**HR COVID Guidance note 17/11/2020**

**Guidance for supporting clinically extremely vulnerable and clinically vulnerable employees**

## **Things you need to know:**

* During this period Schools based employees who are classed as CEV are to remain at home and should be paid their normal pay. They should work from home where they can.
* People who live with others who are CEV **can**still attend work even if they cannot work from home.
* Clinically Vulnerable staff should work at home wherever possible, or where Covid secure measures cannot be maintained.
* Managers/Head Teacher should continue to support those with **Caring Responsibilities**

1. **Clinically Extremely Vulnerable (CEV)**

People who are defined as CEV are at very high risk of severe illness from COVID-19. Individuals with a distinct number of [medical conditions](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDEsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMDExMDUuMjk5NDE1NDEiLCJ1cmwiOiJodHRwczovL3d3dy5nb3YudWsvZ292ZXJubWVudC9wdWJsaWNhdGlvbnMvZ3VpZGFuY2Utb24tc2hpZWxkaW5nLWFuZC1wcm90ZWN0aW5nLWV4dHJlbWVseS12dWxuZXJhYmxlLXBlcnNvbnMtZnJvbS1jb3ZpZC0xOS9ndWlkYW5jZS1vbi1zaGllbGRpbmctYW5kLXByb3RlY3RpbmctZXh0cmVtZWx5LXZ1bG5lcmFibGUtcGVyc29ucy1mcm9tLWNvdmlkLTE5In0.XkRS-Y-EaGhAzfKGTLc14-G_9WDZ49a33mH3LtV4wYQ/s/499331268/br/88023523575-l) will be receiving or may have already received a letter and/or text message confirming they fall into this group.

They should make contact with the Headteacher and show them a copy of the confirmation letter/text and discuss their working arrangements as outlined above.

Headteachers will need to update their records accordingly.

We are aware that a number of individuals have received a CEV letter/text but still wish to attend work. The Government guidance is clear, people in this group are **strongly advised** to remain at home due to very high risks of severe illness from COVID-19, and should do so as much as possible.

1. **Definition of CEV groups**

There are 2 ways staff may be identified as CEV:

1. Having one or more of the conditions listed below, or
2. A hospital clinician or GP has added them to the [Shielded patients list](https://digital.nhs.uk/coronavirus/shielded-patient-list) because, based on their clinical judgement, they deem you to be at higher risk of serious illness if you catch the virus.

If people think there are good clinical reasons why they should be added to the Shielded patients list, they should discuss the concerns with their GP or clinician.

Adults with the following conditions are automatically deemed clinically extremely vulnerable:

* solid organ transplant recipients
* those with specific cancers:
  + people with cancer who are undergoing active chemotherapy
  + people with lung cancer who are undergoing radical radiotherapy
  + people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
  + people having immunotherapy or other continuing antibody treatments for cancer
  + people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
  + people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs
* those with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)
* those with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease)
* those on immunosuppression therapies sufficient to significantly increase risk of infection
* adults with Down’s syndrome
* adults on dialysis or with chronic kidney disease (stage 5)
* pregnant women with significant heart disease, congenital or acquired
* other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions

1. **Supporting individuals who are Clinically Vulnerable (CV)**

Individual Risk Assessment should have already been undertaken by line managers for all [Clinically Vulnerable](https://www.gov.uk/guidance/new-national-restrictions-from-5-november#protecting-people-more-at-risk-from-coronavirus) staff, with Occupational Health input where appropriate. These RA’s should be reviewed and updated with the employee concerned.

1. **Definition of Clinically Vulnerable groups**

Staff could be at higher risk of severe illness from coronavirus. If they are over 60 or clinically vulnerable. They should:

* be especially careful to follow the rules and minimise contacts, and
* continue to wash your hands carefully and frequently, and maintain thorough cleaning of frequently touched areas in your home and/or workspace
* request an individual risk assessment if they wish to have further support.

CV people are those who are:

* pregnant
* aged 70 or over (regardless of medical conditions)
* under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
  + chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
  + chronic heart disease, such as heart failure
  + chronic kidney disease
  + chronic liver disease, such as hepatitis
  + chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS) or cerebral palsy
  + diabetes
  + problems with the spleen
  + a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets)
  + being seriously overweight (a body mass index (BMI) of 40 or above)

# **Other caring responsibilities**

In these unprecedented circumstances we need to be flexible and support our employees to balance all their responsibilities both at home and at work.  Manager should discuss with their teams and individual team members about how best to manage these demands alongside work.

-----------000----------

If you need any further support or guidance you can contact your own HR provider.

If you have any queries in relation to this guidance note please contact Kerry Anderson, HR Business Partner – Education and Skills [Kerry.anderson@cumbria.gov.uk](mailto:Kerry.anderson@cumbria.gov.uk)

Kerry Anderson – HR Business Partner, People Management

17th November 2020