

1. How long do I need to self-isolate for if I live with other people and I was the first person to show symptoms?

If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for **14 days**. The 14-day period starts from the day when the first person in the house became ill. See the [explanatory diagram](#) on our website.

All the information you need is on our [stay at home guidance](#) webpage

2. If I am working in CQ2 will be parking made available from the unused spaces or will parking costs be reimbursed?

NCP car parks are offering free parking for NHS staff. [The nearest NCP car park for CQ2 is Pellet Street](#)

The facilities team is in discussion with the owner of the CQ2 multi-storey to get more passes, however staff with passes are asked that if they are not using them to please make them available for call centre staff to use. Please return the passes to Reception (3rd floor) for re-issuing.

Cardiff Council has closed Heath Park to provide free parking for NHS staff working at UHW.

The latest travel, parking and supermarket information for staff is available on the intranet.

3. There are staff who could work from home but don't have the equipment to do so such as laptops and VPN's. What should line managers do in this situation?

It is understandable that our staff will want to carry on working on their commitments, but unless your work is on the list of critical functions supporting our response to COVID-19 or other key business activities, you need to suspend that work. This will relieve the pressure on our IT systems and teams as well as keeping the national networks free from non-essential traffic.

IT requests for equipment are being prioritised for those directly involved in the COVID-19 response and our critical functions.

The business critical functions are:

- Microbiology
- Health Protection
- Informatics
- Communications
- Estates
- Finance
- Parts of screening
- People and Organisational Development

To manage this going forward, please can any requests for IT equipment be sent through to Alessandro.DiRonato@wales.nhs.uk in the first instance and or Christopher.Orr@wales.nhs.uk and these will be prioritised accordingly.

If you have a technical issue, please report these through to the IT service desk as normal.

4. Will the Facebook information be available through another medium for those who do not wish to use Facebook?

The information we share on Facebook is content which has already been shared on other channels, such as the intranet, all staff email and via line managers.

5. I've had to self-isolate due to my child being unwell, and the school is now closed from Monday. Is this classed as self-certified sickness? How long can I be off for if work from home is not possible?

It has been agreed that any self-isolation absence (whether with symptoms or without), which is taken following UK/Welsh Government advice in the interests of infection control, will be treated as medical exclusion. In these circumstances, colleagues will not be required to provide a Fit Note as the absence is considered authorised with full pay. Please liaise with your Line Manager regarding the recording of your absence in ESR, or [see the guidance on the website.](#)

Regarding school closures, we understand that school closures and the unavailability of planned childcare on this scale and for this long are unprecedented and an additional concern for parents and other carers in Public Health Wales.

UK Government advice now confirms that 'If your work is critical to the COVID-19 response, and you cannot keep your child safe at home then your children will be prioritised for education provision'. All Public Health Wales staff are NHS employees and should be considered key/critical workers needed to help with the COVID-19 response. Therefore, we would encourage staff to please take up any childcare provision offered by the local authority wherever possible.

We appreciate that parents cannot currently rely upon those who are advised to be in the more stringent social distancing category such as grandparents, friends, or family members with underlying conditions. This means we may not be able to call on our usual support networks for extra help at this time.

Please discuss your children being looked after by your partner or co-parent (if you have one) if they are not also classed as a key/critical worker. Discuss with other support networks that may be available to you. We recognise that finding alternative childcare may pose a particular issue for those staff who are single parents. Consider whether you need to make use of 'emergency carers and dependants leave' in the short term to make arrangements for alternative childcare.

If you cannot attend work in line with your usual working arrangements, please consider how you can work flexibly. All managers are encouraged to think practically about what can be done and when. Our response to COVID-19 is our overriding business priority and we're all working very differently to support the response and other remaining business critical work.

6. What is the process/risk assessment for those who may live with someone who although isn't formally on an at risk group e.g. someone with history of chest problems (pneumonia) or those who may have a partner who is immunosuppressed due to cancer treatment/ to those who may have informal caring responsibilities for elderly family members?

UK Government issued new guidance on 21 March for people who are at very high risk of severe illness from coronavirus (COVID-19) because of an underlying health condition, and for their family, friends and carers, [you can find that guidance here](#).

Whilst the rest of the household are not required to adopt these protective shielding measures for themselves, Government advice is to do what they can to support individuals at very high risk in shielding and to stringently follow guidance on social distancing. Therefore, the [Risk Assessment](#) process for staff who are in a group(s) identified as vulnerable/at risk could be utilised to help guide and facilitate a discussion between line manager and employee about their wider circumstances and concerns about those in their households who are identified as vulnerable/at risk/at very high risk.

We understand that some of you have real concerns about older relatives or those with underlying health conditions. Please be reminded that the Care First employee assistance programme is available for advice and support for staff, online and via a free-phone number 0800 174319, 24 hours a day.

Please also access the [Employee Wellbeing pages on the intranet](#) which provide a range of tools which you may find helpful.

7. Normally maternity leave is automatically triggered if you are off sick within four weeks of your estimated due date. Is this the case if you are off due to covid-19 related illness or self-isolating/social distancing

A pregnant employee who is off work within four weeks of their estimated due date due to a COVID-19 related illness will not have their maternity leave triggered early as this period of absence would not be classed as pregnancy-related.

Those who are pregnant are advised against unnecessary social contact and are considered to be an 'at risk' group. They are advised to avoid contact with anyone who is displaying symptoms of coronavirus; avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible; work from home, where possible; avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs; avoid gatherings with friends and family.

Pregnant colleagues should follow the latest advice from RCOG, local health boards and, importantly, to seek guidance from their midwife/consultant who will be most familiar with their individual pregnancies.