

# Advice for employers on Coronavirus (COVID-19)

As the global spread of the Coronavirus (COVID-19) continues, the impact on the workplace is likely to increase. There are considerations as an employer and also a duty of care to employees that is required in light of this outbreak. Below are a number of key points to be aware of:

## GENERAL GOOD PRACTICE

1. Communication – be transparent with all your staff about the steps you are taking to ensure their safety and reduce the risk of exposure to the Coronavirus in the workplace.
2. Ensure all employee contact details and emergency numbers are up to date.
3. Ensure all line managers are aware of any relevant policies and procedures in case their staff are affected, such as sickness absence reporting procedure, sick pay policy etc.
4. Encourage employees to follow recommended good hygiene practices e.g. use of sanitising hand gel, appropriate use and disposal of tissues etc. and ensure you have good supplies of any relevant items.

## ADVICE WHEN DEALING WITH INDIVIDUAL EMPLOYEES

- All employees should notify their employer as soon as possible if they are unable to attend work. Your normal policy on sick leave and pay entitlements will apply.
- The employer will need to consider appropriate concessions for providing evidence (e.g. a fit note from a GP) if the employee has been advised to self-isolate for 14 days.
- If an employee is not infected by the virus but has been advised to self-isolate, employers can request that the employee work from home. It is worth considering which roles can be accommodated to work from home before it is needed e.g.: undertake a review of equipment and IT system security.
- There is normally no legal obligation to pay employees who are self-isolating and not displaying any symptoms of the virus. However, employers need to consider that staff may decide to return to work if this period of absence is unpaid, thereby significantly increasing the risk of spreading the virus, if it does develop later.
- Employers have a duty of care to all their employees - accordingly individuals wishing to return to work, against advice to self-isolate, could be suspended if they refuse to comply.
- An employer can request that an employee does not return to work for the prescribed period of self-isolation if an employee has returned from an affected area. In these circumstances the employer would be expected to pay the usual pay during the enforced period of absence.
- No employee should be singled out as at risk based on their ethnicity or race. Any incidents should be addressed immediately as per the company's equal opportunities policy.
- If an individual is concerned that they may catch the virus in the workplace, the employer should try to understand any specific concerns and make a judgement about how this can be addressed. If the concerns are un-substantiated and the employee refuses to come to work, the employer can consider offering the period of absence as unpaid or holiday, or a combination of both. In worse case scenarios the absence may result in disciplinary action.
- Any employees who are Chinese nationals will be unable to return to China under current travel restrictions. The UK Home Office have confirmed that affected visas and other right to work documentation that are due to expire during this current period can be extended.
- This is an unusual situation so take advice on your particular circumstances as appropriate.

## ADVICE WHEN DEALING WITH BUSINESS-WIDE IMPACT

In the unlikely event that an employer has to close the workplace (or a particular site), the company's Business Continuity and Disaster Recovery policies and procedures will need to come into play.

Employers should ensure:

- Their policies and procedures have been reviewed and up to date.
- All staff are aware of the procedures.
- All staff are aware of the communication channels if the workplace has to close, and all employee contact details are correct.
- Make sure your Sickness Policy is up to date and readily available to all staff.
- No employee should be identified as contracting the virus (other than the necessary steps to contain a potential infection) as this is Special Category Data under Data Protection laws.

## REMEMBER

- To maintain normal health and safety hygiene practices for your staff eg: having anti-bacterial soap available in all washroom facilities.
- Tell all your staff BEFORE you need to apply your policies so they are all aware what the organisation's approach is.
- Record every decision and action taken so you have an audit trail of everything you've done.

## USEFUL LINKS

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

<https://www.acas.org.uk/coronavirus>

**Important: Please note this is general guidance which we hope will be useful to you, however the coronavirus situation is evolving so you should be sure to follow the latest health advice given by the Government. Further, every organisation is different so it should not be treated as HR/legal/medical advice on your particular organisations circumstances.**

### Head Office (Registered Office):

Peopletime Limited  
Marriotts  
13 Castle Street  
Buckingham MK18 1BP

Tel: 01280 875220  
Fax: 01280 824364  
Email: [info@peopletime.co.uk](mailto:info@peopletime.co.uk)  
[www.peopletime.co.uk](http://www.peopletime.co.uk)

### Republic of Ireland Office

Employer Support Services Ltd  
T/A Peopletime  
2 The Square  
Millstreet, Co Cork

Tel: 057 930 8720  
Email: [info@peopletime.ie](mailto:info@peopletime.ie)  
[www.peopletime.ie](http://www.peopletime.ie)