



Staff Sickness Policy

COVID - 19

- If a staff member is suffering from Covid 19 symptoms – headache, temperature, cough etc please test for Covid 19 using a Lateral Flow Test (tests can be obtained from Pre-School if you no longer have these at home)
- If a member of staff tests positive for Covid 19, regardless of how well/unwell the staff member feels, they should not come into work if their working days are within 5 days of the positive Lateral Flow result.
- After 5 days, and if the staff member feels well enough, they can return to work even if they are still testing positive.
- On return to work, Horringer Pre-School encourage the staff member to give regard to the personal space of other staff members and parents, but recognize that interaction with the children will need to carry on as normal.

Staff pay during Covid 19 absence

- Staff are asked to notify the setting manager and the administrator of their positive test result and the date this was obtained.
- The manager will then arrange suitable staff cover for at least the initial 5-day period.
- The administrator will note any of the initial 5 days that fall with the staff member's normal working pattern, for these to be included in the monthly payroll.
- The Government's Self-Isolation Support Payments ended as at 24th February 2022, however, for each absent working day Horringer Pre-School will pay the staff member full pay. This will not include any Learning Journey time.



Access to testing for Covid 19

- At the present time Horringer Pre-School feel testing is still important to help prevent the risk of the infection rising in the Pre-School. If a staff member displaying Covid 19 symptoms is not able to obtain a free Lateral Flow test, they are encouraged to purchase one and will be fully reimbursed by Horringer Pre-School.

Close Contacts with Covid 19

- Horringer Pre-School would appreciate being notified if a staff member has been in close contact with another individual with Covid 19.

GENERAL SICKNESS

- If a staff member is feeling unwell they are asked to contact the setting manager at the first available opportunity, ideally before coming into Pre-School. The staff member and manager can then discuss and agree if the staff member is well enough to come to work.
- If the staff member is unable to work and has discussed this with the manager, the staff member will be eligible for half pay for any working days that fall within the 'period of incapacity to work' (first 4 full days of illness) as detailed in the Statutory Sick Pay (SSP) Guidelines. [Statutory Sick Pay \(SSP\) : Eligibility - GOV.UK \(www.gov.uk\)](https://www.gov.uk/statutory-sick-pay-eligibility)
- After this period SSP rates will apply.
- If the staff member falls ill again within an 8 week period, this will be treated as a 'linked period' under the SPP Guidelines and therefore, SSP will be applicable.
- If a staff member is asked to leave work during the day due to illness, they will receive either half pay for the hours missed or will benefit from SSP, depending on the timeframe since their last incapacity to work.

Signed: *Stephie Page*

Position: Manager

Date: 17.03.22

Signed: *Carolynne Roberts*

Position: Chair

Date: 17.03.22