

Name of Policy: Influenza (Swine Flu/SARS/COVID) Policy	Version/Last Review Date: September 2020 (V3)
Statutory documents linked to policy: COVID documents on DfE Risk Assessments (Spring 2020 and reviewed Aut 2020)	Previous review date: May 2013 (V1) September 2017 (V2)
Other Policies linked to this policy: Health & Safety Emergency Procedure Home Working	Next Review Date: May 2021
Governor Committee Responsible	People & Resource Management

Aim of this Policy

To provide information to headteacher and employees about working arrangements during the current outbreak of Influenza (A) H1N1 (Swine Flu).

Scope of the Policy

This document applies to all employees based in schools.

It covers:

- What to do if you show symptoms of flu
- Advice for pregnant employees
- What to do if you need time off to care for dependents who are suffering from the flu
- Changing duties and/or working extra hours to cover for sickness

What to do if you show symptoms of the Flu

The best thing to protect yourself and others against flu is to follow good hygiene practices as outlined in the advice on staying healthy during the current outbreak of Influenza (A) H1N1.

If however you experience symptoms of the flu, as is normal practice, we would ask you to stay at home, to help to prevent the spread of flu in the workplace. The normal sickness absence and sick pay arrangements will apply.

If you are concerned, you can contact NHS Direct on 119 nhs.uk/coronavirus, or call your GP and they will give you advice on your symptoms and any steps that you need to take. Up to date advice is also available

Advice for Pregnant Employees

In a school where either staff or students would be sent home if displaying any symptoms there is no reason why a pregnant woman should stay away from work at this time unless they are themselves displaying symptoms of Swine Flu/SARS/COVID e.g. temperature over 38 degrees, sore throat, cough, runny nose, aches and pains (typically displaying at least 3 of these symptoms indicates the possibility of Swine Flu. Sore throat, cough or temperature indicates the possibility of COVID).

Leave to Care for Dependents

If you have to stay at home either to care for a dependent who is suffering from the flu, or because a school where a dependent attends is closed due to a local outbreak of flu, where possible, we would ask you to work from home.

You should discuss your situation with your headteacher and if your particular circumstances, or the nature of your job means that this is not practicable, your headteacher and/or chair of governors can authorise special leave.

Special leave in these circumstances will be paid and will normally be for a period of a week (the time expected for individual flu symptoms to pass).

You should keep your headteacher updated on your personal situation and should you need more than a week, your headteacher and/or chair of governors can authorise an extension of special leave, but it is not expected that this would be in excess of two weeks.

Changing Duties and/or Working Extra Hours to Cover Sickness

We may ask you to undertake different/ additional duties to help us ensure that services continue to be provided. We may also ask you to work additional hours to cover for staff who may be on sick leave as a result of the flu, or are having to care for someone who has the flu.

We would appreciate your co-operation if we ask you to undertake different/additional duties during this time. We will only ask you to change your duties if we need to either ensure we are able to continue to provide services and/or to help alleviate any pressure associated with an increase in workloads in this period. We will make sure that any changes to duty/additional duties are reasonable.

Your health, safety and wellbeing is important to us; if we ask you to work extra hours we would wish to seek to agree this with you. Depending on the number of extra hours you may be asked to work, we will where this is practicable provide you with flexi time, or time off in lieu at a later date, or alternatively, pay you for any extra hours worked in accordance with your usual arrangements.

Staff should not be asked to work in excess of the maximum hours laid down in the Working Time Regulations, which is an average of 48 hours a week. Average working hours are calculated over a 'reference period', which is normally a 17 week period. This position will be monitored as the situation develops.