

Updated Covid-19 HR Guidance – 23 March 2020

Dear colleague

We appreciate you will be anxious about how best to avoid spreading the virus to protect yourselves, colleagues, friends and family, whilst also wanting to do your best to support the care of our local population.

We are working closely with Trusts and other organisations to establish how we can mobilise our staff over a continued period to best support COVID-19 and our patient-facing services and providers. Over the coming weeks we will be identifying what we need to be doing differently which will require us to establish transitional arrangements that refocuses our critical priorities in response to COVID-19 and its spread.

To support you, we are in the process of establishing routes to provide staff with key updates, including the critical priorities of the CCGs, information on health and wellbeing, a forum to raise questions to ensure consistent responses are provided, briefings and regularly updated FAQs. We'll share further details, including the platform that this information will be accessible to staff as soon as we can.

HR Guidance

In view of the latest Government advice, we have updated the Guidance for Managers and Staff. [You can read this updated guidance here.](#)

The key updates to the guidance are summarised below:

- Guidance on self-isolation
- Protecting older people and vulnerable adults
- Information and requirements of staff working from home, including meetings
- Requirement for all staff to record sick leave, self-isolation and working arrangements relating to [COVID-19 on the Workforce System](#)
- Carry over provisions of annual leave from 2019/20 to 2020/21
- Annual leave and self-isolation/sick leave
- Access to schools and childcare of 'key workers', including how staff can obtain a letter confirming their 'key worker' status
- Staff Support – the following guides are available for staff to access:
 - - [General staff wellbeing guide](#)
 - [Looking after your mental health](#)
 - [Looking after your health and wellbeing](#)
 - [Managers guide to supporting staff.](#)

This guidance will be updated in line with the national advice and guidance, which may change as the status of the virus evolves.

Please also take time to review information about the [Employee Assistance Programme \(EAP\)](#) including what can be accessed and how.

Staff can submit HR queries to the dedicated HR COVID-19 email address that has been set up for staff across the NCL CCGs: nlcccg.hrcovid19@nhs.net

Transitional Working Arrangements

There may be a requirement to reprioritise capacity to activities that are aligned to COVID-19. Therefore all staff will be required to continue to work in a matrix style approach and asked to review priorities on an ongoing basis which may result in a temporary change to their substantive responsibilities will be in line with their current band. Given the evolving change in requirements directed from NHS England and Improvement there will be a need for all staff to work flexibly during this difficult time. Line Managers and Directors will have conversations with staff where transitional arrangements need to be put in place on a temporary basis.

There is also guidance available about providing the appropriate [support for our most vulnerable staff](#).

This is a busy and stressful time. As the NHS, we have an essential role to play in responding to and limiting the impact of coronavirus.

Thank you all for your support and cooperation.

Kind regards

North Central London CCGs' HR team