternative duties, taking into account the skills, experience, health and other personal circumstances of individuals. We recognise that some staff will find this easier to do than others. Managers will discuss the need for a temporary change of duties with their teams in line with the Leeds Way - involving everyone, responding to any concerns that are raised and thereby helping ensure we deliver the best patient care we can throughout this unprecedented situation.</p>	03/04
79	Working from home/pay	<p>For those currently working from home or planning to start working from home, is it possible for those to ring patients or contacts from your own mobile and it will be diverted through a designated trust phone? I am aware other Trusts are currently doing this to protect their staffs contact details.</p>	<p>Unfortunately, it's not possible to route a mobile phone call via the Trust telephone system. However; it is straightforward to withhold the number from being visible to the person they are calling. Most mobile phones will have an option to switch off the "Caller Line Identifier" (CLI). Alternatively, adding 141 to the start of the telephone number they are calling, will achieve the same.</p>	03/04
78	Recruitment	<p>Is there a way we can fast track clinical staff/medics/non-clinical staff back into the organisation?</p>	<p>There are a number of processes underway to recruit / bring back/ or repurpose all staff needed in this situation. We now have LTHT processes to fast track the onboarding of these staff. However, former registrants who need to re-register with their professional body need to go through a national process first before we can fast-track their onboarding into LTHT.</p>	03/04
77	Health Condition	<p>Can you please clarify whether staff who have an underlying health conditions, but who are symptom free , can work frontline (in direct patient contact) or whether they should be reallocated to other duties</p>	<p>Whether or not an individual with underlying health conditions can work in a direct patient facing role will depend on their personal circumstances and the exact nature of their role. The latest guidance is available here: https://www.leedsth.nhs.uk/covid19/latest-guidance/staff-who-are-considered-vulnerable/ Staff and managers are advised to contact Occupational Health for individual advice if required.</p>	01/04

76	Accommodation	As an employee of LTHT, if I live with an over 70 year old, and if I begin to display the symptoms, is that member of my family eligible to be rehoused by the trust for the purpose of self isolation?	Unfortunately, the Trust is not able to provide alternative accommodation for individuals who are not employed by the Trust. Individuals in this type of circumstance may be able to find support through the various local community groups which are offering help	01/04
75	Travel	With reduced public transport, some staff will take much longer to get to and from work (EG, reduced buses), and are nervous about this due to childcare/ being away from children for extra time, especially if both staff work for the NHS. How can I help staff around this? Any guidance around travel disruptions would be grateful. thanks,	Managers are encouraged to help staff identify alternative travel options, which may include flexibility over start and finish times, the use of taxis, or car sharing. Managers requiring advice about specific cases should contact their HR Advisor	01/04
74	Social Distancing	My colleagues are not following government guidelines to stay away from people they do not live with and are visiting family they do not live with and people they do not live with are visiting them, what can the trust do to prevent this?	In line with the Leeds Way, we expect all our staff to follow the national guidelines as closely as possible. This ensures that we are fair to colleagues and helps us continue to deliver the best patient care we can. If an individual has a particular concern about a colleague's behaviour which may put patients, other staff or themselves at risk, they should raise the matter with their line manager.	01/04
73	Travel	I have underlying health conditions, I have to travel by bus, and since they changed to Saturday service I cannot stick to the guidelines of metre or more away from the next person. Please advise.	Staff with underlying health conditions who have concerns about protecting themselves in the workplace as well as travelling to and from work, should speak to their line manager in the first instance. Managers are encouraged to help staff identify alternative travel options, which may include flexibility over start and finish times, the use of taxis, or car sharing.	01/04
72	Key Worker	If Police stop & check me is my ID badge fine or will I require a letter to produce to police when I get stopped like other NHS Trusts?	Employees can use the standard "keyworker" letter which is available here: https://www.leedsth.nhs.uk/covid19/latest-guidance/childcare/ Although the letter sits under the Childcare section of the guidance, the letter can be used for any purpose where an individual needs to prove they work for LTHT.	01/04
71	Self-isolation	Are bank who have been advised to self-isolate for 12 weeks because they are vulnerable being paid, are they being considered by the trust. How is the nhs trust assisting reed	Yes. Bank staff will receive full pay whilst self-isolating for all pre-booked bank shifts that they would have worked had they not self-isolated. This applies to staff who have a substantive contract with the Trust, and to also bank-only staff. The revised NHS terms and conditions published on 27 March 2020 confirmed this arrangement.	01/04
70	Social Distancing	Will there be disciplinary action for staff that travel to high risk areas of the country for non-essential reasons on their days off?	Employees should follow government guidelines on restrictions of travel ensuring that any travel should be for essential reasons only. Employees should be reminded that anything which happens in their spare time which brings the Trust into disrepute or causes public doubt in the service could end up being a matter which the Trust may need to take action on.	01/04

69	Health Condition	I work clinically. My husband has been diagnosed with Leukaemia and Lymphoma. I am concerned that I am putting his health at great risk.	Any employee who lives with someone who is the vulnerable groups of people identified by the government and has concerns about exposing them to the virus needs to have a discussion with their manager. Whilst working at home is an option, the manager and employee can also discuss if the employee is happy to work in an isolated area of the Trust with less exposure to other staff or patients. More advice is available here: https://www.leedsth.nhs.uk/covid19/latest-guidance/health-advice/	01/04
68	Accommodation	I live with a household member who is vulnerable, and therefore I am not able to return home. Please advise if there is any accommodation we can live in in the trust over this time period.	Advice about living with a vulnerable person is available here: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/ Accommodation is available for employees who wish to stay away from their usual home - the details are available here: https://www.leedsth.nhs.uk/covid19/latest-guidance/travel-and-car-parking/	01/04
67	Accommodation	Trust wide comms email suggests accommodation for staff if household member is symptomatic but OH advise 14 day household isolation - please could you clarify who is safe to use accommodation ??	Accommodation is available for employees who wish to self-isolate - the details are available here: https://www.leedsth.nhs.uk/covid19/latest-guidance/travel-and-car-parking/ Providing you have only had limited contact with the person who is symptomatic, you are safe to stay in Trust provided accommodation.	01/04
66	Working from home	For those currently working from home or planning to start working from home, is it possible for those to ring patients or contacts from your own mobile and it will be diverted through a designated trust phone? I am aware other Trusts are currently doing this to protect their staffs contact details.	Unfortunately, it's not possible to route a mobile phone call via the Trust telephone system. However; it is straightforward to withhold the number from being visible to the person they are calling. Most mobile phones will have an option to switch off the "Caller Line Identifier" (CLI). Alternatively, adding 141 to the start of the telephone number they are calling, will achieve the same.	01/04
65	Key Worker	So I can continue to come to work, and there are no parking restrictions in Leeds at present, is there a letter that we can display in our car's that shows we are LTHT employee's	Employees who do not have a parking permit can use the standard "keyworker" letter which is available here: https://www.leedsth.nhs.uk/covid19/latest-guidance/childcare/ Although the letter sits under the Childcare section of the guidance, the letter can be used for any purpose where an individual needs to prove they work for LTHT.	01/04
64	Pregnancy	I am pregnant and I have not had any of my jabs from occupational health and work on a ward with suspected and confirmed Covid-19, what should I do?	Individuals are advised to contact Occupational Health for pregnancy related advice. Occupational Health continue to provide the recommended vaccinations for clinical staff to protect against workplace infections. Immunity can also be checked by serology. This can be organised by contacting 0113 2065228. Following recent updated national guidance, all pregnant staff should not be working in patient-facing roles where the risk is greater than it would be outside the workplace. Advice regarding vaccinations should still be obtained from Occupational Health	Updated 29/04

63	Recruitment	Are AAC's (substantive Consultant recruitment) still going ahead?	Yes, using a remote on-line meeting app called 'Zoom' which you do not necessarily need to download. If you want to CANCEL the AAC, the Clinical Director will need to email LynnLindley@nhs.net asap.	27/03
62	Travel	Will the Trust pay for taxis to get staff to and from work if it is not possible for staff to get to/from work due to reduced public transport?	Yes. Where the member of staff normally travels to work via public transport and there is an operational need for the member of staff to attend site, managers do have discretion to approve the re-imbursment of taxis. It is reasonable for managers to ask staff to consider alternative methods of travel, for example walking and cycling, taking into account the employees personal circumstances and the time of day they will be travelling. Staff and managers are reminded that there is currently free car parking on site for all staff, with no permit required. Managers should also consider whether a temporary change to start and finish times if this is operationally practicable and would assist the employee with their journey to work. Members of staff travelling by taxi should take measures to prevent virus transmission and should claim reimbursement using the online expenses system in the normal way. Staff who live a considerable distance from their place of work are reminded that hotel accommodation is available. https://www.leedsth.nhs.uk/covid19/latest-guidance/travel-and-car-parking/	27/03
61	Annual Leave	I'm receiving a number of queries about cancelling additional leave purchased for next year in light of the fact that they are cancelling leave and carrying over quite a number of days anyway.	We understand that a number of staff may want to do this, given the potential difficulties in taking annual leave over the coming period. We will develop a process for this and communicate it to all staff - however, this is likely to be in July at the earliest. If staff then choose to cancel their additional bought leave, they will be refunded in full any deductions that have been taken to date.	27/03
60	Health Condition	What is the specific advice for consultants with chronic medical conditions (such as diabetes), especially in relation to on-call?	Staff who are in the extremely vulnerable group are required to stay at home at all times and avoid any face-to-face contact for a period of at least 12 weeks. For staff in the vulnerable group, they should be supported to continue to work as fully as possible, with appropriate reasonable adjustments in place, which may include working in lower risk areas or different types of work. Each individual should be considered on a case by case basis - advice is available from HR and Occupational Health. The guidance for supporting vulnerable staff is available here: https://www.leedsth.nhs.uk/assets/6dcaa2c4c6/COVID-19-Vulnerable-People-26.03.20.pdf	27/03
59	Annual Leave	If I cancel my annual leave can I carry the extra days over?	Staff who cancelled leave before 31st March 2020 can carryover more than the normal 5 days annual leave in these exceptional circumstances. We will develop a process to sell annual leave, or be paid for untaken annual leave for the 2019/2020 year - however, this is likely to be July at the earliest (Updated 03.04.2020)	26/03

58	Self-Isolation	Do I need a sick note after the first 7 days of self-isolation?	Under normal rules you can self-certify your sickness absence for the first seven calendar days before needing to obtain a GP 'fit note'. To reduce the spread of infection and to ensure you do not visit GP practices if you have the coronavirus symptoms, you are advised to focus on recovering rather than worrying about obtaining a fit note. Line managers should not ask for GP fit notes for coronavirus absences and there is <u>no</u> requirement to obtain a self-isolation certificate issued by the 111 service.	26/03
57	Travel	Should I use the staff shuttle bus?	The staff shuttle bus should be used for essential and business critical purposes. If you would prefer to walk rather than get the shuttle, where possible, please consider allowing more time to facilitate this. Revised procedures are currently in place for staff using the shuttle service - details are available here: https://www.leedsth.nhs.uk/covid19/latest-guidance/travel-and-car-parking/	26/03
56	Training	Do I need to attend training?	Staff should prioritise FIT testing – if you need details of when this is taking place please speak to your line manager. All other face to face training is cancelled with immediate effect for the next four weeks (to be reviewed) except where it is essential for the continuing provision of clinical/patient services. All delegates will be contacted in advance and courses rearranged at a point in the future. CSUs are working with the mandatory training leads if their staff need to access face to face mandatory training over the coming weeks.	26/03
55	Working from home	My manager has agreed that I can work from home – how do I arrange this?	Staff can access different elements of the IT system to enable them to work from home. Details about the different options for working from home can be found here; https://www.leedsth.nhs.uk/covid19/latest-guidance/working-from-home/	26/03
54	Self-isolation	What happens if you have ongoing symptoms after self-isolating?	The symptoms of COVID-19 are: •a high temperature – you feel hot to touch on your chest or back •a new, continuous cough – this means you've started coughing repeatedly anosmia (loss of taste, smell). If you continue to experience symptoms following a period of self isolation, please follow the national guidance about when to end isolation which can be found here; https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#ending-isolation . Please keep your line manager informed about when you expect to return to work. If you are unfit to work, this should be recorded as sickness absence.	26/03 Updated 20/05/2020
53	Self-isolation	If a member of my household shows symptoms but I do not, what should I do?	The symptoms of COVID-19 are: •a high temperature – you feel hot to touch on your chest or back •a new, continuous cough – this means you've started coughing repeatedly. If you live with someone who has any of these symptoms,	26/03

			<p>you should follow national guidance and stay at home for 14 days from the day the first person got symptoms. Please inform your line manager that you are self-isolating and where possible, make arrangements to work from home. Managers are requested to support individuals to explore every option for working from home, even if this means a change to the type of work that individuals would normally do. If you live with other people who have symptoms, and you choose to immediately remove yourself from the household so that you manage to avoid contact, you will be able to continue to attend work. We will provide you with alternative accommodation until the household isolation period has ended. Details for accessing the accommodation is available here: https://www.leedsth.nhs.uk/covid19/latest-guidance/travel-and-car-parking/ If you develop symptoms yourself, you are able to return to work 7 days after the onset of symptoms, providing that you feel well enough to do so.</p>	
52	Pregnancy	What is the guidance for staff who have pregnant partners?	<p>Staff members who live with someone who is pregnant should follow the national guidance and continue to come to work unless they or anyone in their household has symptoms.</p>	26/03
51	Pregnancy	I'm pregnant and work in clinical areas, should I be taking additional precautions?	<p>The latest guidance recommends that pregnant workers at any stage of pregnancy should 'not be exposed to a greater risk in the workplace than what they would be exposed to outside the workplace'. Where there is a higher level of risk, the worker should be offered alternative work. For those workers over 28 weeks' gestation or with underlying health conditions, homeworking is advised. For those workers under 28 weeks gestation, the latest guidance means patient facing roles are not appropriate if social distancing cannot be implemented without compromising patient care or if there is a higher risk of exposure to the virus. Please refer to the latest guidance which is available here: https://www.leedsth.nhs.uk/covid19/latest-guidance/staff-who-are-considered-vulnerable/</p>	Updated 29/04
50	Health Condition	Do clinical staff need to self-isolate if they are pregnant or have long term health conditions?	<p>The latest guidance for individuals with underlying health conditions or who are pregnant is available here: https://www.leedsth.nhs.uk/covid19/latest-guidance/staff-who-are-considered-vulnerable/ Managers are requested to support staff members in this category to continue to work in a way that supports this guidance, allowing individuals to continue to work while minimising social contact. This may include remote working or moving to a lower risk area.</p>	26/03

49	Pregnancy	I am pregnant, who can I speak to about any concerns?	Leeds Maternity have set up a telephone advice line for pregnant women booked to deliver at LTHT, for women who have had their baby at LTHT and for pregnant staff currently working at LTHT to assist with any questions or queries you may have regarding coronavirus relating to your pregnancy, your care and your on-going care. The call handler will be a midwife and is available Monday-Friday 9-5 by telephoning: 07464907978. If you have an urgent problem related to your pregnancy but not related to coronavirus then get in touch using the same emergency contact details you have for your booked hospital.	26/03
48	Key Worker	I need proof that I work for LTHT to access childcare, what do I do?	If you are asked for proof of employment beyond your ID badge, please ask your manager to download and complete this letter.	26/03
47	Annual Leave	Phil Woods email yesterday asked staff to consider cancelling all AL also for April and also reassured that they can carry over as much leave as they need to or the Trust will buy back any annual leave that hasn't been taken. All new leave requests will be reviewed by CSU teams on a case by case basis. Is this the same for Trainees, who may be rotating to a new Trust later on?	This arrangement relates to all staff, including doctors in training. Any individual who leaves the Trust with unused annual leave will be paid for the unused leave.	26/03
46	Unplanned Absence	A member of staff is on holiday abroad. Unfortunately, all flights have been cancelled. She has been told that no flights are available for 2 weeks from now and they will let her know if any planes can be scheduled after that time. She will keep us all informed and she is in touch with the British consulate but no clear guidance at the present time.	Any time absent from the workplace under these circumstances will need to be allocated in accordance with the Unplanned Leave and Authorised Absence Procedure. This will need to be a combination of annual leave, unpaid leave, time-owing in the first instance. Paid special leave would need to be considered on a case by case basis with HR advice. As an alternative, the individual may be able to work remotely while abroad, depending upon the nature of their role. Due to current travel restrictions, it is not anticipated that there will be new similar scenarios arising out of staff travelling abroad from now on.	26/03
45	Retire & Return	We have an individual retiring, who has agreed to "retire and return" with an As and When (Bank) contract. Current advice is I believe 24 hours between retiring and returning, one month at 16 hrs per week and then can work as required. Can you confirm that the one month at 16 hrs per week is still in force in the challenging times? This is part of our COVID contingency.	Staff retiring and returning are required to have a break in service. For staff up to and including Band 7, this is a 24 hour break, which is still required under the current COVID situation. For staff at Band 8a and above, as well as medical staff, the LTHT policy is a break of 2 weeks if returning to a substantive role. Any exceptions need to be agreed by an Executive Director as per the Retirement Guidance. For staff at Band 8a and above who return to a Bank contract, a 24 hour break in service is all that is required. All staff who retire and return DO NOT need to limit their hours to 16 hours per week for the first calendar month during COVID. They CAN increase their hours during COVID and it will not have an impact on their pension.	26/03

44	Recruitment	We have a new starter due to start on Monday, but who has been told they need to self-isolate for 12-weeks, what should they do?	The individual and manager should refer to the advice published elsewhere regarding self-isolation and options for working from home. On an individual case-by-case basis, recruiting managers are advised to take advice from HR	26/03
43	Maternity	If members of staff are wanting to do shifts (normal or bank) whilst on maternity leave to help out, will there be any flexibility about allowing this without their maternity leave finishing?	Yes, the staff member will be able to work without their maternity leave finishing. If a member of staff agrees to work whilst on maternity leave in order to support service delivery, we will continue to pay SMP for the week and also pay for the work done at the amount which would normally be paid.	26/03
42	Self-isolation	If people within the 'at risk' groups are self-isolating for 12-weeks at their own choice will this be unpaid? Will there be a conduct issue if they are unwilling to compromise and consider alternative work areas, etc.	All staff who are "at-risk" and are required to self-isolate will receive full pay. These staff should be supported to continue to work while at home. In line with the Leeds Way, managers and staff are asked to explore all options to allow an individual to continue to work from home, taking into account the individual circumstances. All of us are required to follow a reasonable management request and working from home if well enough to do so would fall under this definition, which may include duties that a staff member would not normally do, but which they can reasonably be expected to do with appropriate support and resources. If staff are not advised to self-isolate and are neither ill nor diagnosed with COVID-19, managers should handle this situation sensitively, exploring with the member of staff any concerns they may have about returning to work. Careful consideration should be given to options that could allow the member of staff to work from home, or in other healthcare settings that would allow them to use their skills/experience. If staff remain concerned, and if resolution is not possible after all possible options have been explored, it may be possible, in these particular circumstances, for the employee to work flexibly, to arrange annual leave, unpaid leave or other alternative arrangements. Guidance for managers is being developed. In the meantime, managers should discuss individual cases with a member of the HR team. (Updated 03.04.2020)	26/03

41	Self-isolation	<p>What is the expectation if individuals are in the ‘at risk’ group but there is no suitable alternative work they can be doing at any of the hospitals, and if they are unable to work from home?</p>	<p>Staff and managers should follow the advice provided here to determine whether or not a vulnerable individual should remain at home, or the degree of adjustments which are required to support an individual to continue to attend work: https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-people-at-high-risk/ Or https://www.leedsth.nhs.uk/covid19/latest-guidance/health-advice/. If a staff member does self-isolate at home, we recommend that their line manager telephones them to ensure that they and their family are getting the advice and support that they need, and to explore for the individual to work in some way from home. Many of our staff who are having to self-isolate are not unwell and are telling us that they still want to contribute, so explore this with the staff member. Some things to consider:</p> <ul style="list-style-type: none"> o There may not be work available related to the staff member’s normal duties, but there could be work form elsewhere in the team, or wider organisation o All staff, regardless of their role, should be able to undertake some or all of the following from home: <ul style="list-style-type: none"> § Check work emails regularly and keep updated with developments at work and guidance relating to COVID-19. § Access the appraisal system and prepare for their appraisal or, if they manage staff, prepare for the appraisals of their staff § Access training which is available on the on-line training interface, e.g. IG, Fire Safety § Catch up on reading about their role, and also wider reading, e.g. books and articles relating to Leeds Improvement Methodology § Access some of the videos on the Trust’s YouTube channel § Share with staff your area’s staff survey results, and ask them to consider how to make their team and the whole Trust the Best Place to Work § Dial in to team meetings 	26/03
40	Terms & Conditions	<p>For medics, what is the remuneration for working additional on calls at short notice to cover sickness or self-isolation during COVID-19 pandemic.</p>	<p>We currently have some gaps in our junior doctor on call rota overnight due to sprs having left the rotation and failure to appoint to locum posts. Shifts have been put out to locum agencies for cover, but if we are unable to get cover then our only other option is for a consultant to cover the on call overnight. Our junior doctor would normally be resident reviewing patients on the renal wards overnight - one of the consultants asked if it would be a requirement for them to be resident overnight in this situation or whether they could go home if things were quiet. The Clinical Direct/Lead Clinician should undertake a clinical risk assessment and determine what level of consultant cover is required to maintain patient safety.</p>	26/03

39	Terms & Conditions	<p>The junior doctors have radically changed their rotas in response to the current crisis and have really stepped up creating redundancy in the rota to allow for the inevitable gaps that appear due to illness or isolation. They are not unreasonably concerned that on paper it actually looks like they are rostered for slightly less hours and are anxious that this will have a negative effect on their pay. This is a particular anxiety from the bank doctors. The fact that they are not rotating in April also concerns them that any in-job pay protection they would normally have may be lost. Is there a reassurance that they will not be left out of pocket that I can give back to them.</p>	<p>Pay protection in line with the Junior Doctor 2018 TCS will be applied, the trust will protect at the level in the April work schedule. If changes to rotas, result in an increase in pay, individual pay will be uplifted to reflect this. We aim to ensure that no junior doctor is financially disadvantaged.</p>	26/03
38	Terms & Conditions	<p>Our Senior Managers and Matrons are moving to a different pattern of working to ensure we are covered 8am - 8pm - Mon to Fri and 8am - 6pm on the weekends. This will mean some of the 37.5 hours will be worked at weekends. Are enhanced rates of pay offered for working core hours over weekends?</p>	<p>Please see link from AfC Terms and Conditions Handbook below which applies to unsocial hours worked as part of contracted hours. This applies to all AfC staff, with different rates according to Band. https://www.nhsemployers.org/tchandbook/part-2-pay/section-2-maintaining-round-the-clock-services-england</p>	26/03
37	Terms & Conditions	<p>If individuals are volunteering to work over 60 hours to help with staff shortages, is this a possibility providing they get some rest following that last shift?</p>	<p>Working excessive hours presents a risk to both the worker and patients/service users. The Trust's Policy of limiting working hours to 60 in a single week is designed to mitigate this risk. There would need to be a thorough risk assessment undertaken prior to any variation from this policy being agreed. Furthermore, managers and staff are reminded that we expect the operational pressures associated with COVID-19 to be on-going for at least 12 weeks. Therefore, we need to prioritise staff health and wellbeing in order to support staff over an extended period and support them to receive adequate rest. This position will be kept under review in line with the operational pressures facing the organisation.</p>	26/03
36	Appraisal	<p>What will happen with appraisal season?</p>	<p>The appraisal season will be extended until November 30th recognising the current circumstances we are working in. The Appraisal Module on the Training Interface will go live on Tuesday 24th March and where it is reasonably practicable appraisals can still go ahead, perhaps using phone, Skype, Facetime or Microsoft Teams.</p>	26/03

35	Recruitment	We have a recruitment campaign at the moment. Should this be postponed given the current guidance from government? Can you advise if this is appropriate and also how to inform candidates asap? As there are skills tests associated with these roles it is unlikely a video link interview would be an option.	Recruiting managers are advised to only progress recruitment campaigns if they are critical to service delivery. This will need to be a management decision based on an assessment of service needs. For recruitment activity that would normally involve face-to-face interviews, we recommend that wherever possible the interviews are conducted via video link (such as Skype, Zoom or Microsoft Teams). Where this is not possible the interview environment should be set up to facilitate the appropriate social distancing protocols. If managers wish to run further skills tests or assessments, advice on specific roles can be obtained from their HR Business Partner.	26/03
34	Recruitment	We have had a couple of initial approaches from 3rd party partners about helping out with service delivery during the COVID-19 outbreak to backfill our workforce. None of these have any contractual relationship with the Trust at the moment and we were wondering what the situation with honorary contracts / minimum requirements would be to enable them to work within the Trust at this time.	Streamline employment checks have now been agreed and resourcing will be able to advise managers (Updated 03.04.2020)	26/03
33	Recruitment	As discussed, we have had a number of requests for staff to clean public areas in the hospital. Unfortunately, due to the current situation, references are taking much longer to come back. This is obviously due to a number of reasons, but it is, and will, significantly delay how quickly staff can start. We currently have 18 staff members that we are awaiting references for, and it is very difficult to give a timescale on when the staff members will be able to start.	Streamline employment checks have now been agreed and resourcing will be able to advise managers (Updated 03.04.2020)	26/03
32	Annual Leave	If staff are asked to work BH days to ensure the AL/absence spikes are flattened can they be assured that they will get the day back?	Yes, and they will receive enhanced pay for working on the Bank Holiday in accordance with their contract of employment. For staff who are on eRostering, the system should be updated to show the employee as working. For staff who don't normally work on bank holidays and have booked annual leave for the bank holiday, please do not cancel the annual leave on ESR. Instead make a record that the employee is owed a day off as Time In Lieu and manage this locally. Payroll should be notified of the Bank Holiday working via the normal monthly return to ensure enhancements are paid.	26/03

31	Annual leave	What if a member of staff cancels their leave before 31st March 2020?	If a member of staff cancels leave before 31st March 2020 due to the current situation, the carryover of more than the normal 5 days annual leave is allowed in these exceptional circumstances.	26/03
30	Annual leave	What if my member of staff asks to cancel their annual leave?	Updated advice regarding annual leave is available from NHS Employers: https://www.nhsemployers.org/covid19/staff-terms-and-conditions/annual-leave Later in the year, we will publish details of a scheme for the Trust to buy back untaken annual leave from those staff who prefer this option.	
29	Annual leave	Should I be asking my staff to cancel their annual leave?	Updated advice regarding annual leave is available from NHS Employers: https://www.nhsemployers.org/covid19/staff-terms-and-conditions/annual-leave Later in the year, we will publish details of a scheme for the Trust to buy back untaken annual leave from those staff who prefer this option.	
28	Annual leave	If individuals have AL booked and they then have to self-isolate, do they get this AL back?	In the event employees are required to self-isolate over a period of pre-booked annual leave, they can choose to cancel their leave. In the event they choose to cancel their leave, they should contact their manager to advise they are self-isolating and therefore available to undertake work at home.	
27	Work Experience	What is the Trust doing with regard to work experience placements?	All work experience placements have been cancelled for the foreseeable future.	
26	Visa concerns	I have a work permit which is due to expire. I am required to return to my country of origin in order to renew the visa. If I cannot return as there are no flights/borders closed, what will happen?	Staff who have got queries in relation to visas are advised to contact Resourcing: Dan Differ - daniel.differ@nhs.net /0113 2066602 or leedsthtr.MedicalRecruitment@nhs.net /0113 2066067	
25	Training	Should I still attend Trust training	Staff should prioritise FIT testing – if you need details of when this is taking place please speak to your line manager. All other face to face training is cancelled with immediate effect for the next four weeks (to be reviewed) except where it is essential for the continuing provision of clinical/patient services. All delegates will be contacted in advance and courses rearranged at a point in the future. CSUs are working with the mandatory training leads if their staff need to access face to face mandatory training over the coming weeks.	
24	Study leave	Can I request study leave?	Yes. New study leave requests should be considered as per normal processes, taking into account national guidance and service needs at the time of the request.	
23	Study leave	I was due to attend some study leave which has now been cancelled, should I come into work instead?	Yes. If an event (e.g. a training event, conference, external meeting) is cancelled by the organisers, staff will be expected to attend work instead.	
22	Recruitment	Apparently, there is a trust-wide pause on all research work. For areas that have just recruited research roles, can their starting dates be	We would encourage continuing with the on-boarding process, however, there will need to be a conversation with the individual to discuss alternative duties when they start.	

		postponed? And if so, for how long?		
21	Induction	Will Trust Corporate Induction still take place every week?	<p>Corporate induction is changing in order to help with social distancing measures. From now until further notice new starters will receive an Email containing an induction booklet and links to E-learning. We are asking staff to complete their mandatory training and read the booklet by the end of Thursday on their first week.</p> <p>We also ask that recruiting managers contact Organisational Learning via E-mail at leedsth-tr.OLCourseBookings@nhs.net on their new starters first day to ensure that new starters get paid promptly.</p> <p>ID Badges and IT logins will be delivered by Organisational Learning directly to the department on the Friday before the new starter arrives.</p> <p>Recruiting managers should still book new starters onto induction on the Line Manager Portal, as this will help ensure that the ID badges and IT Logins are produced.</p>	
20	Health and Wellbeing	Has anyone looked at stepping up support to address psychological/emotional impact on staff? What does that look like?	<p>All staff are reminded they can access the Employee Assistance Programme (EAP) on 0800174319. This support is available 24/7.</p> <p>There is a wide range of support available across the Trust - details are available here: https://www.leedsth.nhs.uk/covid19/staff-wellbeing/ It is also well known that the best support comes from within your own team and therefore managers are asked to work with HR to access existing or identify new ways to support staff/teams.</p>	
19	Dependents	What provisions are in place for school closures?	<p>You need to contact your child's school. All NHS staff are classed as Key Workers and therefore the expectation is you will be able to work as usual. If your child's school is not able to help you, you are asked to explore with your manager all options available to you in order to support you remaining at work. (Updated 03.04.2020)</p>	
18	Dependents	What should I do if I have school aged children?	<p>As a Trust employee you will fall under the definition of a Key Worker. Therefore, you need to contact the school to ensure they are aware of this. If your child's school is not able to help you, you are asked to explore with your manager all options available to you in order to support you remaining at work. In order to support schools, if you are able to perform your normal duties when working from home, your child should normally be cared for at home. (Updated 03.04.2020)</p>	

17	Sickness	Can managers ask to check an individual's temperature?	No. We understand how important it is to help our staff establish whether they have Covid-19 positive symptoms. Together you should work through the guidance to help them establish this but you as a manager cannot ask to take their temperature. If an individual becomes unwell at work or are showing signs of Covid-19 symptoms they are advised to follow the advice in question 16.	
16	Sickness	What if somebody becomes unwell whilst they are at work?	If someone becomes unwell while at work they should be told to go home and advised to follow current national guidance in terms of self-isolation and accessing treatment. If the person cannot leave the workplace immediately, remove that person to an area which is at least 2 metres away from other people and, if possible, find a room or area where they can be isolated behind a closed door. If possible, open a window for ventilation. The employee should be asked to contact their manager when they are well enough to work, even if they are still required to self-isolate.	
15	Sickness	How will sickness absence related to COVID-19 impact on the attendance management of an individual?	Revised Terms & Conditions have been agreed nationally which include how sickness absence due to COVID-19 will be treated: "Any sickness absence related to COVID-19 for AfC and medical staff should not be counted for the purposes of any sickness absence triggers or sickness management policies."	
14	Sickness	Do employees need to obtain a medical certificate?	Under normal rules you can self-certify your sickness absence for the first seven calendar days before needing to obtain a GP 'fit note'. To reduce the spread of infection and to ensure you do not visit GP practices if you have the coronavirus symptoms, you are advised to focus on recovering rather than worrying about obtaining a fit note. Line managers should not ask for GP fit notes for coronavirus absences and there is no requirement to obtain a self-isolation certificate issued by the 111 service.	
13	Sickness	If one of my team is unwell and off work with symptoms of Covid-19, how should this be recorded and paid?	This would be recorded as sickness absence. Revised Terms & Conditions have been agreed nationally which include how sickness absence due to COVID-19 will be treated: "For AfC staff whose sick pay is usually calculated using only their basic salary, for the duration of the pandemic they will be paid sick pay as though they are working if they are off sick with COVID-19, using an agreed reference period or other local agreed policy. This will ensure all AfC staff receive full sick pay. Terms for medical staff already include full pay for sickness absence. Any sickness absence related to COVID-19 for AfC and medical staff should not be counted for the purposes of any sickness absence triggers or sickness management policies."	
12	Working arrangements	Can services require people to come in on their days off?	In these situations, staff may be contacted and asked if they are available for work. In these exceptional circumstances we would stress the importance of flexibility from both staff and managers. Managers should also ensure their staff receive adequate rest.	

11	Working arrangements	People are getting worried about sharing offices, what should we do?	Social distancing guidelines should be followed by individuals, both at home and at work. Individuals should discuss their concerns with their managers in the first instance in order to consider whether alternative working arrangements need to be made and how this could be facilitated ie: changing start/finish times; follow national guidance in terms of distance between individuals; use of teleconferencing facilities rather than face to face meetings or use larger meeting rooms to allow for greater personal space.	
10	Alternative duties	If my working patterns change to include unsocial hours will I receive unsocial hours pay?	If this is required by the service and has been agreed by you, you will receive enhanced pay in accordance with your terms and conditions. If this is to facilitate flexible working in response to your personal circumstances, unsocial hours payments are not appropriate. The employee's personal circumstances and the needs of the service should be considered in all cases where changes to hours are being considered and wherever possible, changes should be mutually agreed.	
9	Alternative duties	For services where clinics are being cancelled, what are the staff members required to do?	In these circumstances, managers should work with staff to agree alternative duties to support service delivery.	
8	Health Condition	A member of staff has an underlying health condition/is pregnant/is over 70 and has refused to come into work or discuss their situation with their manager.	Where an employee is concerned about coming into work, the expectation is that they engage with their line manager to discuss their concerns and agree the type of work which is safe and appropriate. Careful consideration should be given to options that could allow the member of staff to work from home, or in other healthcare settings that would allow them to use their skills/experience. If staff remain concerned, and if resolution is not possible after all possible options have been explored, it may be possible, in these particular circumstances, for the employee to work flexibly, to arrange annual leave, unpaid leave or other alternative arrangements. Guidance for managers is being developed. In the meantime, managers should discuss individual cases with a member of the HR team. (Updated 03.04.2020)	
7	Health Condition	Do I need to put in any additional measures for an employee who has a household member in a high-risk category?	Individuals who are in the extremely vulnerable category are required to shield themselves by staying at home. The government advise on shielding and living with an individual who must shield is available here: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Providing that everyone in the household stringently follows advice on social distancing and minimises the risk of spreading the virus within the home, there is no need for other family members to shield at home. However, please discuss with your	

			manager any adjustments at work which may be able to support you to minimise your risk. Please also be aware of the option for alternative accommodation which the Trust is able to provide to any staff member who requires it.	
6	Health Condition	I have an underlying health condition/I'm pregnant/I'm over 70, how will I be supported at work regarding social distancing?	Everybody is required to follow social distancing guidelines. The latest guidance for staff with health conditions is available here: https://www.leedsth.nhs.uk/covid19/latest-guidance/staff-who-are-considered-vulnerable/ The action to be taken for an employee will depend upon their condition and how stable it is. Advice from the occupational health service should be sought and they will provide advice about adjustments which should be put in place to support the employee to stay well.	
5	Health Condition	Is there any further guidance available for employees with health conditions?	The latest guidance for staff with health conditions is available here: https://www.leedsth.nhs.uk/covid19/latest-guidance/staff-who-are-considered-vulnerable/	
4	Working from home	If a member of staff is working from home how do I record this and will they be paid?	If the employee is working from home to facilitate social distancing, the manager should record this locally for their own records but it doesn't need to be recorded on ESR or other Trust systems. The employee will be paid as normal in these circumstances. If the employee is isolating (either self-isolation, household isolation or shielding) this should be recorded as Special Increasing Balance, Infection Precaution. The latest guidance can be accessed here: https://www.leedsth.nhs.uk/covid19/latest-guidance/hr/ (Updated 03.04.2020)	
3	Isolation	I am self-isolating with symptoms of Covid-19 but I am fit for work? Can I work from home?	Yes. Your manager will work with you to provide you with appropriate work to do. This might be different to the type of work you normally do or at different hours but your manager will discuss this with you. Even though you are well enough to work this will still be recorded as medical suspension as the Trust needs to monitor the number of employees who are isolating.	
2	Isolation	I'm off work due to a need to self-isolate for 14 days as a member of my household has symptoms of Covid-19. I'm well in myself, should I be working at home?	Yes. For anybody who is fit to work but isolating, the expectation is you are available to work at home and your manager will work with you to provide you with appropriate work to do. This might be different to the type of work you normally do or at different hours but your manager will discuss this with you. In households where there is a young child, managers will take into account the need for childcare arrangements. (Updated 03.04.2020)	

1	Isolation	Are we to ask for evidence when people self-isolate?	No. There is no requirement for evidence to be provided by staff. Employees who feel they need to isolate should have a conversation with their line manager to discuss the circumstances, ensure the reason for isolation is in line with national guidance and agree what work can be undertaken.	
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