

## **GUIDANCE INFORMATION FOR ON LINE PEOPLE AGENCY WORKERS**

### **Coronavirus (COVID-19)**

On Line People have put together the following guidance information to assist our contractors and temporary workers.

#### **Government guidance**

We advise you to stay updated with the government guidance – this is a fast-moving area and the guidance is being updated daily at 2p.m.

**Coronavirus (COVID-19): latest information and advice** on the [gov.uk](https://www.gov.uk) website includes:

- Advice from the FCO (foreign and commonwealth office) which particularly relates to anyone travelling to or back from countries and areas affected by the virus.
- An updated list of countries/areas that are affected and advice about actions to be taken when returning to the UK from those places.
- Guidance issued by Public Health England and the Department for Health.

Additional guidance is likely to be added to the [gov.uk](https://www.gov.uk) website so do review this regularly, putting 'coronavirus' into the search function.

ACAS has released guidance - [ACAS Coronavirus: advice for employers and employees](#) that you can refer to.

The main areas to familiarise yourselves with are:

- Symptoms of Coronavirus
- Basic hygiene to help protect yourselves and others
- Where you can get more information
- When you should seek medical guidance if you have or may have been exposed to the virus



## **Symptoms:**

At the time of writing the common symptoms are:

- Respiratory symptoms
- Fever, cough
- Shortness of breath
- Breathing difficulties

## **Hygiene**

The current guidance is to:

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin immediately
- Wash your hands with soap and water often – do this for at least 20 seconds per time
- Try to avoid close contact with people who are unwell
- Don't touch your eyes, nose or mouth if your hands are not clean

## **Further information and when to seek medical assistance**

Presently people are advised to contact the NHS 111 number if they feel unwell or if they may have been exposed to the Coronavirus. They should not go to the GP if as they could spread the virus if they have it.

You should continually check and ask your line manager, supervisor or a member of management what specific policies are in place to manage Coronavirus risks in your workplace. Keep checking for updates on a daily basis.

On Line People will contact our client, requesting information and updates. As soon as we have this, copies will be forwarded on to you by email at the earliest opportunity.

You should contact a member of the On Line People team to inform us if you either have symptoms or may have been exposed, or have been directed to self-isolate – e.g. following advice from a GP or NHS 111.



## **Statutory Sick Pay**

You are entitled to Statutory Sick Pay (SSP) if you meet all of the qualifying criteria for it. SSP also applies to agency workers engaged on a contract for services because they are treated as employees for SSP purposes.

At the moment, SSP applies if the employee/agency worker is actually sick and unable to work (due to illness or injury) but the current regulations also extend SSP to someone who is not unwell if they are abstaining from work;

- On the basis of being given a written notice issued under legislation;
- Because they are infectious or could reasonably be believed to be infectious or to have been in contact with an infected person; and
- The infection is a disease which is subject to legal regulation for public health reasons.

The government has issued specific Coronavirus regulations which put measures in place to protect public health. Under the regulations a person can be directed to self-isolate because they could be infected or have been exposed to someone else who was infected by Coronavirus.

If the conditions above apply, a person will be treated as if they are unable to work due to sickness and therefore be eligible to receive SSP.

**Note – This month, government announced plans to amend the qualifying criteria for SSP so that it is payable from the first day of sickness rather than the fourth day. The change has not yet come into force at the time of this guidance document.**

If the client ends the assignment, the standard terms and conditions of your contract will apply.

The countries and regions that are categorised as 'affected areas' are being updated regularly. You should check via the latest government guidance which countries have been affected and the latest guidance for travellers to those places. At the time of writing, people who have returned from affected areas are being advised to stay away from their GP surgeries if they feel that that may have been exposed and to call 111 instead for medical advice.



**On Line**  
People

Some people may be worried about catching Coronavirus and therefore unwilling to come into work.

Agency workers working under a contract for services are not under the same obligation to attend assignments as a permanent employee. There is potentially more flexibility but this would require further discussion with our client.

If applicable, you are entitled to use your annual leave to manage time away from assignments.

**IF YOU HAVE ADDITIONAL QUESTIONS OR CONCERNS, PLEASE DO NOT HESITATE TO CONTACT A MEMBER OF THE ON LINE PEOPLE TEAM ON 01469 565333**