NHS
East of England Ambulance Service NHS Trust

COVID-19 ACTION CARD

Bank Workers unable to work due to COVID-19

Version 2.0

Actions for Line Manager

Confirm if bank worker has a household contact with a new onset continuous cough and/ or fever, or has a confirmed COVID-19 diagnosis, staff member to isolate at home for 10 days with pay.	
Instruct bank worker to notify line manager if they develop symptoms, and if so follow the guidance on the Staff with symptoms of COVID-19 action card.	
If the bank worker has received a notification from NHS England that they should shield then follow the advice within the letter and ensure the workers has adequate sources of support available to them.	
If the bank worker has not received a letter from NHS England but believes that they have an underlying condition that will be affected during the COVID-19 pandemic complete a risk assessment. Please use the COVID-19 Risk Assessment Form - Final to do the assessment.	
Record the risk assessment and work with the bank worker to follow the agreed actions from the risk assessment. Risk assessment may need to be re-visited as national guidance evolves over time.	
Clarify to the bank worker that they will be paid whilst in isolation or are off sick due to COVID-19 and that will be calculated by payroll using the average of the previous 13 weeks' pay prior to stand down.	
Ensure that GRS is updated to show that the bank worker has been stood down due to COVID-19, or sickness absence COVID-19 if they have symptoms.	

Notify your line manager as soon as possible following a resident family member / resident household member who has developed a new onset continuous cough and/ or fever or has a confirmed COVID-19 diagnosis.	
Do not attend any work setting and remain in isolation (paid) for 10 days. If you develop symptoms during this period follow the staff with symptoms of COVID-19 action card	
If you develop a new onset continuous cough and/ or fever, please notify your line manager as soon as possible	
If you have received a letter from NHS England advising you that you are in a high risk category, make your manager aware of the letter and the guidance contained therein.	
If you have not received a letter from NHS England but believe that you fall into a risk category please ask your manager to complete a risk assessment with you.	
If you are over 70 you should self isolate and not attend work	
It has been agreed that bank workers will be paid during isolation, this will be calculated by payroll using the average of the previous 13 weeks pay prior to isolation.	
Contact your line manager if you need any support during isolation	

This is based on current guidance, which due to the nature of the pandemic is changing regularly and as such this guidance will be reviewed and changed as the situation evolves. Please check Need to Know for the most recent version

Please see the COVID-19 Stay at home guidance available on gov.uk