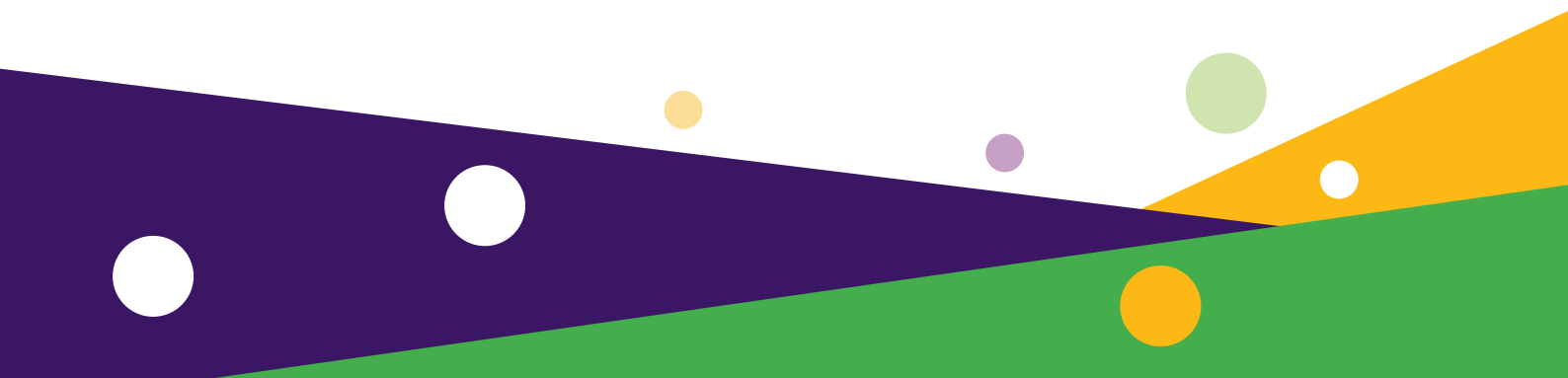


Version 4
Updated 23 April 2020



Coronavirus

A comprehensive guide for
Derbyshire UNISON members



DERBYSHIRE UNISON

HERE WHEN YOU NEED US

We have revised this guide to extend its contents and bring up to date the advice we are able to give. As this amounts to an extensive rewrite, we have forgone indicating additions to the text in a different colour for this issue.

The guide is intended to be comprehensive but by its very nature, it is brief. For fuller details about coronavirus, you may want to visit the [government website](#) or the [NHS website](#).

You should also check in to your [Derbyshire UNISON](#) website regularly for updates on work-related issues.

Obviously, our main concern is the health and welfare of members, their families and friends and the people we provide services for.

With an ever-changing situation, we may not always have a full answer to your query and some matters may have to wait until the crisis is over. Our priorities will be 'life and limb' issues. But we will always try and assist.

Keep safe!

Jeanette Lloyd

Branch Secretary
Derbyshire UNISON



Contacting **Derbyshire UNISON**



01629 582266



BRANCH@UNISONDC.CO.UK

CONTENTS

- 4 Our frustration**
Mixed messages from the government
- 6 Coronavirus - the facts**
Who is at risk
- 8 Minimising risk**
Displaying symptoms, breastfeeding advice, laundry and waste disposal, advice for informal carers
- 12 The lockdown measures**
Traveling to work, essential work
- 15 Staying safe as an essential worker**
Homecare, residential homes, education and schools, hospitals, home visits, refuse collection, redeployment/relocation
- 19 Personal Protective Equipment**
PPE provision and shortages, county council guidelines, NHS guidelines for care homes
- 24 Working in school settings**
Cover, reopening of schools
- 26 Working from home**
Full guidance for those working from home and what they can expect their employer to do
- 29 Pay and conditions of service**
Green Book, private companies, voluntary organisations, TUPE, zero hour contracts, sick pay, holidays, self-employment
- 33 Furloughing**
Full guidelines and FAQs including recent changes
- 36 The crisis and your mental health**
Advice from the NHS
- 38 Talking to children about coronavirus**
Advice from the British Psychological Society
- 39 Domestic violence during lockdown**
Advice and support
- 41 Other issues**
Ramadan, UNISON Welfare, videos
- 42 Workers' Memorial Day**
UNISON is asking the country to observe a minute's silence, to remember all the health, care and other key workers who have already lost their lives to coronavirus
- 43 Links**
Links to health organisations, local councils, charities, free learning and entertainment resources



Contacting **Derbyshire UNISON**



01629 582266



BRANCH@UNISONDC.CO.UK

OUR FRUSTRATION

When we first drafted this guide just last month, we took a conscious decision to make it factual and avoid 'politics' as far as possible. Worried members were crying out for answers to their questions and wanted to keep themselves, their loved ones and those they looked after safe and alive. They didn't want bombarding with political point scoring in a document designed to give practical advice.

But we have been finding it increasingly difficult to maintain this 'non-political' stance in the light of events and announcements. And it is causing immense frustration as we are unable to provide answers to members' concerns about what to do in certain situations.

Lies or incompetence?

Whether you believe the government have been deliberately lying to protect their reputation, or it is just their inability to get anything done, is your opinion,

UNISON believes that workers should never be in a situation where they might endanger themselves and others in the course of doing their jobs. Putting you in that situation is a breach of health and safety law and may spread coronavirus to people in high-risk groups

DAVE PRENTIS general secretary

but on issues such as PPE provision and coronavirus testing, their actual 'achievements' come nowhere near matching the promises made.

PPE – or the lack of it – is a huge issue for thousands of our members in Derbyshire. As you can read in our updated section, we have agreed better protection for our members working for Derbyshire County Council. This will require vigilance to ensure it is adhered to, but our members working for other organisations still continue to go under-protected, even those who provide (contracted out) services for the county council. We have members whose employers have failed to provide even gloves and aprons, never mind masks and eye protection.

PPE and testing

The rows surrounding when to wear or not wear PPE – if it was readily available – would become far less important with a more rigorous testing regime, but all we seem to get is promises. Finally, there is some formal NHS guidance on PPE in care homes which we have included in this guide. We have to say we have reservations about whether the availability of PPE will mean the guidelines are adhered to. But if they aren't, you **MUST** report this to [Derbyshire UNISON](#). It is your employers' responsibility to adhere to



Contacting **Derbyshire UNISON**

 01629 582266

 BRANCH@UNISONDC.CO.UK



guidelines; we will tackle them if they don't (but we will first advise you how to raise this).

All this is further confounded by completely mixed messages about traveling to work. In earlier editions of this guide, we included a screenprint of the government's website the morning after the partial lockdown announcement. It clearly states "Only go outside for food, health reasons or essential work".

Mixed messages

Yet, within a couple of days, the fuller message had become "You may travel for work purposes, but only where you cannot work from home" and "The government is not saying only people doing 'essential' work can go to work. Anyone who cannot work from home can still go to work".

How can 'only go outside for essential work' and 'the government is not saying only people doing essential work can go to work' mean the same?!

This confusion has been reiterated in the government communication sent to every household in the last week with a letter stating "That is why we are giving one simple instruction – you **must** stay at home" whilst the accompanying pamphlet says "You may

travel for work purposes, but only where you cannot work from home", which is not the same!

Exploitation

These mixed messages are confusing to both workers and their employers. Unscrupulous employers are deliberately exploiting them to ensure profits aren't hit.

Now it appears the extension of the furlough arrangements – announced simply as an extension to the scheme until June – carry further, unwelcome, measures which weren't mentioned initially. Again, we have covered the changes in this guide.

Derbyshire UNISON is continuing to argue for better PPE, for non-essential workers to work from home and for the safest working conditions generally for all members and the public at large but we are finding it impossible to give the clarity you demand because of these government mixed messages. If we are unable to give definitive answers about what you should or should not do, please bear this in mind!

As always – and as we have stated in this guide from the first edition - we will support members who take action to defend theirs and others' safety; we recommend you discuss this with us first.



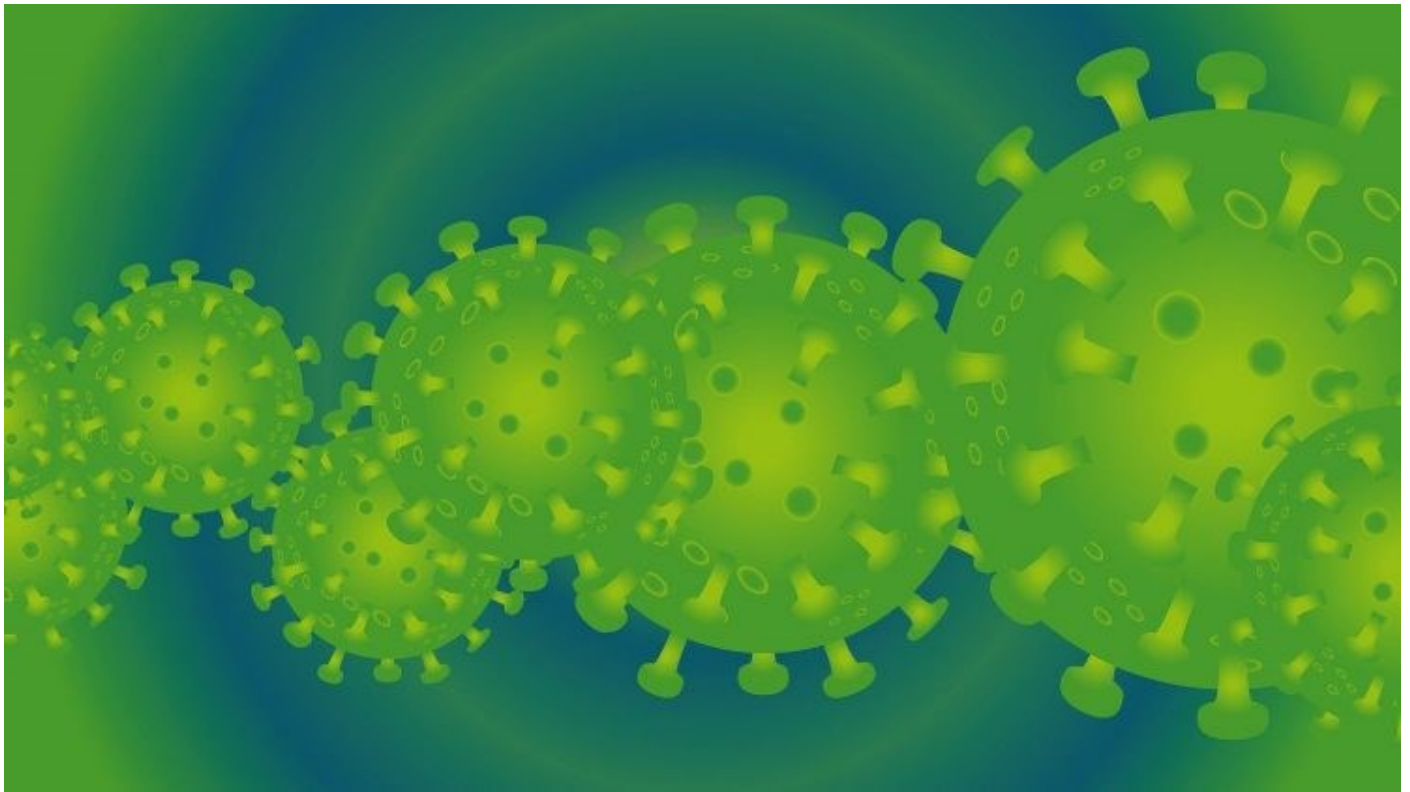
Contacting Derbyshire UNISON



01629 582266



BRANCH@UNISONDC.CO.UK



CORONAVIRUS – THE FACTS

(We are presenting these as ‘facts’ from various resources at the time of writing. Obviously facts can become updated with research and experience).

What is coronavirus?

Coronavirus is a group of viruses which normally cause mild illness, with symptoms similar to a common cold. Novel coronavirus is the term used for strains not previously identified in humans.

The latest strain, first identified in December 2019 in China, has now formally been named COVID-19. It is very different from, and far more serious than, the usual seasonal influenza outbreaks that happen every year. We have used the generic and most easily recognised term ‘coronavirus’ throughout this document except when quoting from other sources.

Symptoms can include a fever, fatigue, dry cough and difficulty breathing; as well as other symptoms related to the common cold. Following transmission, symptoms take an average of 5 days to begin – this differs to flu viruses which tend to incubate very quickly.

The disease is air-borne and contracted by breathing in viral droplets, ejected during coughing, sneezing or even breathing.

In more severe cases, the virus can cause pneumonia, an infection which causes inflammation of the lungs and greater breathing difficulties. While everyone is at risk of contracting coronavirus, the risk is higher for certain groups, particularly those over the age of 65 or with existing health conditions.

What is a pandemic?

A pandemic is an outbreak that affects hundreds of millions of people worldwide, leading to a large proportion of them becoming ill. Pandemics occur when a virus with very different features emerges. Because it is new, people have little or no immunity to it.



Contacting **Derbyshire UNISON**



01629 582266



BRANCH@UNISONDC.CO.UK

Normally there are around two or three such pandemics every century. The most recent was in 2009 with the H1N1 virus, commonly referred to as swine flu. Around half a million people died globally.

An earlier outbreak of the same H1N1 virus in 1918 caused an estimated 20-40 million deaths worldwide, mostly among people aged between 20 and 45.

On 11th March, the World Health Organisation defined the coronavirus outbreak a pandemic.

How does it spread?

The main way the virus spreads is by contamination when someone carrying the virus coughs or sneezes.

Viral droplets can travel up to six metres, making person-to-person transmission particularly likely. Viruses can also spread through particles known as aerosols, released from the lungs. These can travel further and can remain in the air for hours, and studies show them surviving on certain hard surfaces for up to three days.

How is it treated?

There is currently no vaccine or medication for coronavirus. Scientists are trying to produce one but it is unlikely to be available before the virus has spread globally.

Medications used to treat the flu can reduce symptoms, such as coughing and aches and pains. It is particularly serious if the virus leads to pneumonia and other more acute respiratory diseases because these cannot be treated with antibiotics.

What are the symptoms?

The most common symptoms of coronavirus are recent onset of:

- new continuous cough and/or
- high temperature

For most people, coronavirus will be a mild illness.

Who is at risk?

Everyone is at risk. But there are some for whom the risks are higher. The UK government categorises the following as at higher risk:

- Aged 70 or older (regardless of medical conditions)
- Under 70 with an underlying health condition listed below (ie anyone instructed to get a flu jab as an adult each year on medical grounds):
- Chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- Chronic heart disease, such as heart failure
- Chronic kidney disease
- Chronic liver disease, such as hepatitis
- Chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy
- Diabetes
- Problems with your spleen – for example, sickle cell disease or if you have had your spleen removed
- A weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy
- Being seriously overweight (a body mass index (BMI) of 40 or above)
- Those who are pregnant

There are some who are at even higher risk. These people should have been contacted by the NHS:

- People who have received an organ transplant and remain on ongoing immunosuppression medication
- People with cancer who are undergoing active chemotherapy or radiotherapy
- People with cancers of the blood or bone marrow such as leukaemia who are at any stage of treatment
- People with severe chest conditions such as cystic fibrosis or severe asthma (requiring hospital admissions or courses of steroid tablets)
- People with severe diseases of body systems, such as severe kidney disease (dialysis)



Contacting Derbyshire UNISON



01629 582266



BRANCH@UNISONDC.CO.UK

MINIMISING RISK

If I have the symptoms, what should I do to minimise the risk to others?

If you live alone and you have symptoms of coronavirus illness, however mild, stay at home for 7 days from when your symptoms started.

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.

For anyone else in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.

It is likely people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

If you can, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.

If you cannot move vulnerable people out of your home, stay away from them as much as possible.

If you have coronavirus symptoms:

- do not go to a GP surgery, pharmacy or hospital
- you do not need to contact 111 to tell them you're staying at home

If your condition gets worse, or your symptoms do not get better after 7 days, use the [NHS 111](#) online coronavirus service. If you do not have internet access, call NHS 111.

If you are due to work, you must contact your employer under their normal sickness reporting procedures and say you are self-isolating. (See also section on sick pay)

What should I do to minimise risk in general?

- Avoid contact with someone who is displaying symptoms of coronavirus. These symptoms include high temperature and/or new and continuous cough.
- Avoid non-essential use of public transport. In fact, people should avoid traveling unless it is essential. Essential travel, the Department for Health and Social Care said, "does not include visits to second homes, camp sites, caravan parks or similar, whether for isolation purposes or holidays".
- Work from home, where possible. Your employer should support you to do this. Please refer to employer guidance for more information. Contact [Derbyshire UNISON](#) if you run into difficulties.
- Avoid large and small gatherings in public spaces.
- Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media.
- Use telephone or online services to contact your GP or other essential services.

Following this advice means you are complying with 'social distancing' guidelines.

If you display symptoms that may mean you are infected

If you are living with children

Keep following advice to the best of your ability, however, we are aware not all these measures will be possible.

What we have seen so far is that children with coronavirus appear to be less severely affected. It is still important to do your best to follow guidance.



Contacting Derbyshire UNISON



01629 582266



BRANCH@UNISONDC.CO.UK

If you have a vulnerable person living with you

Minimise as much as possible the time any vulnerable family members spend in shared spaces such as kitchens, bathrooms and sitting areas, and keep shared spaces well ventilated.

Aim to keep 2 metres (3 steps) away from vulnerable people you live with and encourage them to sleep in a different bed where possible. If they can, they should use a separate bathroom from the rest of the household. Make sure they use separate towels from the other people in your house, both for drying themselves after bathing or showering and for hand-hygiene purposes.

If you do share a toilet and bathroom with a vulnerable person, it is important you clean them every time you use them (for example, wiping surfaces you have come into contact with). Another tip is to consider drawing up a rota for bathing, with the vulnerable person using the facilities first.

If you share a kitchen with a vulnerable person, avoid using it while they are present. If they can, they should take their meals back to their room to eat. If you have one, use a dishwasher to clean and dry the family's used crockery and cutlery. If this is not possible, wash them using your usual washing up liquid and warm water and dry them thoroughly. If the vulnerable person is using their own utensils, remember to use a separate tea towel for drying these.

We understand it will be difficult for some people to separate themselves from others at home. You should do your very best to follow guidance and everyone in your household should regularly wash their hands, avoid touching their face, and clean frequently touched surfaces.

If you are breastfeeding while infected

There is currently no evidence to suggest that the virus can be transmitted through breast milk. Infection can be spread to the baby in the same way as to anyone in close contact with you. The current evidence is that children with coronavirus get much less severe symptoms than adults. The benefits of breastfeeding outweigh any potential risks of transmission of the virus through breast milk or by being in close contact; however, this will be an individual decision

and can be discussed with your midwife, health visitor or GP by telephone.

If you or a family member are feeding with formula or expressed milk, you should sterilise the equipment carefully before each use. You should not share bottles or a breast pump with someone else.

You can find more information at the [Royal College of Obstetricians and Gynaecologists](https://www.rcog.org.uk) website.

Cleaning and disposal of waste

When cleaning you should use your usual household products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces. Clean frequently touched surfaces such as door handles, handrails, remote controls and table tops. This is particularly important if you have an older or vulnerable person in the house.

Personal waste (such as used tissues) and disposable cleaning cloths can be stored securely within disposable rubbish bags. These bags should be placed into another bag, tied securely and kept separate from other waste. This should be put aside for at least 72 hours before being put in your usual external household waste bin.

Dispose of other household waste normally.

Laundry

To minimise the possibility of dispersing virus through the air, do not shake dirty laundry.

Wash items as appropriate in accordance with the manufacturer's instructions. All dirty laundry can be washed in the same load.

If you do not have a washing machine, wait a further 72 hours after your 7-day (for individual isolation) or 14-day isolation period (for households) has ended when you can then take the laundry to a public laundrette.

What you can do to help yourself get better

Drink water to keep yourself hydrated; you should drink enough during the day so your urine (pee) is a pale clear colour. You can use over-the-counter medications, such as paracetamol, to help with some of your symptoms. Use these according to the instructions on the packet or label and do not exceed the recommended dose.



Contacting **Derbyshire UNISON**



01629 582266



BRANCH@UNISONDC.CO.UK

Wash your hands often

Clean your hands frequently by washing with soap and water for 20 seconds or using hand sanitiser. This will help protect you and the people you live with. This step is one of the most effective ways of reducing the risk of passing infection to others.

Cover your coughs and sneezes

Cover your mouth and nose with disposable tissues when you cough or sneeze. If you do not have one to hand, sneeze into the crook of your elbow, not into your hand.

If you have a carer, they should use disposable tissues to wipe away any mucus or phlegm after you have sneezed or coughed. Then they should wash their hands with soap and water.

Dispose of tissues into a disposable rubbish bag and immediately wash your hands with soap and water or use a hand sanitiser.

Facemasks

The NHS does not currently recommend the use of facemasks as an effective means of preventing the spread of infection.

Do not have visitors in your home

Do not invite or allow social visitors, such as other friends and family, to enter your home. If you want to speak to someone who is not a member of your household, use the phone or social media.

If you or a family member receive essential care in your home, then carers should continue to visit. Carers will be provided with facemasks and gloves to reduce the risk of you passing on the infection.

If you have pets in the household

Although there have been a couple of reported instances worldwide, companion animals/pets such as dogs and cats have not been massively infected with coronavirus.

Advice for informal carers

If you are caring for someone who is vulnerable, there are some simple steps that you can take to protect them and to reduce their risk at the current time.

Ensure you follow advice on good hygiene such as:

- Wash your hands on arrival and often, using soap and water for at least 20 seconds or use hand sanitiser



Contacting **Derbyshire UNISON**



01629 582266



BRANCH@UNISONDC.CO.UK

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin immediately and wash your hands afterwards
- Do not visit if you are unwell and make alternative arrangements for their care
- Provide information on who they should call if they feel unwell, how to use [NHS 111](#) online coronavirus service and leave the number for NHS 111 prominently displayed
- Find out about different sources of support that could be used and access further advice on creating a contingency plan is available from [Carers UK](#)
- Look after your own well-being and physical health during this time.



Contacting **Derbyshire UNISON**



01629 582266



BRANCH@UNISONDC.CO.UK

THE LOCKDOWN MEASURES

Reducing day-to-day contact with other people will reduce the spread of the infection. That is why the government introduced three new measures:

- Requiring people to stay at home, except for very limited purposes
- Closing non-essential shops and community spaces
- Stopping all gatherings of more than two people in public

Everyone must comply with these measures. The relevant authorities, including the police, have been given powers to enforce them – including fines and dispersing gatherings.

Staying at home

You should only leave the house for one of four reasons:

- Shopping for basic necessities, for example food and medicine, which must be as infrequent as possible.
- One form of exercise a day, for example a run, walk, or cycle - alone or with members of your household.
- Any medical need, or to provide care or to help a vulnerable person.
- Travelling to and from work, but only where this absolutely cannot be done from home.

These four reasons are exceptions - even when doing these activities, you should be minimising time spent outside of the home and ensuring you are 2 metres apart from anyone outside of your household.

These measures must be followed by everyone.

Closing non-essential shops and public spaces

Initially the Government ordered certain businesses - including pubs, cinemas and theatres - to close. The Government extended this requirement to a further set of businesses and other venues, including:

- All non-essential retail stores - this will include clothing and electronics stores; hair, beauty and nail salons; and outdoor and indoor markets, excluding food markets.
- Libraries, community centres, and youth centres.
- Indoor and outdoor leisure facilities such as bowling alleys, arcades and soft play facilities.
- Communal places within parks, such as playgrounds, sports courts and outdoor gyms.
- Places of worship, except for funerals attended by immediate families.
- Hotels, hostels, bed and breakfasts, campsites, caravan parks, and boarding houses for commercial/leisure use (excluding permanent residents and key workers).

Stopping public gatherings

To make sure people are staying at home and apart from each other, the Government is also stopping all public gatherings of more than two people.

There are only two exceptions to this rule:

- Where the gathering is of a group of people who live together - this means that a parent can, for example, take their children to the shops if there is no option to leave them at home.
- Where the gathering is essential for work purposes - but workers should be trying to minimise all meetings and other gatherings in the workplace.

In addition, the Government stopped social events, including weddings, baptisms and other religious ceremonies. This excludes funerals, which can be attended by immediate family.



Contacting Derbyshire UNISON



01629 582266



BRANCH@UNISONDC.CO.UK

Should I be traveling to work?

Our concerns about the government's mixed messages on who should be at work and who shouldn't, have been aired earlier in this updated guide.

Although UNISON believes only essential workers should be traveling to work, it has become clear we have not been able to maintain this position across all employers. Even some councils are refusing to agree with us and are, for instance, ordering grass cutting to be carried out.

But this does not mean that stringent enforcement of social distancing and other measures should be relaxed. In fact, they become more important. The more people there are outside of their own homes, the more danger there is of the virus spreading.

We have left the remainder of this section unaltered because we believe members have a right to know our views even if we can't negotiate a better deal on traveling to work.

There is a difference, because of our recognition rights won over decades, between what we can agree for local government workers (councils, schools) and those in the private and community sectors. That is why UNISON puts so much emphasis on recruitment. We're not just an individual protection society; we negotiate collective rights that really mean something in crises like this and many other occasions.

But our message to employers is the same. From now on, UNISON believes the only workers who should be physically traveling to work should be those per-

forming essential tasks. And that should remain the case even if such workers cannot work from home.

Crucially for those covered by the NJC (National Joint Council for local government services), it has been recognised that:

“Ultimately, in many cases employers will have no option other than to accept that some employees can neither work at home nor be redeployed / seconded etc and will therefore be staying at home on full pay for the duration of this emergency. The LGA is and will continue to be in discussion with government regarding the support required for the sector.”

If your council or school manager is refusing to act sensibly and sensitively over this, please bring this to their attention and also inform [Derbyshire UNISON](#).

What is essential work?

The best person to determine what is essential work is probably yourself!

It is impossible to present a definitive list of essential tasks or occupations. A good starting point is the government's own key workers list published for those still able to send their child(ren) to school. (UNISON has noted that some jobs recently categorised by the prime minister as 'low-skilled' are now 'essential!');

- Social Workers
- Care workers
- Frontline health and social care staff and those required to maintain the sector



Contacting **Derbyshire UNISON**



01629 582266



BRANCH@UNISONDC.CO.UK

- Childcare, support and teaching staff in schools and specialist education professionals required to support this provision
- Staff essential to the operation of the justice system
- Workers delivering key frontline services
- Staff involved in the management of the deceased
- Admin staff in local government essential to the delivery of the coronavirus response
- Staff delivering essential public services such as payment of benefits
- Staff involved in the distribution of food or other key goods
- Transport workers
- IT staff necessary to support coronavirus response
- Call centre staff
- Payment providers
- Waste disposal services

However, it does not mean that ALL staff in such occupations should be traveling to work. Clearly, for instance, schools with an estimated 10% of students in attendance do not need 100% staffing, nor would we expect every worker in a prison to be classed as 'essential to the operation of the justice system' and a call centre is only essential in providing responses on behalf of government or health authorities, not in selling television packages!



Contacting **Derbyshire UNISON**



01629 582266



BRANCH@UNISONDC.CO.UK

STAYING SAFE AS AN ESSENTIAL WORKER

Workers most at risk are those providing adult social care to individuals who show symptoms associated with having been infected with coronavirus. It is the intention of these guidelines not to simply point members in the direction of other agencies' advice. However, we believe it important to signpost this advice from the NHS which is comprehensive, covering personal protective equipment (PPE), home care and home visits and residential home settings.

This is just a summary of some of these:

Home care

If the individual being cared for has symptoms of coronavirus

Personal protective equipment

- Care workers should use personal protective equipment (PPE) for activities that bring them into close personal contact, such as washing and bathing, personal hygiene and contact with bodily fluids.
- Aprons, gloves and fluid repellent surgical masks should be used in these situations. If there is a risk of splashing, then eye protection will minimise risk.
- New personal protective equipment must be used for each episode of care. It is essential personal protective equipment is stored securely within disposable rubbish bags.
- These bags should be placed into another bag, tied securely and kept separate from other waste within the room. This should be put

aside for at least 72 hours before being put in the usual household waste bin.

For full PPE guidance, see later.

Cleaning

- If care workers undertake cleaning duties, then they should use usual household products, such as detergents and bleach as these will be very effective at getting rid of the virus on surfaces. Frequently touched surfaces should be cleaned regularly.
- Personal waste (for example, used tissues, continence pads and other items soiled with bodily fluids) and disposable cleaning cloths can be stored securely within disposable rubbish bags.
- These bags should be placed into another bag, tied securely and kept separate from other waste within your own room. This should be put aside for at least 72 hours before being put in the usual household waste bin for disposal as normal.

Laundry

- If care workers support the individual with laundry, then they should not shake dirty laundry before washing. This minimises the possibility of dispersing virus through the air.
- Wash items as appropriate, in accordance with the manufacturer's instructions.
- Dirty laundry that has been in contact with an ill person can be washed with other people's items. If the individual does not have a washing machine, wait a further 72 hours after the 7-day isolation period has ended; the laundry can then be taken to a public laundromat.
- Items heavily soiled with body fluids, for example, vomit or diarrhoea, or items that cannot be washed, should be disposed of, with the owner's consent.

Residential homes

If a resident has symptoms of coronavirus:

- Care homes are not expected to have dedicated isolation facilities for people living in the home but should implement isolation precau-



Contacting Derbyshire UNISON



01629 582266



BRANCH@UNISONDC.CO.UK

tions when someone in the home displays symptoms of coronavirus in the same way that they would operate if an individual had influenza. If isolation is needed, a resident's own room can be used. Ideally the room should be a single bedroom with en suite facilities.

- All staff will be trained in hand hygiene. Much of the care delivered in care homes will require close personal contact. Where a resident is showing symptoms of coronavirus, steps should be taken to minimise the risk of transmission through safe working procedures. Staff should use personal protective equipment PPE for activities that bring them into close personal contact, such as washing and bathing, personal hygiene and contact with bodily fluids. Aprons, gloves and fluid repellent surgical masks should be used in these situations. If there is a risk of splashing, then eye protection will minimise risk.
- New PPE must be used for each episode of care. It is essential that used PPE is stored securely within disposable rubbish bags. These bags should be placed into another bag, tied securely and kept separate from other waste within the room. This should be put aside for at least 72 hours before being disposed of as normal. Care homes have well-established processes for waste management.
- If your employer is not providing the necessary PPE in cases of possible infection, ie a resident showing symptoms, you should report it to [UNISON](#) (see section entitled PPE provision and shortages). But you should also do everything possible yourself to force your employer to find PPE. In, other words, kick up a stink! Contact senior management or home owners if you feel your approaches to immediate line management are not leading to PPE provision.

For full PPE guidance, see later.

- Clean frequently touched surfaces. Personal waste (such as used tissues, continence pads and other items soiled with bodily fluids) and disposable cleaning cloths can be stored securely within disposable rubbish bags. These bags should be placed into another bag, tied

securely and kept separate from other waste within the room. This should be put aside for at least 72 hours before being disposed of as normal.

- Do not shake dirty laundry before washing. This minimises the possibility of dispersing virus through the air. Wash items as appropriate in accordance with the manufacturer's instructions. Dirty laundry that has been in contact with an ill person can be washed with other people's items. Items heavily soiled with body fluids, such as vomit or diarrhoea, or items that cannot be washed, should be disposed of, with the owner's consent.

Taking workers' temperatures

Key workers have asked if employers are allowed to take their temperature before they start work. Legally they would have to have your consent and also need to put into place a GDPR Privacy Impact Assessment Statement. Practically, they would also have to ensure 'non-contact' thermometers. It is therefore highly unlikely any employer will try to take temperatures. They will rely on you not reporting for work should you feel ill or are running a high temperature, which could be symptoms of coronavirus. You are in charge!

Education and schools

Education workers most at risk from coronavirus will be those who have to continue working to provide a service in schools for children of key workers and those who work in establishments still open which provide services to children with learning and behavioural difficulties, sometimes in a residential setting.

Every effort must be made to maintain as far as is practicable the general guidelines on social distancing. However, it is recognised this is not going to be always possible in a classroom, or residential, setting.

The NJC has issued advice for those who live with and/or care for people in the two groups of most vulnerable people, ie those with clinical conditions who have been told to stay at home after they were contacted by the NHS and those who are at increased risk of severe illness from COVID-19 and who are being asked to be particularly stringent in following social distancing measures. (Employees in both groups



Contacting Derbyshire UNISON



01629 582266



BRANCH@UNISONDC.CO.UK

should not be expected to attend the workplace). All options for working at home should be considered, **as well as for those employees who live with and / or have caring responsibilities for people in the two groups.** This is directed at all local authority schools and those academy chains who remain part of the NJC. It is an agreement, not just a UNISON wish list.

If you feel a child/student you work with shows symptoms of coronavirus, inform your line manager/headteacher immediately. If you cannot get a satisfactory resolution to any such issues which leaves you at risk, contact [Derbyshire UNISON](#).

Home visits (non-care)

If you work in a set-up that provides maintenance in peoples' homes, your employer should have put in place procedures that ensure only essential/emergency visits are continuing. If that is not the case, contact [Derbyshire UNISON](#) now.

If there is anyone in a property you are instructed to visit who has contracted coronavirus or you feel displays symptoms, you must immediately inform your line manager for guidance. If you are unhappy with the response, contact [Derbyshire UNISON](#).

Hospitals

Only a small number of Derbyshire UNISON members are based in or have to visit hospitals as part of their job. Obviously, hospitals are going to be more susceptible to outbreaks of coronavirus than other workplaces and it is important workers follow guidelines issued in the hospital for NHS and other staff.

As well as this, we believe the majority of paperwork done by members in hospitals (social work) could be done remotely, ie from home. If you have not yet sorted a working from home solution, ask your line manager now and seek support from Derbyshire [UNISON](#) if necessary.

Refuse collection

UNISON is aware of particular problems with many authorities and contractors failing to change the normal practice of having three workers in a cab, despite social distancing rules.

We are clear that there should be no more than two in a cab and have impressed this on providers. In some areas, new ways of working have been implemented, for example having the third member of a refuse crew following the truck in a separate vehicle, and we are arguing for this approach to be used even



Contacting Derbyshire UNISON



01629 582266



BRANCH@UNISONDC.CO.UK

rywhere. It may increase the cost of the service in the short term, but it needs to be done.

Alongside this, employers should provide appropriate PPE (protective gloves, face masks) and hand sanitiser, and ensure the insides of cabs are regularly deep cleaned.

Please let [us](#) know if your employer is not yet following these guidelines.

Redeployment/relocation

It is likely that many employers who are still able to safely operate (essential) services may want to redeploy workers to other work or sites. Most contracts of employment allow for reasonable redeployment in such circumstances (whether it is reasonable depends on a number of issues; if you are in doubt contact [Derbyshire UNISON](#) for advice).

Derbyshire UNISON's position, which we believe is the most reasonable to take in this crisis is that we understand redeployment/relocation requests during this crisis providing they are undertaken with a view to minimising risk and are not used in a way that covers up staff shortages under normal circumstances, ie by staffing establishments at higher than usual levels. If this does happen, when the crisis is over, we will be using such examples as claims for increased staffing at those workplaces in general.

For instance, if a local area combines resources to keep just one school open instead of two or three, this can be a sensible solution which doesn't automatically increase risk, if done properly, to the community. It would most probably be a reasonable request to ask you to transfer locations temporarily to the open school.

If, however, you are asked to report to one of your organisation's care homes even though your job does not include providing personal care, because the

wherewithal to allow you to work from home cannot be found, we believe this increases risk and we would oppose this.

We would also oppose any redeployment or relocation which meant members were forced to use public transport or, worse, taxis with all the problems that would bring with regard to social distancing.

We would certainly hope that, in all situations, employers should seek volunteers first before moving on to any instruction to redeploy. We would also recommend that members who are asked to perform tasks of grade higher than theirs, find out beforehand what pay they will be receiving. This may affect your decision about volunteering.

By their very nature, many such requests or instructions from employers to redeploy/relocate will have complications or individual questions that need answering. Contact [Derbyshire UNISON](#) if you are at all unsure.

General health and safety rights

Ultimately, workers have a right under Section 44 of the Employment Rights Act 1996 to refuse to work in potentially unsafe conditions.

Section 44 provides employees with the 'right' to withdraw from and to refuse to return to a workplace that is unsafe. Employees are entitled to remain away from the workplace (e.g. stay at home) if – in their opinion – the prevailing circumstances represent a real risk of serious and imminent danger which they could not be expected to avert.

It is advisable to contact [Derbyshire UNISON](#) for further advice first before relying solely on this act. We will support workers who feel they are at risk.



Contacting **Derbyshire UNISON**



01629 582266



BRANCH@UNISONDC.CO.UK

PERSONAL PROTECTIVE EQUIPMENT

PPE provision and shortages

The concern over the quantity, quality and availability of PPE is one of national concern and media articles and letters from medical professionals, workers and service users and their families have multiplied over the past week.

UNISON shares these concerns and will be at the forefront of vigorous campaigns to change such regimes once the immediacy of the current crisis has passed. Indeed, politicians across the world who believe things will return to 'normal' at the end of this pandemic, are in for a rude awakening! Ordinary working people on every continent will be demanding massive change to the way things are run!

But this doesn't help the current problems.

UNISON general secretary Dave Prentis has written to Boris Johnson demanding he takes action to ensure all hospitals, care homes, police forces and council services have the sanitiser, gowns, masks and gloves needed to keep staff safe.

While supplies of PPE have clearly got through to parts of the UK's public services, UNISON is concerned there are still many workers who have little or no PPE at all.

Firstly, shortages of PPE - or the refusal of employers/managers to provide it - in Derbyshire is hard to quantify because members are not reporting them directly to us. Some we hear about but it becomes difficult to know whether we're getting talk about the same incidents from more than one source or whether they're separate incidents.

Therefore, we need workers in the social care sector - whoever your employer is - to report PPE shortages to [Derbyshire UNISON](#). Even if you're in contact with

one of our representatives, please report them centrally so we can get exact figures and identify problems clearly.

The details we need are:

- **Employer**
- **Workplace (or home care geographical area)**
- **What should be provided and isn't**
- **Reason provision has been refused**
- **Your name and contact details ***

* Every member has our assurance that no employer will be given details of where reports/complaints originate. But anonymous reporting doesn't help us build an accurate picture.

Although we can't give a blanket promise to resolve all issues, we will support members, collectively and individually, who feel concerned or unsafe and at risk.

In the county council, a regular dialogue has been set up between UNISON and both operational and health and safety managers to report concerns and get solutions.

UNISON is setting up a national hotline to allow public service workers to share their concerns about PPE, so the critical issues can be raised with ministers. We will circulate details when they're available. But please respond to our request in Derbyshire first and foremost.



Contacting **Derbyshire UNISON**



01629 582266



BRANCH@UNISONDC.CO.UK

We also want to emphasise once again that care workers not already in UNISON should join now. If you're united as a workforce with us behind you, we can achieve change and safer working conditions in the short run. If there's just one or two of you, your employer finds it relatively easy to ignore you!

If you're reading this, you're already a member - you can get your work colleagues signed up easily by them logging on to joinunison.org. It can be done on their mobile phones in a few minutes.

PPE provision for Derbyshire County Council employees *

(* Sadly, as there are around 18,500 separate employers providing social care in England alone [that is not a misprint!], UNISON is not in a position to negotiate such guidelines for every member. We will be more able to do so where we have a high 'density' of UNISON members; this is why signing up your colleagues at joinunison.org is so important.

Social care members in the private sector should read below for new guidelines about PPE in care homes).

New agreed guidelines on PPE provision for our members in Derbyshire County Council can be viewed here. These guidelines are for **all** council staff.

Members should note in particular:

- **Those providing personal care within 2 metres of the individual such as assistance with feeding, washing, changing and dressing** should wear a fluid resistant surgical mask, disposable apron and gloves.
- Eye protection should also be worn where there is a risk of bodily fluids entering the eye due to the care being given.

After use:

- Gloves and disposable apron – these should be removed and hand hygiene performed after each interaction, in line with usual infection control guidance.
- Fluid resistant surgical mask – these should be kept on for the duration of the carer's session of activity ie during the shift until the individual



takes a break, or when leaving the individual's home.

- Eye protection – this should be provided for the individual carer and named, and where suitable to be reused washed and disinfected between each shift.
- When removing masks and eye protection the PPE doffing policy should be followed and where possible observed by another carer.

For those providing personal care in complex cases to an individual who is undertaking aerosol generating procedures, which may include

- Tracheotomy/tracheostomy procedures (insertion/open suctioning/removal)
- Non-Invasive Ventilation (NIV) such as Bi-level Positive Airway Pressure (BiPAP) and Continuous Positive Airway Pressure ventilation (CPAP)
- Induction of sputum
- High Flow Nasal Oxygen (HFNO), also called High Flow Nasal Cannula

PPE must be worn as follows:

- Gloves and fluid repellent gown – this should be removed and hand hygiene performed after each interaction, in line with usual infection control guidance.
- FFP3 respirator – specialist training and fitting is required prior to using FFP3 masks.



Contacting Derbyshire UNISON

01629 582266

BRANCH@UNISONDC.CO.UK

- Eye protection – this should be provided for the individual carer and named, and where suitable to be reused, washed and disinfected between each shift.
- On removal of PPE, hand hygiene should be performed and PPE disposed of and double-bagged, then stored securely for 72 hours before being disposed of as normally.
- When removing masks and eye protection, the PPE doffing policy should be followed and where possible observed by another carer.

For those not providing personal care but working in a communal area of an adult care setting where there are likely to be individuals with possible or confirmed cases of COVID 19 and the care worker is unable to maintain 2 metres social distancing:

PPE must be worn as outlined below:

- Social distancing and good hand hygiene principles should be observed and time spent in the area should be kept to a minimum.
- Where this is risk of infection as a result of providing care within 2 metres of the individual, a fluid resistant surgical mask should be used. This should be kept on for the duration of the carer's session of activity i.e. during the shift until the individual takes a break, or when leaving the individuals home in communal settings such as supported housing/ extra care sheltered housing
- When removing masks the PPE doffing policy should be followed and, where possible, observed by another carer.

For those transporting clients on release from hospital settings:

PPE must be worn as outlined below:

- Fluid resistant surgical mask – these should be kept on for the duration of the journey.
- Gloves and apron will be required if the client requires assistance with moving and handling or securing safely in the vehicle.
- When removing masks the PPE doffing policy should be followed and where possible observed by another carer.

For members visiting any individuals in the extremely vulnerable group or where a member of the household is within the extremely vulnerable group undergoing shielding:

PPE must be worn for the protection of the individual who is shielding, as outlined below:

- Gloves and disposable apron - these should be removed and hand hygiene performed after each interaction, in line with usual infection control guidance.
- Standard surgical or fluid resistant surgical mask – these should be kept on for the duration of the carer's session of activity i.e. during the shift until the individual takes a break, or when leaving the individuals home

For those who have contact with individuals for assessment purposes (i.e. mental health assessment) where there are likely to be possible or confirmed cases of COVID 19, and where social distancing of 2 metres may be difficult, or where behaviour may be unpredictable (e.g. spitting):

PPE must be worn as outlined below:

- Fluid resistant surgical mask – these should be kept on for the duration of the carer's session of activity i.e. during the shift until the individual takes a break, or when leaving the individuals home.
- Eye protection – this should be provided for the individual employee and changed after each interaction or after leaving the environment.
- When removing masks the PPE doffing policy should be followed and where possible observed by another carer.

For those who do not have face-to-face contact with members of the public, the following guidelines are also included:

For routine cleaning, PPE must be worn as outlined below:

- Gloves and disposable aprons.
- Eye protection should also be worn if there is a risk of splash or aerosol in cleaning



Contacting **Derbyshire UNISON**



01629 582266



BRANCH@UNISONDC.CO.UK

- On removal hand hygiene should be performed and PPE disposed of and double-bagged, then stored securely for 72 hours before being disposed of as normally.

For enhanced cleaning i.e. where there is potential for a higher virus level, for example, the room of a confirmed COVID 19 resident, PPE must be worn as outlined below:

- Gloves and disposable aprons
- Eye protection should also be worn if heavily soiled and if there is a risk of splash or aerosol in cleaning.
- Fluid resistant surgical mask – these should be kept on for the duration of the cleaning activity
- On removal, hand hygiene should be performed and PPE disposed of and double-bagged, then stored securely for 72 hours before being disposed of as normally

In all circumstances, PPE should not be subject to continued use if damaged, soiled, compromised, uncomfortable.

If you are a county council employee and you are asked to perform a task without the protection outlined in above, you must immediately escalate the matter via your line management. It would assist if you also informed [Derbyshire UNISON](#).

PPE recommendations for care home staff (non-Derbyshire County Council)

The NHS issued new guidelines for the use of PPE in care homes late last week. They can be viewed in their entirety here. We know there will be problems with organisations saying they are unable to provide such PPE as it is in short supply. But this does not mean you should not demand it and insist on formal answers back from your employer about non-provision. If you are not currently in receipt of this correct PPE, we recommend you email your line manager, attaching these guidelines, and ask (a) if and when you will be receiving NHS-recommended protection and (b) for the answer to be in writing.

Members should note in particular:

For providing personal care which requires you to be in direct contact with the resident(s) (e.g. touching) or within 2 metres of a resident who is coughing, the following PPE is recommended:

- Disposable gloves - single use to protect you from contact with resident's body fluids and secretions.
- Disposable plastic apron - single use to protect you from contact with resident's body fluids and secretions.
- Fluid repellent surgical mask - a fluid-repellent surgical mask can be used continuously while providing care until you take a break from duties.
- Eye protection - eye protection may be needed for care of some residents where there is risk of contamination to the eyes from respiratory droplets or from splashing of secretions e.g. caring for a resident who is repeatedly coughing or may be vomiting. Use of eye protection should be discussed with your manager and be informed by a risk assessment in your care home. Eye protection can be used continuously while providing care until you take a break from duties.
- This applies to all care e.g. assisting with getting in/out of bed, feeding, dressing, bathing, grooming, toileting, giving medications, dressings etc. and in circumstances of wandering residents. Applies to all residents including those in the extremely vulnerable group. The only exception is for aerosol generating procedures such as open suctioning of airways/tracheostomies for which separate guidance applies.

When performing a task requiring you to be within 2 metres of resident(s) but no direct contact with resident(s) (i.e. no touching) e.g. performing meal rounds, medication rounds etc, the following PPE is recommended:

- Disposable gloves - not required.
- Disposable plastic apron - not required.
- Surgical mask - a surgical mask can be used continuously while providing care until you



Contacting **Derbyshire UNISON**



01629 582266



BRANCH@UNISONDC.CO.UK



take a break from duties. A fluid repellent surgical mask may be needed where there is high risk from respiratory droplets (e.g. when undertaking prolonged tasks close to residents who are repeatedly coughing). Use of fluid repellent masks should be discussed with your manager and be informed by a risk assessment in your care home.

- Eye protection - eye protection may be needed for certain tasks where there is risk of contamination to the eyes from respiratory droplets or from splashing of secretions (e.g. when undertaking prolonged tasks near residents who are repeatedly coughing or may be vomiting). Use of eye protection should be discussed with your manager and be informed by a risk assessment in your care home. Eye protection can be used continuously while providing care until you take a break from duties.

When working in communal areas with residents- no direct contact with resident(s) though potentially within 2 metres of resident(s) (Note: residents with respiratory symptoms should remain in their room e.g. working in dining rooms, lounges, corridors etc), the following PPE is recommended:

- Disposable gloves - not required.
- Disposable plastic apron - not required.
- Surgical mask - a surgical mask can be used continuously while providing care until you take a break from duties. A fluid repellent surgical mask may be needed where there is high risk from respiratory droplets (e.g. when undertaking prolonged tasks close to residents who are repeatedly coughing). Use of fluid repellent masks should be discussed with your manager and be informed by a risk assessment in your care home.
- Eye protection - not required.



Contacting **Derbyshire UNISON**



01629 582266



BRANCH@UNISONDC.CO.UK

WORKING IN SCHOOL SETTINGS

Most school support staff are considered key workers and – if fit and able to do so – can expect to be asked to help provide the service of keeping schools open for a small minority of students. Most members working for local authority and academy schools are covered by the National Joint Council NJC Green Book and agreements made by UNISON nationally cover them. However, there are some issues specific to schools:

If I'm asked to provide cover for other roles, what pay should I be receiving?

There may be a need for staff to help with alternative roles, but this should be on a voluntary basis first and with proper support from your employer. (This role may be at another school). If you have concerns about changes, please contact [Derbyshire UNISON](#).

If you agree to undertake a different role and/or working pattern you should suffer no financial detriment and should continue to be paid at your usual contracted rate. If the role you're asked to do is paid at a higher rate, you should receive the higher rate of pay for the duration of the assignment.

What issues would UNISON expect to be put on hold?

We are in the middle of a global health emergency and school support staff are on the front line in the battle to help stop the spread of this virus and save lives. We believe nothing should detract from this effort and UNISON is therefore calling for all redundancies, restructures, TUPE transfers (to academy trusts, for instance) and non-urgent disciplinarys to be put on hold. The battle to save lives must come first. If your school is refusing, contact [Derbyshire UNISON](#) immediately.

Reopening of schools

Suggestions in the media that the government in England is considering reopening schools has caused huge anxiety amongst school staff and parents, since it is impossible – even with the small number of pupils currently in schools – to maintain social distancing at all times. It is therefore vital that staff and parents are reassured about the government's plans.

The NJC education unions, including UNISON, have called on the government to provide immediate reassurance to staff that any strategy for re-opening schools is discussed with relevant unions and other bodies at an early stage. Any proposals must be shared well in advance of any implementation, and re-opening schools should only happen once there is clear published scientific evidence that can command the confidence of the schools' workforce that it is safe to do so. School support staff are very clear that the health of children, staff and their families is the principal concern. Given the increased risk to staff, pupils and their families of exposure to the virus and increased risk of spread by schools re-opening, compounded by the huge difficulties in maintaining social distancing and hygiene measures such as hand-washing in schools, we ask that the government shares:

- The different options the government may be considering, such as phased returns by school type, year group or pupil numbers in each class.
- Modelling carried out for any of the re-opening options being considered, including the impact on the number of cases of Covid-19 and consequent deaths amongst staff, children and their families and carers.
- Plans for regular testing of children and staff, including consideration of testing prior to a school opening.
- Plans to ensure appropriate levels of PPE are available to staff and children where necessary – current government guidance on PPE in schools is wholly insufficient and places our members at increased risk.
- Clear guidance and protocols around situations where close contact with children is inevitable,



Contacting **Derbyshire UNISON**



01629 582266



BRANCH@UNISONDC.CO.UK



including the administration of medicine and restraints.

- Plans to ensure cleaning supplies are adequate and there is availability of outside agencies to conduct professional 'deep cleans' where cases of Covid-19 are identified.
- Considerations being given to the protection of children and staff who are in vulnerable health categories, over 70 or pregnant, staff living with people in these categories, the proportion of staff who will be self-isolating/shielding under any given timetable, and the proportion of staff likely to be off sick at any one time.

- Considerations being given to the impact on public transport demand, and how risks will be minimised for drop-off/collection of children at school, walking buses, multiple families walking their children to school and congregating in school grounds.

The unions have also called on the government to provide the necessary additional funds to schools and local authorities to help support the most vulnerable pupils and home learning during this period of partial school closures.



Contacting **Derbyshire UNISON**



01629 582266



BRANCH@UNISONDC.CO.UK

WORKING FROM HOME

These guidelines are specifically for this emergency and should not automatically be used as best practice in different circumstances (although some are!) There will be some differences regarding homeworking to other normal arrangements, whereby some workers frequently work from home under an agreed regime.

Employers and employees will need to be practical, flexible and aware of the extraordinary circumstances when working from home because of the coronavirus pandemic.

We believe employers should:

- Talk to their workers about how they might improve working from home arrangements
- Continue to consider which roles and tasks can be done from home – this might involve doing things differently and not assuming a role cannot be based at home

- Support employees to adjust to remote working
- Consider individual employees' needs, for example anyone with childcare responsibilities, a long-term health condition or a disability
- Write down the arrangements that have been agreed so everyone's clear

Health and safety

Employers are responsible for the health and safety of all employees, including those working from home. During the pandemic, it's very unlikely employers can carry out usual health and safety risk assessments at an employee's home.

However, an employer should still check:

- Each employee feels the work they're being asked to do at home can be done safely
- Employees have the right equipment to work safely
- Managers keep in regular contact with their employees, including making sure they do not feel isolated



Contacting **Derbyshire UNISON**

 01629 582266

 BRANCH@UNISONDC.CO.UK

- Reasonable adjustments are made for an employee who has a disability

If changes are needed, employers are responsible for making sure they happen.

Employees also have a responsibility to take reasonable care of their own health and safety.

Anyone working from home should keep in regular contact with their manager. They should also tell their manager about:

- Health and safety risks
- Homeworking arrangements that need to change

Looking after mental and physical health

It's likely that employers and employees are experiencing a high level of stress and anxiety at the moment. It's important for employees to take regular breaks, for example to avoid sitting at a computer for too long. They should also try to do other things to stay mentally and physically active outside of their working hours. This might include things like cooking, exercise, watching favourite TV programmes or other hobbies. It's a good idea for employers to remind staff about this.

Equipment and technology

Employers are responsible for the equipment and technology they give employees so they can work from home.

The employer should:

- Discuss equipment and technology with the employee
- Agree what's needed
- Support the employee to set up any new equipment or technology
- Check regularly to assess how their systems and temporary arrangements are working and make any improvements.

Setting clear expectations

Changing to homeworking may be a challenge for many managers and employees, particularly if they're used to working together face-to-face. Employers

and managers should make sure that everyone working from home knows what's expected of them.

This includes agreeing:

- When employees will be available to work
- How they will keep in touch
- How work-life balance will be managed, for example taking regular breaks and switching off from work at the end of the day
- Rules around storing information and data protection
- How performance will be managed and measured - taking into account people's circumstances where necessary
- Who employees should contact if they have any problems or their circumstances change

It's important to recognise that some employees can find it hard to motivate and organise themselves when working from home. If this happens, the manager and employee should talk about practical steps to help.

Keeping in touch

Employers and employees should keep in touch regularly. This should include regular communication between:

- Individual employees and their managers
- Employees who need to work together
- Team members

This might involve new ways of working, for example using video or conference calling technology.

Pay and terms and conditions of employment

Employees who are working from home must get the same pay, if they are working their usual hours. Their usual terms and conditions still apply, apart from having to work from home on a temporary basis. Employers need to make sure staff working from home follow the law on working hours.

Working from home and childcare

Employees who are looking after children should talk to their employer. The employer should be sensitive and flexible towards the employee's situation.



Contacting Derbyshire UNISON

 01629 582266

 BRANCH@UNISONDC.CO.UK



Employers and employees may be able to agree a more flexible homeworking arrangement.

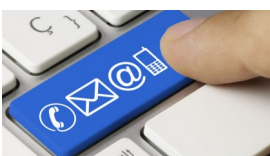
Examples of this could include:

- Working different hours
- Agreeing that the employee may not be able to work a full day or a full week

The same approach may be needed if an employer is caring for someone else, for example an older relative or someone who's ill.

Costs

Employees may want to talk to their employer if they run up costs through having to work from home. Employers may have their own policy on this. If you need assistance in this matter, contact [Derbyshire UNISON](#).



Contacting **Derbyshire UNISON**

 01629 582266

 BRANCH@UNISONDC.CO.UK

PAY AND CONDITIONS OF SERVICE

Whether your pay remains the same will depend on a number of factors including your employer, contract of employment and the hours you work.

Therefore, we can't give a definitive answer to cover all 10,000 members in Derbyshire UNISON! If you don't think this document specifically covers you and your employer either can't or won't give you the details you require (or you don't like the details they've given!), then contact [Derbyshire UNISON](#) and we will do our best to help.

If you work for a local authority, school or are otherwise covered by the Green Book (National Joint Council for local government services 'terms and conditions')

You will be paid at full pay, whether working in an essential service, from home or unable to work. If you are told differently, point your manager in the way of the advice from 17 March, which is available [here](#).

The penultimate paragraph states:

“Ultimately, in many cases, employers will have no option other than to accept that some employees can neither work at home nor be redeployed/seconded etc and will therefore be staying at home on full pay for the duration of this emergency. The LGA is and will continue to be in discussion with government regarding the support required for the sector”.

Some local authorities are dragging their heels over this with, reportedly, individual chief executives trying to set out their own conditions. Derbyshire

UNISON is continuing to pressurise these councils; it is not for individuals to seek to override national agreements, particularly when they are deliberately flouting government advice to stay at home.

If you work for a private company

Most companies locally appear to be doing their best to comply with guidelines and keep non-essential staff out of the workplace. Indeed, many are taking advantage of the new 'furlough' arrangements by closing operations temporarily, laying off staff and applying for the government assistance which will cover 80% of wages. Some companies have, in fact, guaranteed full pay to staff.

If your company is one of those who will only be paying you at 80% of your normal pay, Derbyshire UNISON will make approaches to your company on your behalf - if you provide us with the necessary details - but we do ask members to realise our chances of success, without a high density of UNISON membership amongst the workforce, is limited.

If you work for a voluntary organisation

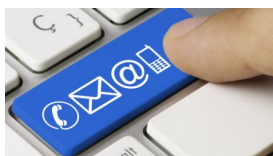
Matters are slightly different when it comes to voluntary organisations as the question of funding comes into the equation. This means Derbyshire County Council may have a say in the issue.

We need to know as soon as possible if you are not being 'allowed' to furlough and, therefore, receive at least 80% of your pay because of council funding issues. Contact [us](#) now.

If you were TUPE'd over from a local authority to a private company

Questions have been raised by members who were transferred out of local authority control as to whether they should be entitled to such things as full pay, like their ex-colleagues still working for a council.

Unfortunately, agreements made between the employers and the unions are not applicable post transfer.



Contacting **Derbyshire UNISON**



01629 582266



BRANCH@UNISONDC.CO.UK

More to the point, your new organisation, particularly if it is in the field of leisure or catering provision, may well have had to close down operations completely and take advantage of the furlough scheme. This is to prevent wholesale redundancies.

It is not ideal but we're sure members would prefer 80% of their pay rather than redundancy and unemployment.

I'm on a zero hours contract; will I be entitled to any pay?

It is possible you may be eligible under the furlough scheme (see above) and therefore receive 80% of your regular earnings. But rather than trying to give a generic answer, our advice is simple - ask your boss! If s/he says "no", contact [Derbyshire UNISON](#) and we'll try and assist or provide an update.

Unfortunately, if you're on a zero-hours contract you are not entitled to statutory sick pay unless you can demonstrate that you earn at least £118 per week from your employer.

Sick pay

Depending on your employer and contract of employment you are either eligible for your employer's

sick pay scheme or statutory sick pay. You should already know which is applicable in your situation.

Statutory sick pay is now available from the first day you are off sick, and if you are paid less than £118 a week you will be able to access Universal Credit or Contributory Employment and Support Allowance more easily.

Derbyshire UNISON will make any necessary representations to your employer should they have taken the - incorrect in our view - decision to add coronavirus-related sickness or self-isolation to any trigger points they apply in sickness schemes.

However, this will obviously be at a later date. Do not put yourself and others at risk by attending work when you're sick or should be in self-isolation just because you fear consequences at a later date. The battle to save lives must come first.

We should point out that we have had no indication from any employer yet that they will be unsympathetic in this regard.

Government lawyers have ruled that an e-mail confirmation of diagnoses will be enough for coronavirus. You can now access these via the [NHS 111](#) line. This will cover anyone unwell with suspected or con-



Contacting **Derbyshire UNISON**

 01629 582266

 BRANCH@UNISONDC.CO.UK

firmed coronavirus, isolating due to health concerns, or in isolation for other reasons yet not displaying symptoms. This certification is being called an 'isolation note'.

Using/carrying over holidays and holiday pay

In most situations, employees and workers should use their paid holiday ('statutory annual leave') in their current leave year. This is 5.6 weeks in the UK.

During the coronavirus outbreak, it may not be possible for staff to take all their holiday entitlement. They may be getting to the end of their leave year with holiday still left to take.

The government has introduced a temporary new law to deal with coronavirus disruption.

Employees and workers can carry over up to 4 weeks' paid holiday over a 2-year period, if they cannot take holiday due to coronavirus.

For example, this could be because:

- They're self-isolating or are too sick to take holiday before the end of their leave year
- They've been temporarily sent home as there's no work ('laid off' or 'put on furlough')
- They've had to continue working and could not take paid holiday

If an employee or worker leaves their job or is dismissed during the 2-year period, any untaken paid holiday must be added to their final pay ('paid in lieu').

If someone is temporarily sent home because there's no work they'll continue to build up ('accrue') holiday in the usual way.

Bank holidays

If employees and workers cannot take bank holidays off due to coronavirus, they should use the holiday at a later date in their leave year.

If this is not possible, bank holidays can be included in the 4 weeks' paid holiday that can be carried over. This holiday can be taken at any time over a 2-year period.

Previously booked holidays

If an employee no longer wants to take time off they'd previously booked, for example because their holiday's been cancelled, their employer may still tell them to take the time off.

If the employee wants to change when they take this time off, they'll need to get agreement from their employer.

Using holiday for a temporary workplace closure

Employers have the right to tell employees and workers when to take holiday if they need to.

An employer could, for example, shut for a week and tell everyone to use their holiday entitlement.

If the employer decides to do this, they must tell staff at least twice as many days before as the amount of days they need people to take.

For example, if they want to close for 5 days, they should tell everyone at least 10 days before.

This could affect holiday staff have already booked or planned. So employers should:

- Explain clearly why they need to close
- Try and resolve anyone's worries about how it will affect their holiday entitlement or plans

Self-employment

UNISON does not actively seek to organise the self-employed but as people have a right to join a trade union of their choice, there may be some in our ranks.

The government has announced help for the self-employed which is similar (but not identical) to the coronavirus job retention scheme.

Self-employed people can claim income support worth 80% of their average monthly income, capped at £2,500 per month. Their income will be calculated by taking the average of their income over the last three years. This income support scheme will be open for at least three months.

The eligibility criteria are that:



Contacting Derbyshire UNISON



01629 582266



BRANCH@UNISONDC.CO.UK



- The self-employed person must have submitted a tax return for 2019.
- The self-employed person must have trading profits of under £50,000.
- Self-employed people who earn more than £50,000 p.a. do not qualify.
- The self-employed person must make the majority of their income from self-employment.
- Employees who work for an employer but have some separate self-employed work on the side will not be eligible.
- Self-employed people whose tax return has not been submitted and is still due after the 31 January 2020 deadline, can still submit a tax

return for 2019 for a further four weeks from 26 March.

The self-employed can claim the new income support payments and continue working for their business, in complete contrast to furlough leave where the employees must not work for the employer.

Self-employed people do not have to initiate the application. It is understood that HMRC will contact them with instructions and then the grant will be paid directly into their bank account.

Self-employed income support is unlikely to be operational before the end of June. So self-employed people may need to borrow money to help with cash flow over the next few weeks until their income support application is processed.



Contacting **Derbyshire UNISON**

 01629 582266

 BRANCH@UNISONDC.CO.UK

FURLOUGHING

The scheme is intended to apply only to employers who cannot cover staff costs due to coronavirus. These employers can access support to continue paying part of their employee's wage, in order to avoid redundancies.

It is possible you will be asked to agree to an addition to your contract to allow 'temporary lay-offs'. (Strictly speaking, a furlough is not a lay-off but the effect is the same in these circumstances). We advise you to let us see the wording of any such contractual variation. In this instance, please email it direct to dave.gorton@unisondc.co.uk

Members may want to take note of the following:

What is a furloughed worker?

To access the Coronavirus Job Retention Scheme (CJRS) employers need to designate affected employees as 'furloughed workers,' and notify their employees of this change.

Furloughed workers are unable to work because their workplace has been forced to close due to the coronavirus.

if you are furloughed, this will change the status of your employment relationship – your contract. This change in employment status remains subject to existing employment law and, depending on your employment contract, may be subject to negotiation.

Who decides whether someone is furloughed?

An employer decides who is to be furloughed. In choosing staff to be furloughed, employers will have to consider discrimination laws and the implied duty of 'mutual trust and confidence'. Employers are likely to seek volunteers.

As this will require a variation of an employee's contract, an employee's consent is required before they go on furlough.

Can I work while on furlough?

Because furloughing is new to the UK, this is one of the questions that has been taxing lawyers since the initial announcement. Therefore, you will probably have seen more than one conflicting answer to

whether you are allowed to work if you are furloughed.

The government would now appear to have clarified this, though if their clarification is similar to other announcements, this cannot be absolutely relied upon.

Here's what we believe to be accurate:

- You cannot work and you cannot provide services or generate income for the employer who has furloughed you. This includes subsidiary or associated companies.
- You can work for another employer in an existing job.
- You can take on another new job with a different employer providing your contract of employment allows it. It would be advisable to check with your existing employer they have no objection. You must be available to return to your normal hours in your existing job at any time. You must also be available for any training during your normal working hours your existing employer wants you to undertake.

This should hopefully answer the queries of, particularly, low-paid education staff in catering and cleaning functions who have second posts, with different employers, in the same, or nearby, schools

Who can be furloughed?

Subject to some conditions and exceptions, employees and workers can now be furloughed if on PAYE at 19 March 2020. Previously, the key date was 28 February 2020.

The scheme applies to employees on the payroll at 19 March that are any of the following:

- full-time employees,
- part-time employees,
- employees on agency contracts
- employees on flexible or zero-hour contracts.
- employees who were made redundant since 28 February 2020, if they are rehired by their employer.

What if I have caring responsibilities?

Employees who are unable to work because they have caring responsibilities resulting from corona-



Contacting Derbyshire UNISON

 01629 582266

 BRANCH@UNISONDC.CO.UK

virus can be furloughed. For example, employees that need to look after children.

What if I am shielding for health reasons?

If an employee is not on sick pay but instead is shielding for health reasons they will be eligible for furlough pay.

What is the minimum period for furlough?

The minimum period is three weeks.

Can my employer rotate staff on and off furlough?

Yes, employees can be rotated – three weeks on furlough and then working three weeks.

What pay will I receive?

Full-time or part-time employees will be paid 80% of their actual salary (as at 28 February 2020), up to a maximum of £2,500 per month. The wages covered do not include fees, commission and bonuses.

What if my pay varies month to month?

For employees whose pay varies and have been employed for 12 months prior to the claim, an employer can claim and pay the employee the higher of:

- the same month's earning from the previous year or

- the average monthly earnings from the 2019-20 tax year.

For employees whose pay varies but they have been employed for less than a year, the claim should cover the average monthly earnings since they started work.

Can my employer pay me below the National Minimum Wage if I am 'furloughed'?

The government has stated employees on the National Minimum Wage (NMW) can be paid less than this usual legal minimum. They say that the NMW does not apply to furloughed employees. However, if employees are required to engage in training activity, such as completion of an online training courses, whilst they are furloughed, they must be paid at least the NMW for the time spent training.

Will my furlough wages be subject to income tax and deductions?

Yes

Will my employer still make National Insurance and minimum automatic enrolment pension contributions?

Employers remain liable for associated employer National Insurance contributions and minimum automatic enrolment employer pension contributions on



Contacting **Derbyshire UNISON**

 01629 582266

 BRANCH@UNISONDC.CO.UK

behalf of furloughed employees and can claim for these costs from the Government in addition to the wage.

What if I have more than one job?

Employees with more than one job can be furloughed for each job. Each job is separate, and the cap applies to each employer individually.

Can I do volunteer work/training if I am furloughed?

Yes, so long as the volunteer work/training does not provide services to or generate revenue for, or your employer.

If you complete online training courses while you are furloughed, you must be paid at least the full National Living Wage (NLW)/National Minimum Wage (NMW) for the time spent training, even if this is more than the 80% of your wage that will be subsidised.

Will a company in administration be able to access the Coronavirus Job Retention Scheme (CJRS)?

Yes.

The government last week extended furlough legislation to the end of June, where it will be reviewed. The extension included some changes – both good and bad.

When the scheme was first announced, individuals had to be employed by the organisation furloughing them on 28 February 2020, but the Government has extended the eligibility date to 19 March – the day before the scheme was announced.

The extension means employers can now claim for furloughed employees that were on their PAYE payroll on or before 19 March – so those who've recently started a new job and weren't on the payroll by 28 February but were by 19 March will get help.

However, there may be a further problem – it's likely you need to actually have been paid at least once by then. We will update this as we get more details.

If an employer is considering rehiring a former employee in order to furlough them, the cut-off date remains 28 February, so you'll need to have been on the payroll at that point.

However, there is not so good news for members in private nurseries. The Department for Education has deemed that early years providers will not be able to furlough staff or will only be able to access the scheme 'to cover up to the proportion of its pay bill which could be considered to have been paid from that provider's private income...Where employers receive public funding for staff costs, and that funding is continuing, we expect employers to use that money to continue to pay staff in the usual fashion – and correspondingly not furlough them. This also applies to non-public sector employers who receive public funding for staff costs'.

The new guidance says that private providers should only furlough employees if:

- the employee works in an area of business where services are temporarily not required and where their salary is not covered by public funding
- the employee would otherwise be made redundant or laid off
- the employee is not involved in delivering provision that has already been funded (free entitlement funding)
- (where appropriate) the employee is not required to deliver provision for a child of a critical worker and/or vulnerable child
- the grant from the CJRS would not duplicate other public grants received, and would not lead to financial reserves being created

This move has been condemned by MPs and early years' organisations. We will only be able to work out its effect on individual members on a case-by-case basis, depending on grants received from local authorities.



Contacting **Derbyshire UNISON**



01629 582266



BRANCH@UNISONDC.CO.UK

THE CRISIS AND YOUR MENTAL HEALTH

The coronavirus outbreak means that life is changing for all of us for a while. It may cause you to feel anxious, stressed, worried, sad, bored, lonely or frustrated.

It's important to remember it is OK to feel this way and that everyone reacts differently. Remember, this situation is temporary and, for most of us, these difficult feelings will pass.

There are some simple things you can do to help you take care of your mental health and wellbeing during times of uncertainty. Doing so will help you think clearly, and make sure you are able to look after yourself and those you care about.

Here are 10 ways you can help improve your mental health and wellbeing if you are worried or anxious about the coronavirus outbreak. Further advice on mental wellbeing is available from the NHS [here](#).

1. Stay connected with people

Maintaining healthy relationships with people we trust is important for our mental wellbeing, so think about how you can stay in touch with friends and family while needing to stay at home.

You could try phone calls, video calls or social media instead of meeting in person – whether it's with people you normally see often or connecting with old friends.

2. Talk about your worries

It's normal to feel a bit worried, scared or helpless about the current situation. Remember: it is OK to share your concerns with others you trust – and doing so may help them too. If you cannot speak to someone you know or if doing so has not helped, there are plenty of helplines you can try instead.

3. Support and help others

Helping someone else can benefit you as well as them, so try to be a little more understanding of other people's concerns, worries or behaviours at this time.

Try to think of things you can do to help those around you. Is there a friend or family member nearby you could message? Are there any community groups you could join to support others locally?

Remember, it is important to do this in line with official coronavirus guidance to keep everyone safe.

4. Feel prepared

Working through the implications of staying at home should help you feel more prepared and less concerned. Think through a normal week: how will it be affected and what do you need to do to solve any problems?

You could also think about who you can get help from locally – as well as people you know, lots of local and community help groups are being set up. Try to remember this disruption should only be temporary.

5. Look after your body

Our physical health has a big impact on how we feel. At times like these, it can be easy to fall into unhealthy patterns of behaviour that end up making you feel worse.

Try to eat healthy, well-balanced meals, drink enough water and exercise regularly. Avoid smoking or drugs and try not to drink too much alcohol.

You can leave your house, alone or with members of your household, for 1 form of exercise a day – like a walk, run or bike ride. But make you keep a safe 2-metre distance from others. Or try a 10-minute home workout.

6. Stick to the facts

Find a credible source you can trust and fact-check information you get from newsfeeds, social media or other people.

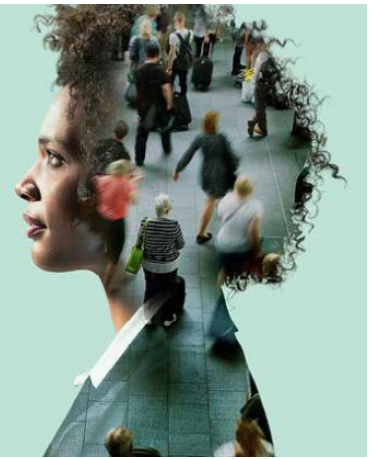


Contacting Derbyshire UNISON

01629 582266

BRANCH@UNISONDC.CO.UK

IN THE WORKPLACE EMPLOYEES STILL STRUGGLE TO TALK ABOUT MENTAL HEALTH ISSUES



Think about how possibly inaccurate information could affect others too. Try not to share information without fact-checking against credible sources.

You might also want to consider limiting the time you spend watching, reading or listening to coverage of the outbreak, including on social media, and think about turning off breaking-news alerts on your phone.

You could set yourself a specific time to read updates or limit yourself to a couple of checks a day.

7. Stay on top of difficult feelings

Concern about the coronavirus outbreak is perfectly normal. However, some people may experience intense anxiety that can affect their daily life.

Try to focus on the things you can control, such as your behaviour, who you speak to, and where and how often you get information.

It's fine to acknowledge that some things are outside of your control, but if constant thoughts about coronavirus are making you feel anxious or overwhelmed, try some ideas to help manage your anxiety or listening to an audio guide.

8. Do things you enjoy

If we are feeling worried, anxious or low, we might stop doing things we usually enjoy. Focusing on your favourite hobby, relaxing indoors or connecting with others can help with anxious thoughts and feelings.

If you cannot do the things you normally enjoy because you are staying at home, think about how you could adapt them, or try something new.

There are lots of free tutorials and courses online, and people are coming up with inventive new ways to do things, like hosting online pub quizzes and music concerts.

9. Focus on the present

Focusing on the present, rather than worrying about the future, can help with difficult emotions and improve our wellbeing. Relaxation techniques can also help some people deal with feelings of anxiety.

10. Look after your sleep

Good-quality sleep makes a big difference to how we feel mentally and physically, so it is important to get enough.

Try to maintain regular sleeping patterns and keep up good sleep hygiene practices – like avoiding screens before bed, cutting back on caffeine and creating a restful environment.



Contacting **Derbyshire UNISON**



01629 582266



BRANCH@UNISONDC.CO.UK

TALKING TO CHILDREN ABOUT CORONAVIRUS

The British Psychological Society offers this advice which parents and guardians may find useful.

It is good to talk: Children will have heard about Coronavirus and likely noticed changes around them (such as people wearing face masks). It is important they feel comfortable talking to you about Coronavirus as you will be the best source of information and reassurance for them. It's also likely they will talk to their friends or other children, which can involve imagination and misinformation. So having the chance to check-in with you is even more helpful.

Be truthful but remember your child's age: It is better for children to take an honest and accurate approach – give them factual information, but adjust the amount and detail to fit their age. For example, you might say 'we don't yet have a vaccination for Coronavirus, but doctors are working very hard on it' or 'a lot of people might get sick, but normally it is like a cold or flu and they get better'. Younger children might understand a cartoon or picture better. We also recommend that adults watch news programmes and then filter this information to their child in a developmentally appropriate way.

Allow children to ask questions: It is natural that children will have questions, and likely worries, about Coronavirus. Giving them the space to ask these questions and have answers is a good way to alleviate anxiety. Again, try to be honest in your responses – it is ok to say you don't know. At the moment, there are questions we don't have answers to about Coronavirus – you can explain this to your child and add in information about what people are doing to try to

answer these questions. Maybe your child has an idea too – let them tell you or draw them.

Try to manage your own worries: Uncertainty can make all of us feel anxious or worried. Identify other adults you can talk to about your own worries and questions. What things usually help to make you feel a bit calmer? If you are at home, music, breathing and relaxation techniques, distraction (such as watching something funny), and time with family members or pets can all help. Talk to your children when you feel calm – it will reassure them.

Give practical guidance: Remind your child of the most important things they can do to stay healthy – washing their hands and the 'catch it, bin it, kill it' advice for coughs and sneezes. Help your child practise and increase their motivation for keeping going (maybe thinking of a song they want to sing while washing their hands).



Contacting Derbyshire UNISON

 01629 582266

 BRANCH@UNISONDC.CO.UK

DOMESTIC VIOLENCE DURING LOCKDOWN

A number of domestic abuse charities have reported a surge in calls to helplines and online services since the partial lockdown began in the UK, reflecting experiences in other countries. Sadly, at least 16 suspected domestic abuse killings have been identified since the restrictions were introduced, far higher than the average rate for the time of year.

The household isolation instruction as a result of coronavirus does not apply if you need to leave your home to escape domestic abuse.

Friends, family, neighbours and community members can be a vital lifeline to those living with domestic abuse. If you are worried someone you know may be

a victim of domestic abuse, reassure them the police and support services are still there to help and direct them to sources of support.

For anyone who feels they are at risk of abuse, it is important to remember there is help and support available to you, including police response, online support, helplines, refuges and other services. You are not alone.

If you need assistance yourself or on behalf of a friend, call the national domestic abuse helpline on 0808 2000 247, or visit [Women's Aid](https://www.womensaid.org.uk). In emergencies, you should still call 999 and ask for the police - the police will continue to respond to emergency calls.

If you are in danger and unable to talk on the phone, dial 999, listen to the questions from the operator and respond by coughing or tapping the handset if you can. Then follow the instructions depending on whether you are calling from a mobile or a landline.

If you call 999 from a mobile:

- If prompted, press 55 to Make Yourself Heard - this will transfer your call to the police.
- Pressing 55 only works on mobiles and does not allow police to track your location.

If you call 999 from a landline



Contacting **Derbyshire UNISON**

 01629 582266

 BRANCH@UNISONDC.CO.UK

- If only background noise can be heard and BT operators cannot decide whether an emergency service is needed, then you will be connected to a police call handler.
- If you replace the handset, the landline may remain connected for 45 seconds in case you pick up again.
- When 999 calls are made from landlines, information about your location should be automatically available to the call handlers to help provide a response.
- Can you talk to them about what you are experiencing?
- Can you have a code word with a trusted person that lets them know it is not safe to talk or to ask them to phone the police?
- Could you agree a regular time and day for them to check-in?
- Let them know if there are safe times to call you
- Get familiar with how to delete messages quickly. If the abuser is monitoring your phone – delete your messages or call records afterwards. You can also try apps that allow for more secrecy. For example, Telegram and Signal

For further links to organisations who deal with specifics relating to domestic violence, visit the [government](#) website.

[Women's Aid](#) say:

Many survivors will be feeling unsafe isolating in a house with an abusive person, and isolated from their support networks.

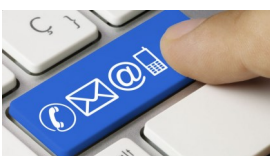
We want to reassure you we are here for you. We will be doing everything we can to support you during this challenging time.

We have put together some advice and information about support available. Remember that you are an expert in your own situation and only take on advice that feels safe and relevant to you.

Always remember that the abuse you are experiencing is not your fault.

It is important to think through what steps you can take to keep safe. How might you respond in different situations? How will you get help if you need it?

- Try to keep your mobile phone on you at all time. Try to make sure your mobile phone is charged.
- Family, friends and neighbours can support you.
- Can you safely keep in touch with people you trust over the phone or online? This could be a friend, family member, neighbour, carer, or support worker. You can use the opportunities when you can leave the house to make these calls e.g. when you go to the supermarket.
- The police are a key service when in immediate danger. Do not be afraid to call 999 in an emergency
- Silent Solution: When you call 999, the operator (the person on the phone) will ask which emergency service is required. Listen to the questions from the 999 operator. If you cannot say 'police' or 'ambulance', respond by coughing or tapping the handset if you can. If prompted, press 55 on your phone. This lets the 999 call operator know it's an emergency and that you aren't safe to speak. [Click here to find out more.](#)
- Emergency text service: If you can't call because you are d/Deaf or can't verbally communicate, you can register with the police text service. Text REGISTER to 999. You will get a text which tells you what to do next. Do this when it is safe so you can text when you are in danger. [Click here to find out more.](#)
- Reporting a crime: If you need to report a crime but you are not in immediate danger, you can call the police on 101 or report online. The police have a duty to protect you and your children. You should not be discriminated against for any reason, including your immigration status.



Contacting **Derbyshire UNISON**



01629 582266



BRANCH@UNISONDC.CO.UK

OTHER ISSUES

Ramadan guidelines issued

The [Muslim Council of Britain](#), the largest umbrella organisation for Muslims in Britain, has published online guidance to help millions cope with the restrictions of lockdown during the coming fasting month of Ramadan.

It says this year's Ramadan, which begins at the end of this week, will be "a very different experience for Muslims as we adapt to changing circumstances during the Covid-19 pandemic".

With lockdown continuing, there will be no congregational acts of worship outside the home, no Taraweeh prayers at the mosque and no iftars with friends and family to attend.

Instead, the MCB is offering guidance on how to arrange virtual iftars online with loved ones and community members by using video chat.

Just as important an issue for workers who observe Ramadan is to make sure that they have the necessary - and normal - work facilities to worship during the coronavirus crisis. If you feel there has been an unreasonable lessening of tolerance or facilities, please contact [Derbyshire UNISON](#).

Money problems?

UNISON operates a national welfare scheme - [There For You](#) - which members in serious financial difficulties may be able to access for help.

there
for you

supporting UNISON members
when life gets tough

Watch these advice videos
from the NHS



Contacting Derbyshire UNISON

 01629 582266

 BRANCH@UNISONDC.CO.UK

REMEMBER CORONAVIRUS DEAD THIS INTERNATIONAL WORKERS' MEMORIAL DAY

Tuesday 28 April is International Workers' Memorial Day, when we remember all those who have died because of their work – and renew our pledge to fight for the living.

In the year of coronavirus, this day of commemoration has never been more important. And that is why UNISON is asking the country to observe a minute's silence, to remember all the health, care and other key workers who have already lost their lives to COVID-19.

The campaign for a minute's silence at 11am next Tuesday was launched earlier this week by UNISON, the Royal College of Nursing and the Royal College of Midwives, which collectively represent more than a million NHS and public service workers, including porters, refuse collectors and care staff.

UNISON general secretary Dave Prentis said it would be “the ultimate tribute to remember workers who've lost their lives and put themselves in harm's way to keep us safe and vital services running.

“Every year, the sacrifice of workers around the world is recognised, but this year has a special significance because of the pandemic.

“Thousands of key staff are on the frontline while the rest of us are in lockdown. That's why we've issued this call for the whole country to take part and remember the sacrifices they've made. The best tribute we can all pay them is to stay inside to protect the NHS.”

Thousands of workers across the UK are caring for those suffering from COVID-19 or delivering vital public services that are vital for us all – potentially putting their own safety and even their own lives at risk.

In many cases, these workers know that, by simply doing their jobs, they are putting themselves at risk.

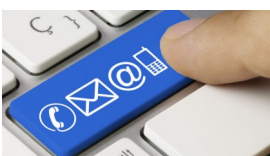
The risks faced by those working in the health and social care sectors has already been acknowledged, but there are also others – those working in child-care, police services and refuse collection, in hostels and rescue centres, in gas, water and electricity, and in transport services among them – whose work and dedication often goes unacknowledged.

Tragically, some of these workers have already died. In some cases, more could have been done to protect them, whether by better enforcement of social distancing, looking after workers with underlying health conditions or provision of adequate personal protective equipment (PPE) to keep them safe.

While improvements have been seen in some areas, more needs to be done – specifically in relation to assessing the risks our members are facing and ensuring that all staff who require it are getting the protective equipment needed to do the job safely.

UNISON has never been afraid to demand the highest standards for workers; we have not been afraid to speak out and hold the government to account on providing the right PPE when staff need it, and to hold employers to account who are not doing enough to keep their workers safe.

All of this adds to the importance of observing a minutes' silence at 11am on Tuesday 28th April 2020.



Contacting **Derbyshire UNISON**



01629 582266



BRANCH@UNISONDC.CO.UK

LINKS

Derbyshire UNISON [↗](#)
UNISON [↗](#)

Health organisations

NHS [↗](#)
NHS111 [↗](#)
NHS (Mental health issues) [↗](#)
Public Health England [↗](#)
Health & Care Professionals Council [↗](#)
World Health Organization (WHO) [↗](#)
Ask Doc - NHS advice translated into different languages including Punjabi and Urdu [↗](#)

National and local government and other Derbyshire bodies

The government website [↗](#)
Amber Valley Borough Council [↗](#)
Bolsover District Council [↗](#)
Chesterfield Borough Council [↗](#)
Derby City Council [↗](#)
Derbyshire County Council [↗](#)
Derbyshire County Council (Staff website) [↗](#)
Derbyshire Dales District Council [↗](#)
Erewash Borough Council [↗](#)
High Peak Borough Council [↗](#)
North East Derbyshire District Council [↗](#)
South Derbyshire District Council [↗](#)
Peak District National Park Authority [↗](#)
Derbyshire Resilience Forum [↗](#)
Derbyshire Police [↗](#)

Other employment advice organisations

Trades Union Congress (TUC) [↗](#)
ACAS [↗](#)
Citizens Advice [↗](#)

Other statutory bodies and professional associations

Care Quality Commission [↗](#)
British Dental Association [↗](#)
Health & Safety Executive [↗](#)
Royal College of Obstetricians & Gynaecologists [↗](#)

Charities

Age UK [↗](#)
Alzheimer's Society [↗](#)
Anna Freud Centre [↗](#)
Anxiety UK [↗](#)
Asthma UK [↗](#)
Cancer Research UK [↗](#)
Carers UK [↗](#)
Childline [↗](#)
Clinks - the voluntary sector working in the criminal justice system [↗](#)
Covid Mutual Aid UK [↗](#)
Cruse Bereavement Care [↗](#)
Diabetes UK [↗](#)
Disability Rights UK [↗](#)
Independent Lives [↗](#)
Macmillan [↗](#)
Mencap [↗](#)
Mental Health Foundation [↗](#)
Mind [↗](#)
The Mix - essential support for under 25s [↗](#)
National Autistic Society [↗](#)
Royal National Institute for the Blind RNIB [↗](#)
The Samaritans [↗](#)
Scope [↗](#)
Signhealth [↗](#)
Women's Aid [↗](#)
Working Families [↗](#)
YoungMinds Crisis Messenger [↗](#)

Learning

Academy for Healthcare Science e-learning programme (free) [↗](#)
Future Learn [↗](#)
Open Culture - free language learning [↗](#)
OpenLearn - free learning from Open University [↗](#)

Alternative entertainment

Art 3000 - free online art gallery [↗](#)
British Pathé - historical collection [↗](#)
Documentary Storm - free documentaries online [↗](#)
Google Arts & Culture - museums & galleries + [↗](#)
National History Museum - virtual tours and expeditions [↗](#)
Olympic Games - extensive video collection [↗](#)
Project Gutenberg - free e-books [↗](#)
Public Domain Movies - free movies online [↗](#)



Contacting Derbyshire UNISON

 01629 582266

 BRANCH@UNISONDC.CO.UK

joinunison.org

HERE WHEN YOU NEED US



International Workers'
Memorial Day

11am - Tuesday 28 April

One minute's silence for all
key workers lost to COVID-19

 01629 582266

 BRANCH@UNISONDC.CO.UK

 DERBYSHIREUNISON.COM

 UNISON DERBYSHIRE COUNTY

 UNISON_DERBYS


UNISON
Derbyshire