

## **Isle of Man Government**

### **COVID-19 Vulnerable Persons – Management Guidelines**

#### **Introduction**

These guidelines are intended to assist staff and managers in the Isle of Man Government in enabling staff to continue to work where at all possible and avoid periods of financial hardship during periods of time where they are classed as vulnerable or extremely vulnerable persons.

#### **Process to follow for staff identified as Vulnerable or Extremely Vulnerable<sup>1</sup>, but otherwise well, and at risk of severe illness if they contract COVID-19**

#### **Principles**

All matters will be dealt with on a case by case basis. OHR and Occupational Health guidance will be applied. The final arrangement will be **authorised by a Director level manager** or other manager with delegated authority.

#### **Process**

1. Staff member states they meet vulnerable or extremely vulnerable person category, supplies evidence and advice they have taken.
2. Manager reviews evidence against the published criteria to confirm vulnerability and risk level, and completes a risk assessment to identify any reasonable adjustments that can be made to consider options for working in existing role, homeworking or re-deployment, as follows:
  - a) Working in existing role where social distancing and any other measures identified in a risk assessment can be maintained in accordance with latest advice (unless in the extremely vulnerable category and advised to shield)
  - b) Homeworking, if work tasks are available to allocate
  - c) Redeployment to an alternative role in the public service where social distancing measures and any other measures identified in a risk assessment can be maintained in accordance with latest advice
3. A risk assessment model and guidance on medical vulnerability recommended by Occupational Health is attached.
4. Where a staff member and manager are unable to agree adjustments to enable a staff member to continue working a referral must be made to Occupational Health. Should a staff member then remain at home despite a risk assessment and

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<sup>1</sup> <https://covid19.gov.im/general-information/social-distancing-for-vulnerable-groups/>

Occupational Health identifying reasonable adjustments to enable a staff member to continue working the options at 5 below must be considered.

5. If you are not able to allocate work to do as per (a), (b) or (c) above any absence would normally be recorded as sick leave as follows:

- Absence from work on certified sick leave in cases where the employee provides written confirmation from their GP, Consultant or Occupational Health to self-isolate. Where such confirmation indicates the underlying condition and states that the letter is evidence for the employer to show that the employee cannot work outside the home, this will suffice for that purpose. In addition, if the employee has received a letter from the Department of Health and Social Care advising them to practice shielding measures this will also be sufficient evidence. In all other cases, employees should obtain a sick note from their GP.

Where a staff member has exhausted full sick pay, full sick pay will be extended if no other alternative is available for those who are clinically vulnerable and clinically extremely vulnerable who have been advised to shield.

6. Alternatively, please consider with your team member if one/a combination of the following is appropriate:

- Using available annual leave, flexi leave or TOIL
- Approving a period of unpaid Special Leave
- Continuing to pay the employee their ordinary pay during the period of leave with written agreement from the employee in advance to either:
  - repay for the hours of absence over an agreed time period (not to exceed 12 months);
  - undertake additional hours on return, to be worked over an agreed time period (not to exceed 12 months)

If these options are required the employee must make arrangements in advance directly with their manager who should keep a record of what is agreed.

Periods of unpaid special leave should be requested by the employee through PiP and approved through the standard process. The link to PiP is here: [https://pipforme.gov.im/tlive\\_ess/ess/index.html#/login](https://pipforme.gov.im/tlive_ess/ess/index.html#/login)

The step by step guidance notes are here:

<https://hr.gov.im/media/1776/how-do-i-book-other-leave.pdf>

If continuation of payment is to occur the OHR11 Undertaking to Repay Form must be completed in advance. This form is available under Coronavirus (COVID-19), Guidelines, Schemes and Policies here - <https://hr.gov.im/policies-procedures-codes-guidance-and-forms/>

When the individual returns to work the manager will then either:

- Calculate the number of hours owed and plan with the individual how these will be worked as additional hours over an agreed period
  - Calculate the number of hours owed and submit this to [payroll@gov.im](mailto:payroll@gov.im) to calculate the repayment plan period and amounts, using the form which can be obtained from Payroll Section, Office of Human Resources.
7. All agreed arrangements will be for an initial 21 calendar days and then reviewed. When arrangements are reviewed the latest advice and guidance from public health for self-isolation, shielding and social distancing must be taken in to consideration.

## Department of Health and Social Care - Occupational Health Service

**COVID Risk Assessment Form**

Risk factors that can be used to evaluate the residual risk of COVID-19 transmission through work activities

<b>Framework for workplace COVID-19 risk</b>		Level of risk after control measures are implemented			
<b>Risk ID</b>	<b>Risk factors</b>	Low	Standard	Medium	High
1	Patient care/Individuals cared for in the community/Public facing				
2	Ability to maintain social distancing at work				
3	Number of different people sharing the workplace				
4	Travel to and from work				
5	Workplace entry and exit				
6	Availability and use of PPE				
7	Ability to maintain hand hygiene				
8	Workplace environment cleanliness control				
9	Ability to avoid symptomatic people				

## Department of Health and Social Care - Occupational Health Service

### COVID Work Risk Category

#### **Extremely High Clinical Risk (Shielder) – Home Working only**

This group are easily identified from UK Government guidelines on shielding groups who are regarded as clinically extremely vulnerable. They should follow shielding guidance including avoidance of all face to face contact and staying at home until advice changes.

Some in shielding group are signed off irrelevant of COVID, especially those receiving cancer treatment.

#### **Very High Clinical Risk – Home Working Required**

Employees who have multiple relevant co-morbidities and risk factors but may not meet the UK Government shielding group definition may still have very high risk for severe COVID-19 infection.

Preferably this group should remain working from Home Working. Individual occupational health assessment will be required if working from home is not practicable.

#### **High Clinical Risk – Can work in a Low Risk Environment**

These employees have an underlying health condition, including those outlined by the UK Government as Increased Vulnerability, or co-morbidities and risk factors (e.g. age, ethnicity, pregnancy) but do not meet the Red categories above or Yellow below.

**The employer will require carrying out a risk assessment for COVID-19 transmission risk and, if home working is not an option, the patient can consider returning to a Standard risk environment only.**

Measures required include maintaining stringent social distancing at work (2m rule), workplace hygiene measures and use of PPE depending on the role. Individual occupational health assessment will be required if managers are unable to make decisions.

#### **Increased Clinical Risk – Can work in a Moderate Risk Environment**

Employees who have an underlying health condition, including those outlined by the UK Government as Increased Vulnerability, but do not meet the Orange or Red clinical risk groups above. An example would be a stable asthmatic or a stable diabetic with no co-morbidities or complications.

**The employer will require carrying out a risk assessment for COVID-19 transmission risk that gives rise to no more than a Medium workplace transmission risk for any factor.**

Suitable roles could be those whereby Social Distancing cannot be stringently applied at all times, but should still be minimised as far as reasonably practicable.

#### **Standard Clinical Risk – Can Work in a High Risk Environment, if Essential**

Employees with no health conditions or risk factors placing them in the higher groups above should still be practicing hygiene and social distancing precautions as much as possible.

**The employer will require carrying out a risk assessment for COVID-19 transmission and implementing all reasonable control measures to reduce risk as far as possible. Even if workplace risk is high, review and management of risk control measures must be maintained.**