

Caban Y Faenol CYF

Staff Covid absence policy

Self Isolation guidelines

If someone cannot work because they have to self-isolate, they must tell their employer as soon as possible.

Someone must self-isolate if:

- they have coronavirus (COVID-19) symptoms or have tested positive
- they are not fully vaccinated and someone in their household has symptoms or has tested positive
- they are told to self-isolate by an NHS test and trace service

If someone is identified as a close contact of someone who has COVID-19 and live in Wales and are fully vaccinated or under 18 years old they do not have to self isolate

If someone at work tests positive for COVID-19, employers should check the latest self-isolation rules to see if staff who had close contact with them need to self-isolate.

Pay and support

The usual sickness absence process applies for staff who need to self-isolate and cannot work from home.

If someone is off work for more than 7 days in a row, they can get an isolation note from the:

- [NHS website](#) – for anyone in England, Scotland and Wales

If someone is off work for 7 days or less, they can 'self-certify'. This means they do not need to give their employer a fit note or other proof of sickness.

Staff must will be paid at least Statutory Sick Pay (SSP) if they cannot work because they're self-isolating for any of the following reasons:

- they have coronavirus (COVID-19) symptoms or have tested positive
- they are not fully vaccinated and someone in their household has symptoms or has tested positive
- they are told to self-isolate by an NHS test and trace service
- they have been advised by their doctor to stay at home before going into hospital for surgery

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To be eligible for SSP, they must be off work for at least 4 days in a row, including any of their usual non-working days.

They're entitled to be paid at least SSP for every day they're off work. This is different to the usual rules for SSP where the first 3 days are unpaid.

Employees or workers are not entitled to Statutory Sick Pay (SSP) if they're in self-isolation or quarantine after travel abroad and they cannot work from home.

If someone has been told to self-isolate, they could be entitled to a £500 support payment.

The eligibility for the payment is different if you live in England, Scotland or Wales. For more guidance, see:

- Wales – [self-isolation support scheme from the Welsh Government](#)