

Coronavirus HR Q&As for Employees (updated 29/09/2021)

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THE LATEST INFORMATION ON COVID-19 WILL ALWAYS BE ON NHS site <https://www.nhs.uk/conditions/coronavirus-covid-19/>

This document provides advice to all employees. Section 5 provides specific advice to Temporary workers and Day Rate Contractors (DRCs). Temporary workers and DRC are advised to follow the guidance set out by the NHS, their Nation's government, and/ or their direct employer (where applicable). Please liaise with your line manager regarding any absence where possible.'

For information relating to the keying of Covid-related absence, please refer to the [keying guide](#).

More guidance for Branch roles can be found in the Branch Covid-19 Response Manual, found [here](#).

1. General guidance relating to sickness, self-isolating, testing and absence queries (including clinically extremely vulnerable and pregnant employees)

1.1 What action should be taken if an employee is displaying symptoms of, or is required to self-isolate due to Coronavirus?

Always check [NHS online](#) for up-to-date information.

- If you live alone and you have symptoms of coronavirus illness, however mild, stay at home for 10 full days from when your symptoms started.
- If you live with others and you are the **first** in the household to have symptoms of coronavirus, then you must stay at home for 10 full days.
- If you have been identified as a close contact you should self-isolate for 10 full days **unless the following exemptions are met**:
 - Have received 2 doses of the COVID-19 vaccination under a UK Government programme and 2 weeks (14 days) have passed since receiving the second dose **and** you are not displaying any symptoms of COVID-19 (a high temperature, a new continuous cough, a loss of or change to your sense of smell or taste), **and**;
 - (Scotland ONLY) You return a negative PCR test
 - (Other nations) You are advised to take PCR test(s)
- You (and anyone in your household or support bubble who is symptomatic) should arrange to be tested as quickly as possible to ensure the effectiveness of the new test and trace process. It is likely that people living within a household or support bubble will infect each other or be infected already.
- If you haven't been contacted by Test and Trace following close contact (and/or your line manager has not indicated you may be a close contact of someone you work with) then you have not been identified as someone who is likely to catch the virus from this interaction and are therefore **not** required to self-isolate. If you remain concerned that you are a close contact, you should be able to arrange to take a PCR test even if you do not have symptoms, because you may be at higher risk of being infected. We would advise that in this scenario, colleagues do not come into the workplace **until** they have sought clarity/advice from 119 at the earliest opportunity.

You should always follow the instructions from Test & Trace, this is a legal requirement, even if that conflicts with the information provided by us. Your line manager will also contact you if they believe you have been in close contact with someone who has tested positive with Coronavirus, see section 1.2.

Recording in PeopleCloud:

- If you have symptoms and need to self-isolate contact your line manager and they will **record your absence as "Sickness Absence" & "Pandemic Influenza" in PeopleCloud.**
- If you are asymptomatic (have no symptoms) and required to self-isolate, and are able to work from home, no record is required in PeopleCloud.
- If you are asymptomatic (have no symptoms) and required to self-isolate, but are unable to work from home, your manager will record your absence as **"Other Paid Leave" and then "Pandemic Related – other"**.
- If you are required to self-isolate for the 10 days but are not symptomatic AND you are **unable** to work remotely, your manager will need to **record your absence as "Other Paid Leave" and then "Pandemic Related – other"**.
- In situations where branches have to close temporarily due to the coronavirus, AND individuals are unable to work from home AND there is no other reason for absence as covered in this document, the absence should be recorded by line managers for each impacted employee in PeopleCloud as **"Other Paid Absence" and then "Pandemic Leave (Branch Closure)"**. This is paid leave and not classified as sickness.

Employees unable to take pre-booked holiday as a result of being sick due to Covid-19 or being required to self-isolate can ask their manager to cancel and rebook the holiday. If any holiday is cancelled, we would encourage managers to be proactive and try to agree a future date when this leave could be taken.

If the line manager is absent, the senior manager can record the required absence in PeopleCloud.

Providing evidence of absence:

Do not ask your GP for a fit note if you are unwell due to Coronavirus. Instead, you [can get an isolation note](#) to submit to your manager as proof you need to stay at home, but must continue to follow normal Society sickness absence reporting procedures. If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice. **Ongoing sickness absence from this point will require a Fit Note.** If you have been informed to self-isolate for 10 days by the NHS Test & Trace team then you will receive a text message that you can share with your manager. If you have been informed to isolate for 10 days by COVID-19 contact tracing app notification you will receive a notification that you can screenshot and share with your manager.

To find out more, see [coronavirus self-isolation advice](#).

Returning to a normal routine:

After 10 full days, if the first person to become ill feels better and no longer has a high temperature, they can return to their normal routine. If any other household members become unwell during the 10-day household-isolation period, they should follow the same advice - that is, after 10 full days of their symptoms starting, if they feel better and no longer have a high temperature, they can also return to their normal routine.

Further guidance for line managers on return to work process can be found [here](#), and the COVID-19 Return to Work Preparation & Form can be used to capture discussions. The NHS provides some useful resources for those who have had Coronavirus which can be found [here](#).

<p>1.2 What do I do if one of my team inform me they have tested positive?</p>	<p>Managers are required to report positive cases of coronavirus and support the identification of any close contacts in the workplace.</p> <p>Reporting a case of Coronavirus Following a positive test result, if the employee in your team has been working from home in the 14 days prior to having symptoms when completing the NHS Test and Trace questionnaire, please ensure they include their home postcode when asked for their work address postcode. They'll only need to provide their normal branch/admin centre postcode if they have attended this site for work in that period.</p> <p>Please confirm the test result with the employee and read the following declaration:</p> <p><i>"In relation to this testing for coronavirus, and because some of the information you give us might be sensitive (as it's about health-related matters), I need to share with you how we may use this information. We call this 'special category data'. We'll assume you're happy for us to make a note of this and log a case with AskHR, and would like to reassure you that we'll only use it to help us with understanding the spread of testing across the Society, to ensure our absence data and Health and Safety and Absence reporting is accurate and to ensure our employees and managers have access to appropriate support at this time. The data may also be analysed internally with other results to allow us to identify and understand any trends or patterns, but will only ever be shared anonymously. If you'd like to find out more, please see the employee privacy statement on the Employee Personal Information intranet page."</i></p> <p>Further details on how we use employee information can be found here.</p> <p>Once you have spoken with the employee, please ensure you complete a Positive Covid-19 Test Result – reporting to AskHR form which you can find via HR Help Point. This will help ensure the right information is provided first time and enable us to provide you with the right advice in the circumstances if required. When completing this, please ensure only relevant information about Nationwide employees is included. Once this is completed, you'll need to attach this to a new Service Request to AskHR (choose self-service category: Coronavirus > Test Results).</p> <p>The employee will need to remain in isolation as per the NHS guidance until they are fit to return to work. Further information related to return to work can be found here.</p> <p>Identifying close contacts in the workplace The employee who has tested positive for Coronavirus should inform their manager as soon as possible and provide information regarding any likely close contacts made in the workplace. Managers should then inform these parties of the need to self-isolate. Individuals can seek advice from 119 regarding timescales of isolation. Full details of the definition of a close contact can be found here. Please note any interaction through a Perspex (or equivalent) screen with someone who has tested positive for COVID-19 is not usually considered to be a contact, as long as there has been no other contact.</p> <p>The identity of the individual who has tested positive must remain undisclosed unless this permission is expressly provided by the individual. Equally, the vaccination status of the close contact is sensitive and should not be requested by the line manager informing them of requirements. There is no specific requirement for colleagues to provide evidence of exemption e.g. vaccination status or negative PCR test though colleagues may prefer to do so.</p> <p>Further advice regarding close contacts and isolation requirements must be sought via T19.</p>
<p>1.3 What is the advice for the clinically extremely vulnerable?</p>	<p>People who are defined as clinically extremely vulnerable are at very high risk of severe illness from coronavirus. Details regarding who is considered Clinically Extremely Vulnerable can be found here.</p> <p>Removal of work from home requirements In anticipation of the lifting of the working from home directive by the government across all 4 nations, we're encouraging managers to speak to their CEV employees to understand how they are feeling about this and to identify any support that may be needed to support future ways of working. Specifically;</p> <p>Although not mandatory, we're encouraging CEV employees who are not currently in their normal workplace to undertake an OH referral to understand what support/considerations may be required to facilitate a safe return to the workplace when work from home requirements are not in place (where this has not already been undertaken as part of the CEV return to work exception process) As part of the discussions between manager and CEV employee, we're asking manager to capture any particular needs and support using the "Adjustments Passport" Further manager guidance regarding the passport can be found here, and we suggest the following is explored:</p> <ul style="list-style-type: none"> • How they feel about lockdown restrictions easing/lifting • Any particular challenges/struggles that have been experienced • How they feel about new ways of working following the lifting of restrictions • What support or factors may need to be considered to facilitate this (OH reports can support these discussions where a referral has been made) • Any questions to explore regarding working arrangements when restrictions are lifted

	<p>England: The shielding programme has now ended in England. This means that people who were previously considered clinically extremely vulnerable (CEV) will not be advised to shield in the future or follow specific national guidance. We recommend the approach above to be taken before any return to the normal workplace is facilitated. Prior to the return to work, the COVID-safe Checklist which can be found via HR Help Point should be completed by the manager. This document must be stored locally and kept secured and reference all relevant discussions. This should be refreshed every month (or earlier if the COVID risk/employee's health changes).</p> <p>Wales, Northern Ireland and Scotland: The government have not yet removed the recommendation to work from home where possible and therefore all employees considered clinically extremely vulnerable should be working from home where possible. Managers should complete the remote enablement process through the IT Hub, following the guidelines laid out on the intranet here. Within the business case/justification the line manager should indicate that this is for a colleague who meets the CEV criteria and is requiring a device in order that they can work from home. Until this point, managers should record the absence from work in PeopleCloud as "Other Paid Absence" and then "Disability Leave" for a week at a time, with the aim of enabling home working at the earliest opportunity. The end date can be amended when remote working is enabled.</p> <p>There may be circumstances in which the CEV employee requests to work in their normal workplace (Wales, Northern Ireland and Scotland). The Clinically Extremely Vulnerable (CEV) and 28 weeks + pregnant return to work exception process decision tree (available on HR Help Point) outlines the process that manager and employee must work through in these circumstances.</p> <ul style="list-style-type: none"> Following a referral to Occupational Health, they recommend a return to work for the employee, and Prior to the return to work, the COVID-safe Checklist which can be found via HR Help Point should be completed by the manager. This document must be stored locally and kept secured and reference all relevant discussions. This should be refreshed every month or earlier if the COVID risk/employee's health changes. <p>If managers have any questions regarding this following reviewing the FAQs, please raise a new Service Request to AskHR (choosing self-service category: Coronavirus > Ask a question).</p>
<p>1.4 What is the current advice for those who are pregnant?</p>	<p>The following advice applies to all 4 nations.</p> <p>If you are less than 28 weeks pregnant, you could be at higher risk of severe illness if you did catch Covid-19. You should be especially careful to follow the rules and minimise your contacts with others and should continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace. The New and Expectant Mothers Risk Assessment should be completed by you and your manager to help assess that it is safe and appropriate for you to remain in the workplace, considering the Covid-secure measures that have been implemented. This risk assessment should be revisited monthly or before if the Covid-19 risk/employee's circumstances changes.</p> <p>If you are 28 weeks pregnant and beyond, or if you are pregnant and have an underlying health condition that puts you at greater risk of severe illness from Covid-19 if you did catch Covid-19 at any point in your pregnancy, you should take a more precautionary approach and you should work from home. If not already enabled, managers should complete the remote enablement process through the IT Hub, following the guidelines laid out on the intranet here. Within the business case/justification the line manager should indicate that this is for a colleague who meets the CEV/pregnancy criteria and is requiring a device in order that they can work from home.</p> <p>Until the point of remote enablement, managers should record the absence from work in PeopleCloud as "Other Paid Absence" and then "Disability Leave" with an end date of the day before maternity leave is due to commence, which is paid leave. This date can be amended when remote working is enabled.</p> <p>There may be exceptional circumstances in which the employee requests to work in their normal workplace post 28 weeks. The Clinically Extremely Vulnerable (CEV) and 28 weeks + pregnant Return to Work Exception Process decision tree (available on HR Help Point) outlines the process that manager and employee must work through in these circumstances.</p> <ul style="list-style-type: none"> A GP/medial letter/fit note is sourced by the employee confirming a recommendation for the employee to remain in their normal workplace Following a referral to Occupational Health providing the evidence from point 1, they recommend a return to work for the employee, and The COVID-safe Checklist which can be found via HR Help Point should be completed by the manager, stored locally, kept secured and reference all relevant discussions. The New and Expectant Mothers Risk Assessment should still be refreshed every month or earlier if the COVID risk/employee's health changes. <p>If managers have any questions regarding this following reviewing the FAQs, please raise a new Service Request to AskHR (choosing self-service category: Coronavirus > Ask a question).</p>
<p>1.5 What is Long Covid?</p>	<p>For some people, coronavirus (COVID-19) can cause symptoms that last weeks or months after the infection has gone. This is sometimes called post-COVID-19 syndrome or "Long COVID", which includes symptoms such as extreme tiredness (fatigue), shortness of breath, chest pain or tightness, problems with memory and concentration ("brain fog"), difficulty sleeping (insomnia), heart palpitations, dizziness, pins and needles, joint pain, depression and anxiety, tinnitus, earaches, feeling sick, diarrhoea, stomach aches, loss of appetite, a high temperature, cough, headaches, sore throat, changes to sense of smell or taste and rashes.</p>

	<p>You should contact a GP if you're worried about symptoms 4 weeks or more after having COVID-19. Your doctor will talk to you about the care and support you might need. If the symptoms are having a big impact on your life, you may be referred to a specialist rehabilitation service or a service that specialises in the specific symptoms you have.</p> <p>We advise managers of those with "Long COVID" to do the following:</p> <p>Step 1: Remain in touch with the colleague when there is any absence from work and highlight the support available to them (e.g. EmployeeCare) Step 2: Discuss with the colleague preparations or considerations which may be needed for any return. Step 3: Ensure you hold a return-to-work conversation when they do return Step 4: Continue to review and provide support during the early days after their return to work Step 5: Hold regular ongoing wellbeing conversations and review support and any adjustments regularly.</p> <p>We would encourage you to discuss an occupational health referral and seek the individual's consent, where a colleague is identifying symptoms likely to be Long Covid. Additionally, they may wish to access the support available through our EmployeeCare. It is likely that where absence occurs, a phased return to work is likely to be appropriate and advice on this can be sought from Occupational Health (with the individual's consent.)</p> <p>Further guidance for line managers on return to work process can be found here, and the COVID-19 Return to Work Preparation & Form can be used to capture discussions. The NHS provides some useful resources for those who have suffered with Covid-19 which can be found here.</p>
1.6 My team member feels unsafe about being in work, what should I do?	<p>In the first instance, please discuss the support and extensive measures Nationwide has taken to make workplaces Covid-safe. It's important that we understand exactly what is driving the person to continue to feel unsafe and that they participate fully in these discussions. Please explore what you can do together to resolve this situation.</p> <p>Should you require further support, please contact AskHR for advice via a Service Request on PeopleCloud (Category: Coronavirus, Sub-category: Ask a question).</p>
1.7 What support is available to me if my child cannot go to school/nursery due to Coronavirus?	<p>Where under 18s are considered a close contact of an individual who has tested positive, the requirement for them to self-isolate has changed based on the nation. In England and Wales, asymptomatic children are not required to isolate. In Northern Ireland and Scotland, a negative PCR test result is required to end self-isolation. Further information on self-isolation for each nation can be access through the NHS website.</p> <p>Your child will also need to isolate if they have symptoms, have tested positive or are awaiting PCR test results with symptoms. If you have the ability to work from home during this period, you can do so with agreement from your manager. If you are unable to work from home, there is the provision to use Emergency Dependent Leave in agreement with your line manager. The line manager will need to record the absence in PeopleCloud as "Other Paid Absence" and then "Emergency Dependant Leave". Emergency Dependent Leave should be used for the minimum period required and for no longer than the isolation requirements.</p>
1.8 I have caring responsibilities, what support is available?	<p>We want to do all we can to support you with career If you have caring responsibilities for anyone within your household then please discuss your requirement with your manager. Nationwide uses the carers passport which can be found here and will support your conversation.</p> <p>If it is possible for you to work from home and / or agree changes to your normal working pattern to accommodate both your caring needs and undertake your role responsibilities, please do discuss this with your line manager in the first instance. We want to do all we can to support you.</p> <p>Where this is not possible, there is the ability to take paid time off to undertake this activity using Family Support Leave. Please speak to your line manager to discuss and agree this. Support and guidance can also be found through the Society's Working Carers Network (WCN) found here.</p>
Section 2: Guidance for those travelling abroad	
2.1 What do I need to consider from a work perspective if I am planning to travel abroad?	<p>The rules on travelling abroad are continuing to ease across the 4 nations. Check the rules that apply to you in England, Scotland, Wales and Northern Ireland. Where self-isolation is required on returning home, if the team member is remote working enabled, they can work from home as long as they comply with the self-isolation requirements and there is work to undertake agreed by the business area. Otherwise, they will only be able to return to their normal workplace following the conclusion of the self-isolation period. Nationwide are unable to pay for days lost due to employees unable to work due to self-isolation or where individuals have been delayed returning to the UK due because of travel requirements. If you do test abroad and are unable to return back home as planned, absence from this point can</p>

	<p>be recorded as sickness absence until you are fit to return, but we would ask that you share with your line manager evidence of this through a positive test result of fit note. Annual leave or unpaid leave can be agreed with managers to support requirements, but employees should consider changing isolation periods when booking leave.</p> <p>Please note all international business travel is currently suspended.</p>
<p>2.2 My team member has asked me if they can work from abroad, is this possible?</p>	<p>Nationwide are not able to offer the opportunity for colleagues to work abroad at this time. Further information can be found on the FOW Hub here.</p> <p>If you have a member of your team currently working abroad, it is important that we are informed so the situation can be assessed with the relevant teams. Please contact AskHR choosing Option 5 to seek further advice.</p>
<p>Section 3: Guidance for employees regarding their workstation and workplace</p>	
<p>3.1 Should I wear a face covering and will this help?</p>	<p>From 19 July, there is no longer a legal requirement to wear face coverings, masks or shields in England, whilst other rules apply in Northern Ireland, Wales and Scotland.. To support those colleagues who may feel anxious about the removal of this requirement in England, Nationwide has adopted a 'Personal Choice' approach. This means that if a colleague wishes to continue wearing a face covering and/or shield, they should be supported to do so. Continued wearing of face coverings does still offer benefits in helping reduce the spread of Covid-19 and known variants. There is no requirement for members to wear a mask when they enter the branch.</p> <p>Further information for branch colleagues can be found in the Branch Covid-19 Response Manual available on the Intranet.</p>
<p>3.2 If I am working at home more regularly, what is the situation with equipment and my workstation set up?</p>	<p>As your homeworking set up will be different from an office set up, employees are encouraged to work through the advice on the Workstation Set Up Guide. This guide provides useful tips on workstation set up, how to make the best of the facilities you have, and some helpful mobilisation stretches to help you work from home safely.</p> <p>You can also have a 15-minute Teams chat with an ergonomist, from System Concepts, to work through any small changes you can introduce to your existing set up, habits, routines to support working in the best way with what they have. This is self-service just click on the link and select a date and time and a Teams invite be sent to your inbox.</p> <p>https://outlook.office365.com/owa/calendar/SystemConcepts1@SystemConcepts112.onmicrosoft.com/bookings/</p> <p>If you have a specific condition which you feel is being made worse by working from home do discuss with your manager about alternative locations to work. Further support is available on the workplace adjustments site.</p> <p>There is now a mechanism for colleagues to request a desk in our admin sites on an ad hoc basis, which can be found using this link. If you feel you need to work on site full time, you'll need to talk to your manager and fill in an exceptions form so arrangements can be made for you.</p>
<p>Section 4: Guidance for People Managers on Recruitment & Change</p>	
<p>4.1 I have a vacancy, how will interviews take place?</p>	<p>We continue to assess candidates virtually particularly where roles are being advertised agnostic of location. There may be rare occasions where it is appropriate to return to conducting assessments in a physical location. If this is the case this should be discussed with your resourcing contact and taking in to consideration the requirements of the candidate and adhering to all Coronavirus protocols. Please liaise with your Resourcing Consultant / Manager who will help you arrange these.</p>
<p>4.2 If I do a virtual interview with a candidate who needs to provide right to work documents, how do I obtain them?</p>	<p>If you are interviewing a candidate who needs to provide us with right to work documentation you and the candidate will need to:</p> <p>Candidate to submit a scanned copy or a photo of their original documents to the interviewer via email or using a mobile app</p> <p>During the video interview, the candidate will need to hold up the original documents to the camera and the interviewer needs to check them against the digital copy of the documents</p> <p>The interviewer will need to record the date they made the check and mark it as "adjusted check undertaken on [insert date] due to COVID-19"</p> <p>If the worker has a current Biometric Residence Permit or Biometric Residence Card or status under the EU Settlement Scheme interviewers can use the online right to work checking service while doing a video call - the applicant must give permission to view their details</p> <p>Please check the guidance on ID collection to ensure you obtain the documents that we will need in order to start their pre-employment screening checks if successful.</p>

	Documentation should be shared with your resourcing consultant or manager as normal following the interview. Please make sure you delete your copies straight afterwards in line with GDPR guidelines.																				
4.3 I have a new starter due to start and they have told me they are experiencing symptoms of Coronavirus – what should I do?	<p>If a new starter confirms to us they are showing symptoms prior to their first day – they shouldn't attend work in a role where they are not able to self-isolate and therefore should stay at home. We will pay them from their original start date. Where possible, the Line Manager should agree keeping in touch points and then key the absence accordingly on PeopleCloud as per section 1.</p> <p>You may also need to update any relevant training teams on new starters who are unable to start.</p>																				
Section 5: Guidance for Temporary Workers & Day Rate Contractors																					
5.1 What action should be taken if a temporary worker is exhibiting symptoms or required to self-isolate for Coronavirus?	<p>We will continue to pay you for a single period of up to 10 days absence (10 working days), to cover any initial period of self-isolation or household (support bubble) "self-isolation" (or for childcare reasons such as your child isolating or school being closed) as if you have been at work.</p> <p>Once these days have been used; if you're asked to self-isolate through "Test & Trace" and you're unable to work from home, you may be eligible for statutory sick pay (SSP) from your direct employer or the government for your period of absence. All other periods of "self-led" isolation or any absence related to childcare issues will be unpaid (if you're unable to work from home), or you can book annual leave to cover some or all of the period of absence.</p> <p>Please follow the following guidance the NHS self isolation rules and testing advice if you, or someone you've had contact with, has been exposed to Coronavirus or is symptomatic:-</p> <p>You should inform the Workforce Supply Management team or ask your line manager to inform them. Mailbox address is: workforcesupplymanagement@nationwide.co.uk. Please keep them informed to avoid any misunderstandings resulting in you not being paid.</p> <p>The latest advice on how to access NHS 111 support is here: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>As a temporary worker, you will still need to complete a timesheet as normal as if you had been in work if you self-isolate. Your manager will need to approve as per normal.</p>																				
5.2 What action should be taken if a Day Rate Contractor is exhibiting symptoms or required to self-isolate for Coronavirus?	<p>It's crucial that Nationwide tracks all potential Coronavirus related absences including those undertaking precautionary self-isolation. Please email the @Workforce Supply Management mailbox to report any reported absences related to the Coronavirus outbreak and please provide the following information:</p> <table border="1"> <tr><td>Name</td><td></td></tr> <tr><td>C or T number</td><td></td></tr> <tr><td>Cost Code</td><td></td></tr> <tr><td>Line Manager</td><td></td></tr> <tr><td>Location</td><td></td></tr> <tr><td>Team</td><td></td></tr> <tr><td>Community</td><td></td></tr> <tr><td>Detail of absence</td><td><i>Do they have symptoms / no symptoms / underlying health problem? / caring responsibility</i></td></tr> <tr><td>Are they working or not working</td><td><i>E.g. are they working from home or not working</i></td></tr> <tr><td>Date of first day of absence</td><td></td></tr> </table> <p>Other information: Please report all cases related to the virus, even if the worker is well enough to work remotely throughout their symptoms or period of illness. If you need to provide evidence that you need to stay at home due to having symptoms of coronavirus, an Isolation a note can be obtained from NHS 111 online. If you live with someone that has symptoms, an Isolation note can be obtained from the NHS website. If you are working from home during any period of self-isolation you will be paid. But please do not work if you are unwell and need to rest and please ensure that you have suitable equipment to work from home safely.</p>	Name		C or T number		Cost Code		Line Manager		Location		Team		Community		Detail of absence	<i>Do they have symptoms / no symptoms / underlying health problem? / caring responsibility</i>	Are they working or not working	<i>E.g. are they working from home or not working</i>	Date of first day of absence	
Name																					
C or T number																					
Cost Code																					
Line Manager																					
Location																					
Team																					
Community																					
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	<p>If you're not able to work from home, then you may need to pause in supplying services to Nationwide for a period so you will not be able to invoice this period to Nationwide. HMRC will be in touch with any self-employed workers who are eligible for a taxable grant under the HMRC's Self Employed Income Support Scheme. If you are not eligible for this scheme, you may wish to consider applying for Universal Credit</p>
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