



Government of **JERSEY**

Health and Community Services

Health care worker exemption from 'Direct Contact' isolation criteria

20th May 2020

DOCUMENT PROFILE

Document Registration	Registration number to be added after ratification
Document Type	Policy
Title	Health care worker exemption from 'Direct Contact' and 'Symptomatic Household' isolation criteria
Author	Aisling Adams Senior Nurse- Quality & Practice Assurance
Publication date	20 th May 2020
Target audience	All Healthcare workers.
Circulation list	HCS Intranet, , Department Mangers, IPAC team, HCS Silver and Bronze Command, Lead Nurses
Description	Operational policy to support local activation of Public Health Policy ref exemption to the isolation criteria for Health Care Workers when there has been a significant impact on operational services and staffing levels were patient safety is compromised
Linked policies	Public Health Policy, Isolation criteria and guidance
Approval forum	HCS Silver Command
Review date	As required during COVID 19 pandemic
Contact details	a.adams@health.gov.je

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1. INTRODUCTION

1.1 Rationale

This document refers to the main 'Isolation Criteria' policy published on gov.je in relation to Health Care Workers (HCW) which applies to all staff working within the health care sector island wide who are restricting their movements or self-isolating due to being identified as a Direct Contact with a COVID-19 positive.

This guidance will only be exercised in extenuating circumstances where the need for essential/critical skills will be required.

1.2 Scope

This document refers to all Health Care Workers across the island who have been identified as an essential/critical worker in maintaining the safe delivery of services who may be granted an exemption to return to work by their line manager, workforce cell and Infection Control.

This policy **does not** allow isolation exemptions for Health Care Workers who:

- are symptomatic
- have tested positive themselves
- live with someone who has tested positive
- have recently returned from travel (within the last 14 days)

In the above cases the exemption policy does not apply and the health care worker must remain in isolation until their isolation period has been completed. In such cases the line manager must follow the standard guidelines for staff absence.

1.3 Principles

This document is based on the principles that are outlined in the overarching public health policy 'Isolation criteria' published on gov.je.

2. PURPOSE

The purpose of this document is to ensure that the safe delivery of essential services is maintained and any exemption applied taken in the context of a full risk assessment.

3. PROCESS FOR GRANTING AN EXEMPTION

- When the healthcare worker is identified as a direct contact of a confirmed COVID 19 case, they must contact their line manager to inform them of their status.
- Line manager must confirm with the health care worker that they have been informed by the Contact Tracing team of their status
- Line Manager must advise employee to follow the isolation guidelines that are relevant to their circumstances until advised otherwise, as outlined in the Public Health Policy 'Isolation Criteria' published on gov.je.
- If it has been determined that the exemption needs be applied (using the Schedule at Appendix 1), the line manager must inform Infection Control and the Lead of the HCS Workforce Cell of employees status and complete the risk assessment form for exemption to return work.

- This exemption form needs to be approved by Infection Prevention and Control (IPAC) and the Workforce Cell. (Appendix 2)
- Health Care workers who may receive an exemption to return work on monitoring are outlined in Appendix 1.
- A detailed local risk assessment is to be undertaken in relation to the balance of risk to patient and staff safety due to absences of essential Healthcare Workers.
- This process should include an assessment of current acuity, skill mix, staffing levels and capacity.
- All efforts must have been made to look at other options such as re-deployment of Healthcare Workers with the necessary skills from non-essential services/ or temporary staff requested via the staff bank
- If, despite these actions, an area cannot be staffed safely or a critical skill set is needed to provide critical/essential services, then exemption may be given to Health Care Worker to return to work under the circumstances outlined below.

4. GUIDELINES FOR HEALTHCAREWORKERS AND LINE MANAGERS ON RETURN TO THE WORKPLACE

In the event that an exemption has been granted for a healthcare worker to return to work outside the standard isolation guidance, the following principles must be adhered to:

Health Care Worker:

- Upon arrival to the care setting, the member of staff must wear a surgical mask when entering the building and wear one at all times whilst at work.
- Breaks should be taken separately from others
- The staff member will wear the appropriate additional PPE when specific work activities require them to do so.
- They should not lift share or use public transport to get to and from work. If they do not have access to transport and it is too far to walk, they should discuss this with your employer to explore alternative arrangements.
- They must strictly follow social distancing at all times whilst travelling to and from work and during breaks.
- If symptoms develop, the staff member must not come into the workplace, you must contact the COVID 19 Helpline on 01534 445566 and follow the guidance as published on www.gov.je
- The staff member must inform their Line Manager if they become unwell and are unable to return to work
- The staff member must continue to isolate and follow the isolation guidance when not at work

Line Manager

- Must maintain communication and monitoring of health care worker before each shift to ensure they are fit to work
- If symptoms develop the Healthcare worker must not come into work. If they become ill at work they must be removed immediately from workplace and remain absent from work, advised to contact the COVID 19 Helpline and follow guidance published on gov.je

- Arrangements must be made for breaks to be taken separately and alternative rest space needs to be sourced for Healthcare Worker. The member of staff must not leave the building during breaks,
- If Healthcare Worker is unable to self-isolate or physically distance within their household then alternative accommodation may be sourced via the Workforce Cell.
- PPE must be provided to ensure adequate protection of both staff and patients.
- Risk assessment form must be filed on the healthcare worker personnel record via People Hub

5. DEVELOPMENT AND CONSULTATION PROCESS

A record of who is involved in the development of this document. This may include HCS committees, service users and other agencies.

5.1 Consultation Schedule

Name and Title of Individual	Date Consulted
Emma Baker Lead Nurse Infection Control	14.5.2020
Dr Ivan Must Consultant Microbiologist	14.5.2020
Natasha Day, Senior Policy Officer, Public Health	14.5.2020
Kelly Whitehead Environmental Health	14.5.2020
Rose Naylor Chief Nurse	14.5.2020
Darren Skinner Interim HR Director	14.5.2020

Name of Committee/Group	Date of Committee / Group meeting
HCS Silver TCG	20.5.2020

6. REFERENCE DOCUMENTS

Public Health Guidance – Isolation criteria, full public updated ‘Contain’ isolation criteria and guidance date TBC www.gov.ie (will edit when published)

Public Health England Guidance ‘Stay at home: guidance for households with possible coronavirus (COVID-19) infection’ Updated 21st April 2020

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

ECDC (updated isolation guidance issued 8th April)

<https://www.ecdc.europa.eu/sites/default/files/documents/covid-19-guidance-discharge-and-ending-isolation-first%20update.pdf>

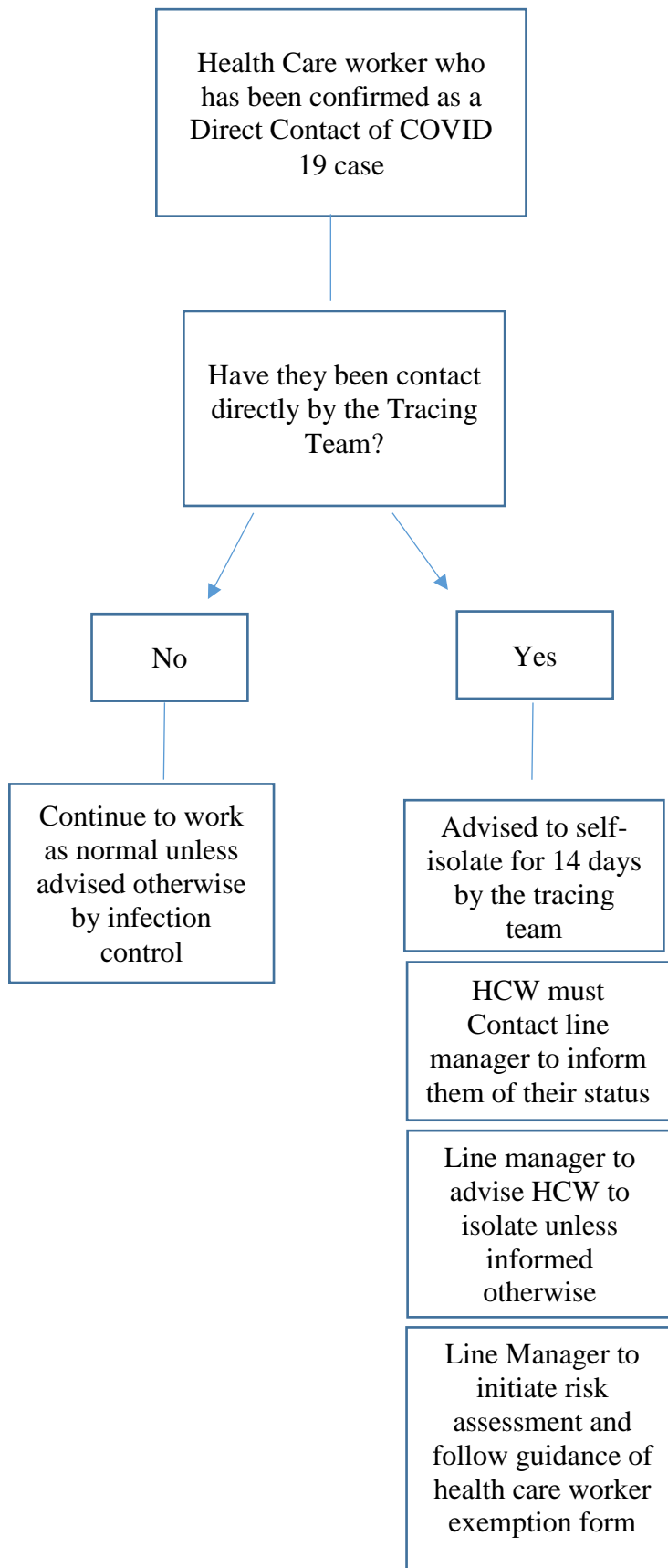
7. IMPLEMENTATION PLAN

A summary of how this document will be implemented.

Action	Responsible Officer	Timeframe
Inform Silver Command	Aisling Adams	20.5.20
Inform Bronze Command	Aisling Adams	20.5.20
Inform Workforce Cell	Aisling Adams	20.5.20
Circulate to HCS employees	Aisling Adams	21.5.20
Circulate to External Partners	Aisling Adams	21.5.20
Publish on HCS intranet	Aisling Adams	21.5.20

8. APPENDICES

Appendix 1: Healthcare Workers exemption process flow chart



Appendix 2: Healthcare workers considered for exemption

Type	Status	Advice for Healthcare Workers	Exemption from Management as 'Essential Worker'	Monitoring required in the workplace
1	Symptomatic positive Covid 19 case	<p>Must remain off work for at least 7 days until 48 hours symptom free</p> <p>Must self-isolate at home</p> <p>Must not attend work</p> <p>Must not go to public places</p> <p>Must not take public transport</p> <p>Must not access outside including for exercise</p>	Not an option	Not applicable
2	Asymptomatic HCW positive for Covid 19 case	<p>Must remain off work for 14 days</p> <p>Must self-isolate at home</p> <p>Must not attend work</p> <p>Must not go to public places</p> <p>Must not take public transport</p> <p>Must not access outside including for exercise</p>	Not an option	Not applicable
3	Asymptomatic Healthcare Workers who are Direct Contacts of a Positive COVID	<p>Must self-isolate for 14 days wherever possible</p> <p>If identified as essential worker and eligible to return to work, the following guidance must adhered to :</p>	Yes-complete risk assessment if healthcare worker is not from a test confirmed household	Manger must monitor staff member before each shift to ensure they are fit to work.

	<p>19 Case (healthcare or household)</p>	<p>If you are not showing symptoms of the virus and it is agreed that you should return to work, you may do so subject to the following:</p> <ul style="list-style-type: none"> - Upon arrival to the care setting, you must wear a surgical mask when entering the building and wear one at all times whilst at work. Breaks should be taken separately from others - You will wear the appropriate additional PPE when specific work activities require you to do so. - You should not lift share or use public transport to get to and from work. If you do not have access to transport and it is too far to walk, you should discuss this with your employer. - You must strictly follow social distancing at all times whilst travelling to and from work and during your breaks. - You cannot return to work if you are living with someone who has a test confirmed case of coronavirus <p>Other than travelling to and from work, you must ensure that you continue to isolate in accordance with the direct contact guidance</p>	<p>and follow guidelines for exemption to return to work</p>	<p>HCW must not attend work if symptoms develop and must refer to the helpline for advice.</p>
<p>4</p>	<p>Healthcare Workers who have symptomatic household who :</p>	<p>Must self-isolate for 14 days wherever possible</p> <p>If identified as essential worker and eligible to return to work, the following guidance must adhered to :</p> <p>If you are not showing symptoms of the virus and it is agreed that you should return to work, you may do so subject to the following:</p> <ul style="list-style-type: none"> - Upon arrival to the care setting, you must wear a surgical mask when entering the building and wear one at all times whilst at work. Breaks should be taken separately from others 	<p>Yes-complete risk assessment and follow guidelines for exemption to return to work</p>	<p>Manager to monitor staff member before each shift to ensure they are fit to work.</p> <p>HCW must not attend work if symptoms develop and must refer to the helpline for advice.</p>

		<ul style="list-style-type: none">- You will wear the appropriate additional PPE when specific work activities require you to do so.- You should not lift share or use public transport to get to and from work. If you do not have access to transport and it is too far to walk, you should discuss this with your employer.- You must strictly follow social distancing at all times whilst travelling to and from work and during your breaks.- <p>Other than travelling to and from work, you must ensure that you continue to isolate in accordance with the direct contact guidance</p>		
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Appendix 3 Exemption Checklist for Line Manager.



**Exemption of Health Care Worker to Return to Work form
(To be completed by Line Manager)**

Care Group: _____ Unit: _____
 Manager Name: _____ Job Title: _____
 Manager Email: _____

Employee Name: _____ Job Title: _____
 Employee No: _____ Mobile No: _____
 Date Commence of Direct Contact isolation advice: _____
 Reason for Direct Contact Isolation advice (Type 3/4): _____
 Date of last Contact: _____
 Employee Email: _____

Risk Assessment for the Exemption to Return to Work for a Healthcare Worker	
Is this HCW a confirmed 'Direct Contact' case of COVID 19 by the contact tracing team?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this HCW role critical to ensure essential services continue?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this HCW role critical to ensure patient safety is maintained?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this HCW role critical to ensure safe staffing levels are maintained?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can efforts be made to utilise temporary staff via the bank office and medical staffing?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can efforts be made to reduce capacity in non-essential services, allowing redeployment of another HCW to this role?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Can this HCW drive/walk to work alone? (If no accommodation may need to be organised)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can this HCW self-isolate and physically distance at home? (If no accommodation may need to be organised)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Reasons for Decision:**Decision for the Exemption of the Healthcare Worker**

Based on the risk assessment, HCW can return to work on an exemption: Yes
No

Guidance has been given to HCW in relation to returning to work: Yes No

HCW in agreement with returning to work based on risk assessment: Yes No

I will ensure that the appropriate monitoring is carried out in line with the Guidance for the Exemption for the return to work of Healthcare Workers (HCW) who have been advised to restrict their movements BUT are identified as essential for critical services'.

Manager Signature: _____ Date: _____

Period for Exemption: From: _____ to: _____

Approved by Infection Control and Workforce cell:

Print _____ Signature: _____

Job Title _____ Date: _____

Print _____ Signature: _____

Job Title _____ Date: _____

