

## **TERMS AND CONDITIONS QUESTIONS RELATED TO NHS SCOTLAND'S COVID-19 RESPONSE**

**Q1: Will part-time workers who work extra hours to support the COVID-19 response receive overtime rates?**

A1: Staff should be paid according to their existing terms and conditions. For Agenda for Change staff, this will be in line with Section 3 of the Handbook which states at paragraph 3.3 that additional hours are at plain time rates until the standard working week of 37.5 hours is exceeded.

**Q2: An employee is stuck abroad due to a travel ban or quarantine and unable to return to work, what should they be paid?**

A2: Employers will need to take a view on a case by case basis but, as a general principle, if an employee was on holiday/overseas for personal reasons but is now unable to return home through no fault of their own they should not lose out. Boards should therefore place such individuals on Special Leave.

**Q3. What terms and conditions should be applied when a staff member is “shielding”?**

A3. People in very high risk groups identified on the [NHS Inform](#) website will have received a letter from NHS Scotland. The letter, as well as confirming that they have a condition which puts them at very high risk of severe illness from COVID-19, will strongly advise them to practice shielding as a protective measure. “Shielding” means not leaving home and minimising contact with other people.

When staff confirm to their employer that they are in this category and are therefore shielding, an assessment should be done to determine whether they can undertake all or some of their duties working from home, or be transferred to duties which can be undertaken at home. The degree to which someone is able to work in these circumstance will vary on a case by case basis, and some may not be able to do any work at all. Regardless of the outcome of the assessment, staff in this situation should be paid as if at work until the shielding period has been formally withdrawn.